Request for Records Disposition Authority

(See Instructions on reverse)

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	5 Telephone (include area code)
Leona Jacob	317-510-5041

Leave Blank (NARA Use Only)

Job Number
507
NI-[illegible]-10-1

Date Received
10/16/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	Archivist of the United States
25 FEB 2010	

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 6 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

[X] is not required [ ] is attached [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Leona Jacob	DFAS Records Program Manager	10-16-2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Defense Finance and Accounting Service 5015.2-M, Schedule 7340, Defense Joint Military Pay System - Active Component (DJMS-AC) Records.		
1	**New item 2.01 provides disposition of paper copies rendered non-record by being scanned and retained electronically.**		
2	**Daily transaction registers (DTRs) are relocated from item 2 to item 6 of this schedule, reducing their retention from 6 years and 3 months to 6 months.**		
	NOTE:		
	Item 2 in Schedule 7340 is now annotated to provide alternate storage instructions for paper and electronic records, but no change is proposed in retention.		
	Other alterations to Schedule 7340 include deletion of earlier item 2.01 and Notes 1-3 which are no longer applicable to DFAS business practices. No change in retention of records is made by these alterations.		

SCHEDULE 7340

DEFENSE JOINT MILITARY PAY SYSTEM - ACTIVE COMPONENT (DJMS-AC) RECORDS

7340 This schedule governs disposition of records pertaining to the Active Component Pay System (Reference. Financial Management Regulation, DoD 7000 14-R)

SCHEDULE 7340

DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS

	A	B	C	D
RULE	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	COLLECTION AND DISBURSEMENT VOUCHERS	Copies	Applicable DFAS Sites	Cut off at end of month in which all discrepancies or out-of-balance conditions are created Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7340/R1)
2	DJMS-AC SUBSTANTIATING DOCUMENTS	Substantiating records for DJMS-AC, including the original document 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 such as reports of leave transactions, military pay orders, cadet pay orders, allotment authorizations, pay adjustment authorizations, pay record accessibility roster, leave certifications, original forms authorizing local payment by Accountable Stations including messages and letters, and TLA entitlements	Accountable Stations	Cut off at end of fiscal year Retain paper records for one year after cut off, then transfer to a Federal Records Center where they will be destroyed 6 years and 3 months after cutoff If documents are scanned and maintained electronically, retain electronic records for 6 years and 3 months after cutoff **(See also NOTE 1)** AUTH (GRS 6, Item 1a) (7340/R2)
2 01		Hard copies of scanned substantiating documents retained for verification of the accuracy of the scanning process		Destroy 90 days after scanning AUTH GRS 20, Item 2A4
3	CONTROL LOGS	Logs used to provide reference and control for records of disbursement, cross-disbursement, and collection voucher numbers for members	DFAS Sites and Accountable Stations	Cut off at end of month Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7340/R3)
3 01		Incoming and outgoing file transfer transmissions		Cut off at end of month Destroy 6 months after cutoff AUTH (N1-507-97-1) (7340/R3 01)

SCHEDULE 7340

DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS

	A	B	C	D
RULE	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
~~3 02~~		Data collection log print listings of all messages, commands, and systems activity		Cut off at end of month. Destroy ~~30 days~~ after cutoff ~~AUTH~~ (N1-507-97-1) (7340/R3 02)
4	TRANSMITTAL LETTERS	Forms and form letters used to transmit military pay documents		Cut off at end of pay period Destroy 60 days after cutoff AUTH (N1-507-97-1) (7340/R4)
5	DAILY TRANSACTIONS	Detailed records of all transactions received and actions taken, used for inquiry/audit purposes		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7340/R5)
6	DAILY TRANSACTION LISTING AND DAILY TRANSACTION REGISTER (DTR)	Detailed record of all transactions received and actions taken by Servicing Sites	Input Source	Cut off at end of day Destroy 6 months after cutoff AUTH ~~(N1-507-97-1) (7340/R6)~~
7	REJECTED TRANSACTION LISTINGS	Rejected transactions		Cut off at end of month in which all discrepancies or out-of-balance conditions are corrected Destroy 90 days after cutoff. AUTH (N1-507-97-1) (7340/R7)
8	MANAGEMENT NOTICES	Data identifying transactions which require manual processing	DFAS Sites and Accountable Stations	Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7340/R8)
9	MASTER MILITARY PAY ACCOUNT (MMPA)	History of member's leave/pay transactions and leave and earnings data	DFAS Sites and Accountable Stations	Cut off at end of fiscal year Destroy 56 years after cutoff AUTH (N1-507-97-1) (7340/R9)
10	ALLOTMENT DATA	Original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments, Uniformed Services Savings Deposit Program (USSDP)		Cut off at end of month Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7340/R10)
10 01		Operational copies of records in Rule 9		Cut off at end of fiscal year Destroy 3 years after cutoff AUTH (N1-507-97-1) (7340/R10 01)
10 02		Transaction histories, blanket and VA voucher listings, debit and credit registers		Cut off at end of month Destroy 3 months after cutoff AUTH (N1-507-97-1) (7340/R10 02)
10 03		Reference listings and cumulative 6-month allotment histories		Cut off at end of fiscal year Destroy 6 years after cutoff AUTH (N1-507-97-1) (7340/R10 03)

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