

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES HAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-507-05-1</i>	
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED <i>5-23-2005</i>	
2. MAJOR SUBDIVISION Defense Finance and Accounting Service		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Entire Agency			
4. NAME OF PERSON WITH WHOM TO CONFER Leona Jacob	5. TELEPHONE (317) 510-5041	DATE <i>07-18-2005</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. White</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 _____ page(s) are not now needed 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,

is not required; is attached; or has been requested.

DATE <i>5/11/2005</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Leona Jacob</i>	TITLE <i>Records Program Manager</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Defense Finance and Accounting Service 5015.2-M, Schedule 5500, Rule 3, retention increased from two years to six years to meet legal requirements. No other changes to Schedule 5500.	N1-507-93-2, Item 168	

SA 7/18/05 copies sent to Agency/NUMC, NR

SCHEDULE 5500
LEGAL ADMINISTRATION RECORDS

5500. This schedule governs disposition of records accumulated in carrying out the legal administration program.

SCHEDULE 5500				
LEGAL ADMINISTRATION RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	LEGAL OPINIONS	Precedent-setting. The record copy of a legal opinion which establishes policy or precedent.	Any DFAS Legal Office	PERMANENT. Cut off at end of calendar year. Transfer to National Archives in 5-year blocks when latest document is 20 years old. AUTH: (N1-507-93-2, Item 165) (5500/R1)
1.01		Nonprecedent-setting. A legal opinion based on a previously set precedent; interprets but does not establish policy or precedent.		Cut off at end of calendar year in which superseded or obsolete. Destroy upon cutoff. AUTH: (N1-507-93-2, Item 166) (5500/1.01)
2.	LEGISLATIVE AND CONGRESSIONAL LIAISON RECORDS	Records pertaining to legislation, executive orders, proclamations, and to liaison with Congress, excluding budgetary and appropriation matters. Includes supporting memoranda and comments reflecting DFAS position on legislative matters.		Cut off at end of calendar year in which superseded or obsolete. Destroy upon cutoff. AUTH: (N1-507-93-2, Item 167) (5500/R2)
3.	LITIGATION RECORDS	Records accumulated incident to litigation arising out of tax disputes or other actions; legal actions involving DFAS, its personnel or contractors; administrative proceedings, investigative reports, and legal processing affecting accomplishment of the DFAS mission.		Cut off at end of calendar year in which case closed. Destroy 6 years after cutoff. AUTH: () (5500/R3)
4.	FINANCIAL DISCLOSURE REPORTS	Records pertaining to financial disclosure reports such as SF 278, DD Form 1555, SF 450, etc.		Cut off on date of filing. Destroy 6 years after date of filing. (See NOTE) AUTH: (GRS 1, Item 24b) (5500/R4)

SCHEDULE 5500**LEGAL ADMINISTRATION RECORDS**

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
5.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM 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 items 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.		
		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.	Any DFAS office	Destroy/delete within 180 days after the recordkeeping copy has been produced. AUTH: (N1-507-02-1, Item 55) (5500/R5)
5.01		Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.		Destroy/delete when dissemination, revision, or updating is completed. AUTH: (N1-507-02-1, Item 56) (5500/R5.01)

NOTE: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation.