

Request for Records Disposition Authority

Records Schedule Number **DAA-0507-2013-0003**
Schedule Status **Approved**

Agency or Establishment **Defense Finance and Accounting Service**
Record Group / Scheduling Group **Records of the Defense Finance and Accounting Service**
Records Schedule applies to **Agency-wide**
Schedule Subject **BIWEEKLY THRIFT SAVINGS PLAN (TSP)**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0507-2013-0003

Sequence Number	
1	Schedule 7340 Rule 22 Disposition Authority Number DAA-0507-2013-0003-0001
2	Schedule 7340 Rule 22 01 Disposition Authority Number DAA-0507-2013-0003-0002
3	Schedule 7340 Rule 22 02 Disposition Authority Number DAA-0507-2013-0003-0003

Records Schedule Items

Sequence Number						
1	<p>Schedule 7340 Rule 22</p> <p>Disposition Authority Number DAA-0507-2013-0003-0001</p> <p>Initial, recycle, and interim runs of active and inactive list and related error lists</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>DFAS 5015 2-M</td> <td>Records Disposition Schedule</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off on successful tape processing</p> <p>Retention Period Destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>		Manual Citation	Manual Title	DFAS 5015 2-M	Records Disposition Schedule
Manual Citation	Manual Title					
DFAS 5015 2-M	Records Disposition Schedule					
2	<p>Schedule 7340 Rule 22 01</p> <p>Disposition Authority Number DAA-0507-2013-0003-0002</p> <p>Final run of active and inactive list voucher/summary list</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>					

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
DFAS 5015 2-M	Records Disposition Schedule

Disposition Instruction

Cutoff Instruction **Cut off at end of payroll year**

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Schedule 7340 Rule 22 02

Disposition Authority Number **DAA-0507-2013-0003-0003**

TSP-2, Certification of Transfer of Funds/Journal Voucher, Form TSP-5, Employee Data/Payment/Adjustment Records, and/or other comparable approved records used in connection with reconciliation of TSP differences with corresponding agency accounting deposit and clearing account records

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
DFAS 5015 2-M	Records Disposition Schedule

Disposition Instruction

Cutoff Instruction **Cut off at end of calendar year**

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Retention Period	Destroy 2 years after a complete reconciliation with the Agency Technical Services (ATS) has been accomplished, and all ATS/agency Accounting System out-of-balance differences are corrected/cleared, or when no longer needed (whichever is later)
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
05/14/2013	Certify	Ralph Mullins	Records Program Manager	DFAS Agency Wide - DFAS Agency Wide
08/12/2013	Submit for Concurrence	Galen Wilson	Appraiser	National Archives and Records Administration - Records Management Services
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/27/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/28/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist