

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>01-506-07-4</i>	
1. FROM (Agency or establishment) Defense Commissary Agency (DeCA)		DATE RECEIVED <i>9-27-2006</i>	
2. MAJOR SUB DIVISION Resource Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION N/A		In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5. TELEPHONE (804) 734-8841	DATE <i>6/8/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>21</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/22/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i>	TITLE Records Officer, DeCA - East	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Resource Management Files (Series 70) "Recordkeeping Copy: Media Neutral"		
<i>At 6/8/08 copies sent to Agency, NARA, NAWM, NAWM, NR</i>			

70 RESOURCE MANAGEMENT. *These records relate to the overall financial management plans, budgeting, accounting, disbursement, and collection of Defense Working Capital Funds - Commissary Operation and Commissary Resale Stocks, as well as Commissary Surcharge collections.*

70-1 Mission Organization and Functions Management. Relates to establishment of and changes in organization, mission, functions and relationships including staff directories, missions and functions manual, similar documents, and rationale for changes.

1) **HQ Resource Management**

Disposition:

Permanent

COFF: when superseded or rescinded

If the recordkeeping copy is paper, then transfer to offsite storage 5 years after COFF. Transfer to the National Archives and Records Administration (NARA), in 5-year blocks, when the newest record is 10 years old. If the record is electronic, pre-accession to NARA, 5 years after COFF when the newest record is 5 years old. Record shall include all related documentation and external finding aids as specified in 36 CFR 1228.270 or standards applicable at the time. Transfer legal custody to the NARA when the newest record is 10 years old. Annual rate of accumulation of paper records is approximately 2.5 cubic feet.

70-2 Internal Control Systems Files. Information created in the course of operating an Internal Management Control Program such as prescribed by DoD Directive 5010.38. This information concerns controls, which assure DeCA management of the laws, directives, and policies, are followed: transactions are carried out, resources are safeguarded from unauthorized use or disposition, financial and statistical records and reports are reliable and accurate, and that resources are efficiently and effectively managed. Included are risk assessments, internal control reviews and evaluations, reviews of operating accounting systems, management control plan, other plans and schedules, assurance statements, reports and similar information.

70-2a HQ, RM Office Performing DeCA Wide Responsibilities: DeCA Director's Annual Statement of Assurance to SECDEF.

2) (1) **HQ**

Disposition:

Temporary

COFF: when superseded or rescinded

DEST: 5 years after final COFF

3) (2) **All other offices**

Disposition:

Temporary

COFF: after final action date

DEST: the reporting cycle following the COFF date

70-4 General Finance Correspondence.

(1) General correspondence relating to resource finance that cannot logically be filed with the detailed records. These documents include routine comments on regulations, directives or other publications submitted to the office with chief responsibility, such as cost accounting, finance, travel, and other financial documents. Includes general requests for information and replies;

reports with general recommendations and suggestions various transmittal and other transactions of a general, routine, and administrative nature. These include cards, listings, indexes, or other items, which are created solely to facilitate or control work, extra copies of actions maintained by action officers.

- 4) **Disposition:**
Temporary
COFF: end of FY
DEST: in CFA 2 years after COFF

70-5 Military and Civilian Personnel Travel and Services. Relates to the process of authorization, arrangements, and filling of specific requirements for transportation of persons and related items.

70-5c Government Travel Charge Card System Reports. Reports furnished by the firm issuing the cards on employees utilizing the program such as delinquency statistics, performance identification on potential abuse/misuse of the card privilege, payment information, charge activity, and similar information.

- 5) **Disposition:**
Temporary
COFF: after all entries are cleared
DEST: 1 year after all entries are cleared.

70-5d Government Travel Charge Card Applications. Records provide an audit trail of employees requesting enrollment into the Government Charge Card Program and their acknowledgement to fulfill the terms and conditions of the agreement.

- 6) **Disposition:**
Temporary
COFF: When employee terminates from the program
DEST: 1 year after COFF

70-7h General Government Purchase Card Correspondence Files.

(1) Detailed records relating to the charge card program concerning expenses incurred, items purchased, and approvals to use the card outside normal purchasing parameters. This item includes correspondence about GPC training, as well as letters of appointment and/or delegation of GPC authority.

- 7) **Disposition:**
Temporary
COFF: at the end of the FY
DEST: 6 years and 3 months after COFF

70-12 Support Agreements. Documents relating to the budgeting financial and support responsibilities provided for in agreements between DeCA and activities supporting DeCA.

- 8) (1) **HQ RM, office executing agreements**
Disposition:
Temporary
COFF: when agreement is superseded, cancelled or terminated

DEST: 3 years after COFF

9) (2) **All other offices**

Disposition:

DEST: when superseded, obsolete, or no longer required.

70-18d Budget Review. Documents relating to the review of the budget, including budget hearings, markups, and reclaims.

10) (1) **HQ RM**

Disposition:

Temporary

COFF: at the end of the FY

Transfer to RHA: 1 year after COFF

DEST: 7 years after COFF

70-18e Budget Apportionment Files. Resource Management documents reflecting the apportionment and allocation of budget items, including financial plans and operating budgets.

11) (1) **HQ RM, office**

Disposition:

Temporary

COFF: end of FY

HQ & Regions: DEST 6 years and 3 months after COFF. This is an exception to GRS 5/4.

70-18f Reimbursements. Military Interdepartmental Purchase Request. Documents relating to the transfer of funds or payment to other departments or agencies for material or services furnished. This item includes DD Form 448, the MIPR, and DD Form 448-2, Acceptance of MIPR, which notifies and authorizes operations.

12) (1) **HQ**

Disposition:

Temporary

COFF: end of FY

Transfer to RHA: after 4 years

DEST: 10 years after COFF

13) (2) **All other offices**

Disposition:

Temporary

COFF: end of FY

DEST: 2 years after COFF

70-19 Management Engineering Program. Documents accumulated in connection with operational improvements, manpower surveys/standards and studies covering subjects such as personnel requirements, manning levels, manpower analysis, and emergency requirements. Efficiencies include inventory and appraisal reports, and manpower survey schedules and reports.

14) (1) **HQ**

Disposition:

Temporary

COFF: end of FY
DEST: 5 years after COFF

15) (2) All other offices

Disposition:

Temporary

DEST: when superseded or obsolete

70-20 Commercial Activity (CA) Program. Documents accumulated in the initiation, analysis and implementation of the Commercial Activity Program including performance work statements, management studies, and public-private competition cost analyses.

70-20b Commercial Activity Case Files. Case files containing preliminary planning, performance work statements, management studies, and public-private competition cost analyses, results of the competition, and other related documents for specific studies.

16) (1) HQ & Regions

Disposition:

Temporary

PIF and COFF after completion of subsequent study

DEST: 5 years after COFF unless needed longer for agency business.

17) (2) All other offices

Disposition:

Temporary

DEST: when superseded or obsolete

18) ~~70-22 Planning, Programming, and Budgeting Processes and Responsibilities. Documents, including governance rules, that relate to the internal prioritization of competing Agency programs and projects and the groups established to review and recommend funding in pursuit of those actions. Includes minutes of any group meetings to include recommended actions and their final disposition.~~

Disposition:

Temporary

COFF: End of FY

~~DEST: 6 years and 3 months after COFF~~

Agency withdrew
item on
1/8/08

RESOURCE MANAGEMENT FILES
Series 70

70 RESOURCE MANAGEMENT. *These records relate to the overall financial management plans, budgeting, accounting, disbursement, and collection of Defense Working Capital Funds - Commissary Operation and Commissary Resale Stocks, as well as Commissary Surcharge collections. All items in this schedule are considered "Media Neutral."*

Note: items in this schedule with a disposition of "Unscheduled" can not be destroyed until approval is announced.

70a GENERAL RESOURCE MANAGEMENT CORRESPONDENCE FILES.

(1) General correspondence relating to resource management that cannot logically be filed with the detailed records.

Disposition:

GRS 23, Item 1

COFF: end of FY

DEST: in CFA after 2 years

(2) Documents relating to resource management that are received for information only, on which no action is required:

Disposition:

GRS 23, Item 1

DEST: when no longer needed for current operations

70-1a MISSION ORGANIZATION AND FUNCTIONS MANAGEMENT. Relates to establishment of and changes in organization, mission, functions and relationships including staff directories, missions and functions manual, similar documents, and rationale for changes.

(1) **HQ:**

Disposition:

UNSCHEDULED

PERMANENT

COFF: end of FY

TRANSFER: to FRC after 4 years old or earlier

TRANSFER: to NARA after 10 years

(2) **ALL OTHERS:**

Disposition:

UNSCHEDULED

DEST: when superseded, obsolete, or no longer needed.

70-2 INTERNAL CONTROL SYSTEMS FILES. Information created in the course of operating an Internal Management Control Program such as prescribed by DoD Directive 5010.38. This information concerns controls which assure DeCA management the laws, directives, and policies are followed.

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transactions are carried out, resources are safeguarded from unauthorized use or disposition, financial and statistical records and reports are reliable and accurate, and that resources are efficiently and effectively managed. Included are risk assessments, internal control reviews and evaluations, reviews of operating accounting systems, management control plan, other plans and schedules, assurance statements, reports and similar information.

70-2a HQ, RM office performing DeCA wide responsibilities: DeCA Director's Annual Statement of Assurance to SECDEF.

(1) **HQ:**

Disposition:

UNSCHEDULED

COFF: when no further action is necessary

DEST: 5 years after cut-off

(2) **ALL OTHERS:**

Disposition:

GRS 16, Item 14d

COFF: when no corrective action is necessary

DEST: after next reporting cycle.

70-2b RISK ASSESSMENTS, REVIEWS AND/OR EVALUATIONS.

Disposition:

GRS 16, Item 14c.

COFF: closed file annually

DEST: next review cycle

70-2c MATERIAL WEAKNESSES FEEDER STATEMENTS, REPORTS, AND OTHER RECORDS:

Disposition:

UNSCHEDULED

COFF: when no further action is necessary

DEST: after 1 year

70-2d MANAGEMENT CONTROL PLANS

Disposition:

GRS 16, Item 14b.

DEST: when superseded.

70-4 GENERAL FINANCE CORRESPONDENCE.

(1) General correspondence relating to resource finance that cannot logically be filed with the detailed records.

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Disposition:

GRS 23, Item 1

COFF: end of FY

DEST: in CFA after 2 years

(2) Documents relating to finance that are received for information only, on which no action is required.

Disposition:

GRS 23, Item 1

DEST: when no longer needed for current operations

70-4c FINANCIAL MANAGEMENT. Accounting documents related to the Commissary's overall financial management of appropriations; Resale Stocks (DWCF), Commissary Operations (DWCF) and Commissary surcharge collection funds.

Disposition:

GRS 6, Item 1a

COFF: end of FY.

DEST: after 6 years and 3 months after close of fiscal year involved.

70-5 MILITARY AND CIVILIAN PERSONNEL TRAVEL AND SERVICES. Relates to the process of authorization, arrangements, and filling of specific requirements for transportation of persons and related s.

70-5a TRAVEL POLICY AND PROGRAM DOCUMENTS. Documents related to formulation, management, administration and execution of the travel program such as DoD directives, guidance, studies and analysis, reports and similar information.

Disposition:

GRS 16, Item 14a

DEST: when superseded or obsolete.

70-5b TRAVEL ORDERS. Orders directing or authorizing military and civilian travel to be performed including, when applicable, requests for approval of such travel and related documents. Defense Travel System maintains actively for 15 months, thereafter they are archived by DoD NTE a total time period of 6 years. Manual Travel Orders will be retained for 6 years.

Disposition:

GRS 6, Item 1a

COFF: at end of FY

DEST: after 6 years and 3 months

70-5c GOVERNMENT TRAVEL CHARGE CARD SYSTEM REPORTS. Reports furnished by the firm issuing the cards on employees utilizing the program such as delinquency statistics, performance identification on potential abuse/misuse of the card privilege, payment information, charge activity, and similar information.

Disposition:

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UNSCHEDULED

DEST: 1 year after all entries are cleared.

70-5d GOVERNMENT TRAVEL CHARGE CARD APPLICATIONS. Records provide an audit trail of employees requesting enrollment into the Government Charge Card Program and their acknowledgement to fulfill the terms and conditions of the agreement.

Disposition:

UNSCHEDULED

COFF: When employee terminates from the program

DEST: 1 year after employee terminates the program

70-6 COMMISSARY SALES AND RECEIPTS. Documents supporting sale and receipt transactions at commissaries.

70-6a ACCOUNTABLE OFFICER RECORDS. (Commissary Sales and Receipt Data). Original or electronic copy of accountable officer accounts maintained in the Agency for site audit by GAO and internal agency auditors, consisting of statements of transactions, statements of accountability, collection schedules and vouchers, or documents used as schedules or vouchers, exclusive of commercial passenger transportation and freight records and payroll records EXCLUDING accounts and supporting documents pertaining to American Indians. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operating the agency. All copies except the certified payment or collection copy usually, the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding in this schedule. Included but not limited to, the Standard and Optional Forms listed under GRS 6, 1a, to include agency equivalent forms.

Disposition:

GRS 6, Item 1a

COFF: at the end of the FY

DEST: after 6 years and 3 months from last action

70-6b COMMISSARY FEEDER DATA. Commissary daily shipping/receiving documents

Disposition:

GRS 23, Item 7

DEST: after 3 months.

70-7 APPROPRIATIONS ACCOUNTING. Documents relating to the accounting for appropriations allotments and the commitment, obligation, and expenditure of allotted funds.

Disposition:

GRS 7, Item 3

COFF: at the end of the FY.

DEST: 6 years and 3 months after the close of the fiscal year.

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70-7a ALLOTMENTS. Files relating to transactions making specific funds allocated to a fiscal operating agency available for obligation to field installations, either through allotment or sub allotment accumulated by fiscal administrative elements.

Disposition:

GRS 7, Item 3

COFF: at the end of the FY.

DEST: 6 years and 3 months from the closing of the FY involved.

70-7b JOURNALS. Books of original entry maintained to record all financial transactions and to summarize accounting for monthly posting to the general ledger, consisting of the general journal, and special journals such as fund receipt, fund disbursement, and obligation journals.

Disposition:

UNSCHEDULED

COFF: end of FY

DEST: after 2 years

70-7c GENERAL LEDGERS. General ledgers which contain the accounts necessary to reflect financial operations, such as asset accounts, operating accounts, liability accounts, budgetary accounts, and statistical accounts, maintained for the purpose of establishing in summary form the status of the accounts, operations for the month, and to provide a medium for verifying the accuracy of reports and subsidiary ledgers.

Disposition:

GRS 7, Item 2

COFF: after each fiscal year

DEST: after 6 years and 3 months

70-7d SUBSIDIARY LEDGERS. Subsidiary ledgers maintained as a source for ascertaining the composition of general ledger accounts, accumulate detail for analysis and reporting purposes, and verification of accuracy of general ledger accounts. They consist of allotment ledgers, open allotment ledgers, appropriation revenue ledgers, transactions for others ledgers, and unapplied DO deposit fund ledgers.

Disposition:

GRS 7, Item 4a

COFF: end of FY

DEST: after 3 years.

70-7e TRIAL BALANCES. Trial balances for meat and produce departments and any sub-departments prepared from general ledger accounts.

Disposition:

GRS 8, Item 4

COFF: end of FY

DEST: when 2 years old

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70-7f FINANCIAL REPORTS. Copies of financials reports forwarded to higher echelon, such as: CFO statements and quarterly reports supporting annual statements and comparable reports.

Disposition:

GRS 6, Item 1a

COFF: end of FY

DEST: after 6 years and 3 months.

70-7g FUNDS ACCOUNTING. Documents relating to the overall administration of funds accounting matters and systems.

Disposition:

GRS 6, Item 1a

COFF: at the end of the FY.

DEST after 6 years and 3 months.

(1) DEFENSE WORKING CAPITAL FUNDS - COMMISSARY OPERATIONS.

Documents relating to the accounting of the DWCF commissary operations funds.

Disposition:

GRS 6, Item 1a

COFF: at the end of the FY

DEST: after 6 years and 3 months

(2) DEFENSE WORKING CAPITAL FUND - COMMISSARY RESALE STOCKS FUND

ACCOUNTING. Documents which relate to the accounting of the DWCF commissary resale stock fund.

Disposition:

GRS 6, 1a

COFF: at the end of the FY

DEST: after 6 years and 3 months

(3) COMMISSARY SURCHARGE COLLECTIONS. Documents which relate to the

accounting of the Commissary Surcharge Collections fund.

Disposition:

GRS 6, Item 1a

COFF: at the end of the FY

DEST: after 6 years and 3 months

70-7h GENERAL GOVERNMENT PURCHASE CARD CORRESPONDENCE FILES.

(1) Detailed records relating to the charge card program concerning expenses incurred, s purchased, and approvals to use the card outside normal purchasing parameters.

Disposition:

UNSCHEDULED

COFF: at the end of the FY

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DEST: after 6 years and 3 months

(2) Documents relating to the charge card program that are received for information only on which no action is required.

Disposition:

GRS 23, Item 1b

DEST: when no longer needed for current operations.

70-9 DECA ELECTRONIC PAYROLL SYSTEM. Records documenting actions taken to implement the system.

70-9a PAYROLL SUBSTANTIATING DOCUMENTS. These files include official authorizations for continuing, changing, canceling, withholding, or deducting amounts from a person's wages; and/or copies pertaining to the following:

(1) **WITHHOLDING TAX EXEMPTION CERTIFICATES - IRS FORMS W-4, STATE, CITY AND COUNTY.**

Disposition:

GRS 2, Item 13

COFF: at the end of the FY

DEST: 4 years after superseded or obsolete or upon separation of employee.

(2) **SF1192 (AUTHORIZATIONS FOR SAVINGS BONDS).**

Disposition:

GRS 2, Item 13

DEST: 4 months after issuance of bonds.

(3) **SF1187 (REQUEST FOR PAYROLL DEDUCTIONS FOR LABOR ORGANIZATION DUES).**

Disposition:

GRS 2, Item 15

COFF: at the end of the FY

DEST: after GAO audit or when 3 years old, whichever is sooner.

(4) **CSC FORM 804A (VOLUNTARY ALLOTMENT FOR PAYMENT OF CHARITABLE CONTRIBUTIONS TO COMBINED FEDERAL CAMPAIGN (CFC) ORGANIZATIONS, ETC.).**

Disposition:

GRS 2, Item 15a

COFF: at the end of the FY

DEST: after GAO audit or when 3 years old, whichever is sooner.

(5) **INDIVIDUAL REQUESTS FOR PAY OR LEAVE INFORMATION.**

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Disposition:

GRS 2, Item 23a

COFF: at the end of the FY

DEST: after GAO audit or when 3 years old, whichever is sooner.

(6) INFORMATION BETWEEN AGENCY AND PAYROLL PROCESSOR THAT AFFECTS A PERSON'S PAY.

Disposition:

GRS 2, Item 24

COFF: at the end of the FY

DEST: when 2 years old.

(7) NOTICES OF EXCEPTION. PAYROLL SYSTEM TICKLERS.

Disposition:

GRS 2, Item 22a

COFF: at the end of the FY

DEST: when actions are complete or no longer needed, NTE 2 years.

(8) RELATED APPROVALS OR DISAPPROVALS.

a. **ACTIVE EMPLOYEES:**

Disposition:

GRS 2, Item 13 (Supported by FMR Volume 8)

COFF: Remove documents that have been superseded or cancelled and place in an inactive file

DEST: after 4 years

b. **INACTIVE EMPLOYEES:**

Disposition:

GRS 2, Item 13 (Supported by FMR Volume 8)

COFF: Remove entire file when employee separates/terminates or retires and

DEST: after 4 years.

70-9b TIME AND ATTENDANCE (T&A) RECORDS. Supplemental records to the official individual leave record. Included are TA sheets and flextime work schedules; applications for leave and similar data.

Disposition:

GRS 2, Item 7 & 8

COFF: end of CY

DEST: after GAO audit or when 6 years old, whichever is sooner.

NOTE: Those commissaries who forward the original T&A records to a finance office should maintain a copy of the original for 1 year.

70-12 SUPPORT AGREEMENTS. Documents relating to the budgeting financial and support responsibilities provided for in agreements between DeCA and activities supporting DeCA.

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a. HQ, RM OFFICE EXECUTING AGREEMENTS:

Disposition:

UNSCHEDULED

COFF: when superseded

DEST: 3 years after supercession, cancellation or termination of the agreement

b. ALL OTHERS:

Disposition:

UNSCHEDULED

DEST: when superseded, obsolete, or no longer required

70-14a CONTRACT ADVISORY AND ASSISTANCE SERVICE (CAAS) PROGRAM. Documents pertaining to the establishment of program and changes thereto, mandated by DoD Directive 4205.2, DoD Contracted Advisory & Assistance Services (CAAS).

Disposition:

GRS 16, Item 14a

DEST: when superseded, obsolete or no longer required.

70-14b CONTRACT ADVISORY AND ASSISTANCE SERVICE (CAAS) CONTRACTS.

Documents pertaining to the development of the CAAS contract. Included are purchase request, statement of work and contractor's final deliverable.

Disposition:

GRS 3, Item 3(a)1

COFF: upon completion of contract

DEST: 6 years and 3 months after completion of contract

70-16 FINANCIAL INVENTORY ACCOUNTING (FIA). Relates to the accounting for property (stocks) in financial terms rather than or in conjunction with quantitative terms.

70-16a FINANCIAL INVENTORY ACCOUNTING FILES. Documents relating to the overall administration of the financial inventory accounting system. Includes documents prescribing the methods and procedures for operating the financial inventory accounting system.

Disposition:

GRS 7, Item 1

COFF: at end of FY

DEST: after 2 years.

70-16b FINANCIAL INVENTORY ACCOUNTS. Documents serving as an integral part of the accounts such as category journals, category ledgers, financial inventory control records, and related posting media. Includes reports reflecting the financial values of inventories together with related analyses.

Disposition:

RESOURCE MANAGEMENT FILES

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GRS 7, Item 4a

COFF: at end of FY

DEST: after 3 years

70-17 MANPOWER. Relates to overall control of manpower resources in DeCA. Excludes training and career management.

70-17a MANPOWER FILES. Documents relating to the administration of manpower matters.

Disposition:

UNSCHEDULED

COFF: end of FY

DEST: after 5 years.

70-17b MANPOWER AUTHORIZATIONS. Documents regarding the allocation, increase, or decrease of manpower spaces in DeCA and in elements thereof.

Disposition:

UNSCHEDULED

COFF: end of FY

DEST: after 5 years.

70-17c MANNING DOCUMENTS. Documents relating to tables of distribution reflecting the organizational element, the grade, category, and number of civilian and military personnel authorized to DeCA activities. Includes drafts of proposed documents, justifications, coordinating actions, and published final manning documents (to include mobilization manning documents).

(1) **HQ:**

Disposition:

UNSCHEDULED

COFF: end of FY

DEST: 5 years after cut-off

(2) **ALL OTHERS:**

Disposition:

UNSCHEDULED

COFF: when no corrective action is necessary

DEST: on receipt of new document.

70-17d MANAGEMENT STUDIES. Documents developed/collected during the conduct of management studies. Includes the finalized study reflecting actions recommended and taken.

(1) **HQ:**

Disposition:

UNSCHEDULED

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COFF: end of FY
DEST: 5 years after cut-off

(2) **ALL OTHERS:**

Disposition:
Unscheduled
COFF: end of FY
DEST: when no longer needed for reference

70-18 BUDGETING FILES. Relates to the budget program, such as the financial plan, annual budget, directives and guidance, budgetary practices and procedures, and budget estimates and justifications.

70-18a OFFICE FINANCIAL FILES. General office files consisting of user fund requests for travel, training, reports of long-distance telephone call charges, office supplies and maintenance; notices of funds available; office funds expended; and similar information.

Disposition:
GRS 23, Item 1
COFF: end of FY
DEST: after 2 years or when no longer needed, whichever is sooner.

70-18b BUDGETARY SERVICES. Administration of budgetary matters.

Disposition:
GRS 5, Item 1
COFF: end of FY
DEST: after 2 years.

70-18c BUDGET ESTIMATES. Documents issued calling for budget estimate preparation and submission for specific periods and the related guidelines and governing instructions; budget estimates and supporting justifications, including supplemental estimates and related papers. Includes documents such as the Budget Estimate Submission (BES); the President's Budget (PB); Program Budget Decisions (PBDs); Commissary Operating Board (COB) funding decisions; Base Realignment and Closure funding actions; Disaster Supplemental Funding actions; Defense Resource Management Decisions (DRMs); Management Initiative Decisions (MID) and Defense Resource Implementing Directive (DRID).

(1) **HQ:**

Disposition:
UNSCHEDULED
PERMANENT
COFF: end of FY
TRANSFER: to FRC: after 4 years
TRANSFER: to NARA after 10 years

(2) **REGIONS:**

Disposition:

RESOURCE MANAGEMENT FILES
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GRS 5, Item 1

DEST: 2 years after close of fiscal year covered by budget

70-18d BUDGET REVIEW. Documents relating to the review of the budget, including budget hearings, markups, and reclaims.

(1) **HQ:**

Disposition:

UNSCHEDULED

PERMANENT

COFF: end of FY

TRANSFER: to FRC: after 4 years

TRANSFER: to NARA after 10 years

(2) **REGIONS:**

Disposition:

UNSCHEDULED

COFF: end of FY

TRANSFER: to FRC after 4 years

DEST: after 10 years.

70-18e BUDGET EXECUTION. Resource Management documents reflecting the apportionment and allocation of budget s, including financial plans and operating budgets.

(1) **HQ & REGIONS:**

Disposition:

UNSCHEDULED

COFF: end of FY

TRANSFER: to FRC after 4 years

DEST after 15 years

(2) **ALL OTHERS:**

Disposition:

GRS 5, Item 4

COFF: end of FY

DEST: 2 yrs after close of FY

70-18f REIMBURSEMENTS. MILITARY INTERDEPARTMENTAL PURCHASE REQUEST. Documents relating to the transfer of funds or payment to other departments or agencies for material or services furnished.

(1) **HQ & REGIONS:**

Disposition:

UNSCHEDULED

RESOURCE MANAGEMENT FILES
Series 70

COFF: end of FY
TRANSFER: to FRC after 4 years
DEST: after 10 years.

(2) **ALL OTHERS:**

Disposition:
GRS 5, Item 4
COFF: end of FY
DEST: 2 yrs after close of FY.

70-18g COST ACCOUNTING. Relates to the accounting systems devised to record, classify, and summarize costs of material, labor and overhead incident to the maintenance and operation of installations and activities.

(1) **COST ACCOUNTING ADMINISTRATION FILES.** Documents relating to the overall administration of the cost accounting functions.

Disposition:
GRS 8, Item 6a
COFF: end of FY
DEST: after 3 years.

(2) **COST ACCOUNTING REPORTS AND PROCEDURES.** Documents prescribing the methods and procedures for operating the cost accounting system. Includes the Standard Financial Operating Statements.

Disposition:
UNSCHEDULED
COFF: end of FY
DEST: when superseded or obsolete.

70-19 MANAGEMENT ENGINEERING PROGRAM. Documents accumulated in connection with operational improvements, manpower surveys/standards and studies covering subjects such as personnel requirements, manning levels, manpower analysis, and emergency requirements. Efficiencies include inventory and appraisal reports, and manpower survey schedules and reports.

(1) **HQ:**

Disposition:
UNSCHEDULED
COFF: end of FY
DEST: after 5 years or when no longer required

(2) **ALL OTHERS:**

Disposition:
UNSCHEDULED
DEST: when superseded or obsolete

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70-20 COMMERCIAL ACTIVITY (CA) PROGRAM. Documents accumulated in the initiation, analysis and implementation of the Commercial Activity Program including performance work statements, management studies, and public-private competition cost analyses.

70-20a COMMERCIAL ACTIVITIES POLICIES AND PROCEDURES. Documents pertaining to overall policy, procedures, and administration of the CA Program.

(1) **HQ:**

Disposition:

UNSCHEDULED

PERMANENT

COFF: end of FY

TRANSFER: to FRC after 4 years

TRANSFER: to NARA after 10 years

(2) **ALL OTHERS:**

Disposition:

DEST: when superseded, obsolete, or no longer needed for reference

70-20b COMMERCIAL ACTIVITY CASE FILES. Case files containing preliminary planning, performance work statements, management studies, and public-private competition cost analyses, results of the competition, and other related documents for specific studies.

(1) **HQ:**

Disposition:

UNSCHEDULED

COFF: PIF after completion of subsequent study

DEST: after 5 years or when no longer required

(2) **ALL OTHERS:**

Disposition:

DEST: when superseded, obsolete, or no longer needed for reference

70-21 COMMITTEE MANAGEMENT PROGRAM FILES. Document that establish policies and procedures for governance of the program, including purpose, membership, charters or directive.

Disposition:

UNSCHEDULED

PERMANENT

COFF: End of FY

TRANSFER: to FRC after 4 years

70-22 PLANNING, PROGRAMMING, AND BUDGETING PROCESSES AND RESPONSIBILITIES. Documents, including governance rules, that relate to the internal prioritization

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of competing Agency programs and projects and the groups established to review and recommend funding in pursuit of those actions. Includes minutes of any group meetings to include recommended actions and their final disposition.

Disposition:

UNSCHEDULED

PERMANENT

COFF: End of FY

TRANSFER: to FRC after 4 years

TRANSFER: to NARA after 10 years

70-23 ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other s in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition:

DEST/Delete: within 180 days after the recordkeeping copy has been produced

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is complete.

Disposition:

DEST/Delete: when dissemination, revision, or updating is complete.