

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Job Number

NI-507-09-2

Date Received

6/16/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

11-24-2009

Archivist of the United States

Tam M. Hart

6 Agency Certification

NWM

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 has been requested

Signature of Agency Representative

Leona Jacob

Title

DFAS Records Program Manager

Date (mm/dd/yyyy)

06/11/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1.	<p>DFAS 5015.2-M, Schedule 7349, Pay Account Records. This schedule governs disposition of records pertaining to the Marine Corps Total Force System (MCTFS). Rule 2, 2.01, 2.02 and Rule 9 are revised to reduce the retention of allotment/bond authorizations and data from 56 years to 6 years and 3 months. This revision was requested in a memorandum dated April 14, 2009, (attached) from the proponent for these records, the Marine Corps Military Pay Directorate. This revision will bring the retention in line with similar records pertaining to the other military services as prescribed by DFAS 5015.2-M, Schedule 7340, Defense Joint Military Pay System (DJMS), Rules 2 and 10.</p> <p>Additional administrative changes have been made to the schedule to indicate that the records are no longer maintained at DFAS Kansas City (site closed by BRAC).</p> <p>The revised Schedule 7349 is attached.</p>		

SCHEDULE 7349
PAY ACCOUNT RECORDS

7349. This schedule governs disposition of records pertaining to the Marine Corps Total Force System (MCTFS).

SCHEDULE 7349		PAY ACCOUNT RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	STANDARD PAY DIRECT DEPOSIT (i.e. SF 1199)	A copy of these records is distributed as follows Bank (Original) Member (copy 2) Unit (copy 3)	Office of Record	Destroy upon supersession of form or separation of individual member, whichever is sooner AUTH (N1-502-02-1, Item 82) (7349/R1)
1	2 ALLOTMENTS/ BOND AUTHORIZATIONS (i.e. SF 1199)	Document used to create record copy	Office of Record or Off-site storage	Destroy after the record copy is created AUTH (7349/R2)
2		2 01 Record copy		Cut off at end of fiscal year Destroy 6 years and 3 months after cutoff AUTH (7349/R2 01)
3		2 02 All other copies		Destroy when no longer needed AUTH (7349/R2 02)
3	COLLECTION AND DISBURSEMENT VOUCHER	Original collection and disbursement vouchers, statements of transactions, statements of accountability, collection schedules, disbursement schedules, and other documents used as schedules or vouchers.	Office of Record	Cut off at end of month Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7349/R3)
4	MCTFS SUBSTANTIATING DOCUMENTS	Substantiating records for MCTFS, including the original documents transmittal listing with detailed mid-month and end-of- month payroll listings used for inquiries and to advise financial organizations of deposits made to member's accounts, and supporting records	Office of Record	Cut off at end of month Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7349/R4)
5	DAILY TRANSACTIONS	Detailed records of all transactions received and actions taken, used for inquiry/audit purposes	Office of Record	Cut off at end of day Destroy 6 months after cutoff AUTH (N1-507-97-1) (7349/R5)

SCHEDULE 7349

PAY ACCOUNT RECORDS

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
6	REJECTED TRANSACTIONS	Detailed records of all rejected transactions received and actions taken, used for inquiry/audit purposes		Cut off at end of month in which any outstanding discrepancies have been cleared Destroy 6 months after cutoff AUTH (N1-507-97-1) (7349/R6)
7	MANAGEMENT NOTICES	Data identifying transactions which require manual processing		Cut off at end of month Place on microfiche and destroy source documents upon verification of the microfiche Destroy microfiche 6 years, 3 months after cutoff AUTH (N1-507-97-1) (7349/R7)
701		If the records are no longer being microfiched, then		Cut off at end of month Transfer to RRSF 3 years after cutoff Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7349/R7 01)
8	MASTER MILITARY PAY ACCOUNT (MMPA)	History of member's leave/pay transactions and leave and earnings data		Cut off at end of fiscal year Destroy 56 years after cutoff AUTH (N1-507-97-1) (7349/R8)
9	ALLOTMENT DATA	Original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments, uniformed services savings deposit program and transaction histories		Cut off at end of fiscal year Destroy 6 years and 3 months after cutoff AUTH (GRS 6, Item 1a) (7349/R9)
10	LEAVE AND EARNING STATEMENTS (LES)	Monthly statement of member's leave and earnings		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7349/R10)
11.	MCTFS PAYMENTS	Regular and special payments issued to Marine Corps Active and Reserve members bi-monthly		Cut off at end of fiscal year Destroy 50 years after cutoff AUTH (N1-507-97-1) (7349/R11)
12	VOUCHER BALANCING RECONCILIATION	Summaries of MCTFS payment transactions, used to reconcile payment posting with MMPAs		Cut off when payroll has achieved military pay voucher/registered (MPV/reg) balanced Destroy 13 months after cutoff AUTH (N1-507-97-1) (7349/R12)

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PAY ACCOUNT RECORDS

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R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
13	FEDERAL INCOME TAX WITHHOLDING (FITW), STATE INCOME TAX WITHHOLDING (SITW), AND FEDERAL INSURANCE CONTRIBUTION ACT (FICA)	Copies of amounts of FICA wage deductions, FITW, and SITW deductions for military members used to determine benefits and answer inquiries		Cut off at end of fiscal year Transfer to microform 3 years after cutoff Destroy 56 years after cutoff AUTH (N1-507-97-1) (7349/R13)
13 01		Federal Income Tax (FITW), State Income Tax Withholding (SITW), and Federal Insurance Contribution Act (FICA) Copies of quarterly reports sent to Social Security Administration or Internal Revenue Service reflecting amounts of FICA wage deductions, FITW and SITW deductions for military members		Cut off at end of fiscal year Destroy 4 years after cutoff AUTH (GRS 2, Item 13b) (7349/R13.01)
14.	CLOSED SEPARATION REENLISTMENT DATA ACCOUNT	MMPA printouts, copies of pay adjustment authorizations, correspondence and related records created at time of member's separation reenlistment and reflect payments made		Cut off at end of month Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7349/R14)
15	DATA COLLECTION LISTINGS	All transactions that processed, recycled, or rejected during an update		Cut off bi-monthly Destroy 6 years, 3 months after cutoff AUTH (N1-507-97-1) (7349/R15)
16	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	Any DFAS Office	
		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		Destroy/delete within 180 days after the recordkeeping copy has been produced. AUTH (N1-507-97-1) (7349/R16)

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PAY ACCOUNT RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
16 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) (7349/R16 01)