

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number 71-507-06-1	
1 From (Agency or establishment) Department of Defense		Date Received 3-23-2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (include area code) 317-510-5041	Date 3/16/06	Archivist of the United States <i>Alan Wank</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 2 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 has been requested

Signature of Agency Representative <i>Leona Jacob</i>	Title <i>Records Program Manager</i>	Date (mm/dd/yyyy) <i>03/16/2006</i>
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1.	<p>Defense Finance and Accounting Service 5015.2-M, Schedule 7205, Accounting Operations. Add Rule 3.01 to schedule Property, Plant and Equipment (PP&E) records and 3.02 to schedule PP&E records involving Real Property.</p> <p>Rule 3.01, describes supporting documentation for PP&E transactions including, but not limited to obligation document, receipts/vouchers; DFAS Form 1413, DPAS/e-Biz Capitalization Certification. Records are maintained for 6 years and 3 months after disposition of the asset.</p> <p>Rule 3.02, describes supporting documents for PP&E transactions involving Real Property, including, but not limited to DD Form 1354, Transfer and Acceptance of Military Real Property; ENG Form 3013, Work Order/Completion Report; construction contracts, work orders, and other documentation. The records are maintained for 10 years after the disposition of the asset.</p> <p>This change is needed to provide auditable documentation of transactions occurring during the entire life of the asset.</p> <p>See attached proposed Schedule 7205.</p> <p><i>cc Agency, NR, NWMD, NWMMW</i></p>		

SCHEDULE 7205
ACCOUNTING OPERATIONS - FINANCIAL RECORDS

7205. This schedule governs disposition of records pertaining to the accounting operations financial records accumulated by the Accountable Stations. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7205				
ACCOUNTING OPERATIONS — FINANCIAL RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	GENERAL LEDGERS	Manual and machine form ledgers, to include but not limited to the Operating Budget Ledger and Allotment Ledger pertaining to current, expired, and closed accounts.	Any DFAS Accounting Operations Office	Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account. AUTH (GRS 7, Items 2 and 3) (7205/R1)
2.	SUBSIDIARY LEDGERS	Various forms and formats covering allotments, obligations, appropriation summaries, transactions paid by and for others; adjustments, suspense items; object classes, open allotments, industrial funds, stock funds, and deposit funds pertaining to current, expired, and closed accounts.		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH (GRS 7, Item 4a) (7205/R2)
3.	SUPPORTING RECORDS TO GENERAL AND SUBSIDIARY LEDGERS	Budget Authority (BA)/Allotment, or authorized replacement, Obligation Authority/Suballotment, subsidiary distribution of allotments and BAS to other SMAs; journal vouchers, and applicable records pertaining to recording commitments, obligations, accrued expenditures (paid and unpaid); report of TDY and PCS on military or civilian travel under specific or centrally managed allotments, and Status of Funds Data Base Transmissions pertaining to current, expired, and closed accounts.	Any DFAS Accounting Operations Office	Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH (GRS 7, Item 4a) (7205/R3)

SCHEDULE 7205

ACCOUNTING OPERATIONS — FINANCIAL RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
3.01		Supporting documentation for Property, Plant & Equipment (PP&E) transactions including, but not limited to, obligation document; receipts/vouchers, DFAS Form 1413, DPAS/e-Biz Capitalization Certification .	Accountable Property Officers/MEO	Cut off upon disposition of the asset. Destroy 6 years and 3 months after cut off. AUTH () (7205/R3 01)
3.02		Supporting documentation for PP&E transactions involving Real Property, including, but not limited to DD Form 1354, Transfer and Acceptance of Military Real Property; ENG Form 3013, Work Order/Completion Report; construction contracts, work orders, and other documentation .		Cut off upon disposition of the asset Destroy 10 years after cut off. AUTH () (7205/R3 02)
4.	FINANCIAL STATEMENTS, SCHEDULES, AND REPORTS	Retained copies of records required by Servicing Site pertaining to current, expired, and closed accounts.		Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account. AUTH (GRS 6, Item 1a) (7205/R4)
5.	FUND DISTRIBUTION	Memoranda from the Budget Office for Fund Distribution Records.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7205/R5)