

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-507-06-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-507-11-001, item 279.

Date Reported: 10/09/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

N1-507-06-2

Date Received

3/22/2006

Notification to Agency

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

2/17/06

Archivist of the United States

Ala. Weinstein

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)

Department of Defense

2 Major Subdivision

Defense Finance and Accounting Service

3 Minor Subdivision

Entire Agency

4 Name of Person with whom to confer

Leona Jacob

5 Telephone (include area code)

317-510-5041

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 1 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

Leona Jacob

Title

Records Program Manager

Date (mm/dd/yyyy)

03/14/2006

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 7333, Traveler Charge Card Program. Add Rule 13.1 to authorize indefinite retention of active and inactive Individual Cardholder Accounts files and disposal of Closed Individual Cardholder accounts after one year retention.</p> <p>Individual Cardholder Files pertain to DFAS employees who possess a travel charge card and include but are not limited to application, training certificate, Statement of Understanding and any correspondence or administrative communications. Documents are in hardcopy and are maintained in active files as long as the account is open.</p> <p>Individual folder is transferred to the Inactive Accounts File when account is suspended or closed for nonuse or other reasons. Folders are maintained by DFAS in Inactive Accounts Files indefinitely to facilitate reopening the account when necessary.</p> <p>Individual folder is placed in Closed Account file when employee retires or separates from DFAS. Closed Account Files will be maintained by DFAS for one year and then destroyed.</p> <p>Records will not be transferred to a Federal Records Center. One year retention of closed accounts is sufficient for DFAS business purposes. See attached Schedule 7333</p> <p style="font-size: 1.2em;"><i>cc Agency, MR, nwm, nwmw, nalt</i></p>		

SCHEDULE 7333
TRAVEL RECORDS

7333. This schedule governs disposition of records pertaining to the Defense Travel Pay Offices. (Reference Financial Management Regulation, DoD 7000.14-R, Vol 9)

SCHEDULE 7333		TRAVEL RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1.	FOLLOW-UP MANAGEMENT PRODUCTS	Listings used to perform follow-up on outstanding advances and obligations.	DFAS Sites	Cut off at end of day. Destroy 1 month after cutoff. AUTH: (N1-507-97-1) (7333/R1)
1.01		Copies of follow-up letters and payroll deduction documents.		Cut off when traveler submits settlement or collection transaction is processed. Destroy on cutoff. AUTH: (N1-507-97-1) (7333/R1.01)
2.	VALIDATION MANAGEMENT LISTINGS	For-Others Audit List and Edit/Validation List.		Cut off at end of day. Destroy 45 days after cutoff. AUTH: (N1-507-97-1) (7333/R2)
2.01		Other listings used to validate system update.		Cut off at end of day. Destroy 1 month after cutoff. AUTH: (N1-507-97-1) (7333/R2.01)
3.	OPTIONAL MANAGEMENT LISTINGS	Listings used for technical evaluation, research, and/or as a reference.		Cut off and destroy when superseded or obsolete. AUTH: (N1-507-97-1) (7333/R3)
4.	QUARTERLY MANAGEMENT LISTINGS	Listings used for the reconciliation of accounting data.	Accountable Stations	Cut off at end of quarter. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7333/R4)
5.	DISKETTE INTERFACE FILES	Interface files used to transfer pertinent information and/or accounting data from one system to another.		Cut off on completion of upload. Destroy 5 workdays after upload. (NOTES 1, 2, 3) AUTH: (N1-507-97-1) (7333/R5)
6.	RECORD OF TRAVEL PAYMENTS: THE AUTOMATED TRAVEL RECORD ACCOUNTING SYSTEM (ATRAS)	Central Travel History record (CTHR) of master travel record information from Field Operation ATRAS databases.	DFAS Denver	Cut off at end of fiscal year in which payment was made. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7333/R6)

SCHEDULE 7333

TRAVEL RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
7.	OBLIGATION DOCUMENTS	Document used to support a confirmed reservation of funds, which establishes legal liability for payment by the government.	DFAS Denver	Cut off upon payment or deobligation of reserved funds. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7333/R7)
8.	CLAIMS	Document(s) that support the submission of a doubtful travel claim.		Cut off upon payment, denial or deobligation of funds. Destroy 1 year after cutoff or, if paid, attach to travel voucher. AUTH: (GRS 6, Item 1b) (7333/R8)
9.	POSTING MEDIA	Records, other than source records such as journal vouchers, posting data transfer, and specialized posting media for machine applications, used to provide input data to the Accounts Management and Reconciliation Branch.		Cut off when discrepancy is cleared. Destroy 90 days after cutoff. AUTH: (N1-507-97-1) (7333/R9)
10.	TRAVEL VOUCHERS	Copies of paid travel vouchers utilized to update the General Accounting System.		Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7333/R10)
11.	CONTROL LOGS	Disbursement and collection travel voucher control logs.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7333/R11)
12.	NONAVAILABILITY OF GOVERNMENT QUARTERS AND MESS	Retained organizational copies of forms and related records.	Issuing/approving authorities	Cut off at end of day. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7333/R12)
13.	TRAVELER CHARGE CARD PROGRAM	Reports and associated documents used to administer government travel charge card program which includes the Individually Billed Accounts and the Centrally Billed Accounts.	Integrated Card Management Office, Contract Services Directorate	Cut off at end of year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7333/R13)

SCHEDULE 7333

TRAVEL RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
13.1		Individual Cardholder Files which include but are not limited to card application, training certificate, Statement of Understanding and any correspondence or administrative communications.	Integrated Card Management Office, Contract Services Directorate	Place in Inactive File when card is cancelled for nonuse or other reasons. Place in Closed Accounts File when cardholder retires or separates from DFAS, retain for one year, and then destroy. AUTH: () (7333/R13.1)
14.	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: (N1-507-97-1) (7333/R14)
14.01		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: (N1-507-97-1) (7333/R14.01)

NOTES:

1. Workday equals one cycle.
2. The interface diskette used to update RITA tax table must be maintained for 1 year from date of upload.
3. The interface diskette used to update PDRMS is maintained until replaced.