

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AU-86-17	DATE RECEIVED 2/4/86
1. FROM (Agency or establishment) DEPARTMENT OF THE ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION ARMY RECORDS MANAGEMENT OPERATIONS OFFICE		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION STANDARDS DIVISION		DATE 5-21-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
4. NAME OF PERSON WITH WHOM TO CONFER E. F. LESKO <i>EL</i>	5. TELEPHONE EXT. 325-6044		
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <i>14 Jan 86</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>W.R. Boardman, CRM</i> W. R. BOARDMAN, CRM	D. TITLE Army Records Manager
-----------------------------	---	----------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><b>328-05 - Military payment certificate accountability files</b></p> <p><b>BACKGROUND:</b> This office, in coordination with the Army Finance &amp; Accounting Center, has recently completed a four-year, in-depth study to reconcile all Army financial regulations with Appendix D - Finance &amp; Fiscal Functional Files - AR 340-18 - The Army Functional Files System - TAFFS. Together we have identified several areas of recordkeeping which may not have been previously scheduled in our files structure. We have also consolidated several related files from those presently in use Army-wide.</p> <p>-----</p> <p>CONTINUED ON NEXT PAGE</p>		

*# 86-19*

*1 ITEM*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)																																	
	<table border="1"> <thead> <tr> <th data-bbox="254 373 386 432">PREVIOUS FILE NO.</th> <th data-bbox="624 407 707 432">TITLE</th> <th data-bbox="926 373 1215 432">RETENTION/APPROVAL AUTHORITY</th> </tr> </thead> <tbody> <tr> <td data-bbox="254 470 386 495">310-05</td> <td data-bbox="398 470 849 529">- Military payment certificate accountability files</td> <td data-bbox="1004 499 1278 529">GRS <del>5-5b</del> NONE</td> </tr> <tr> <td colspan="3" data-bbox="270 596 1212 625"><u>PLANNED MODERN ARMY RECORDKEEPING SYSTEM-MARKS - NUMBER(S):</u></td> </tr> <tr> <td colspan="3" data-bbox="683 659 799 688">37-1031</td> </tr> <tr> <td colspan="3" data-bbox="254 756 1212 814">THE FOLLOWING DESCRIPTION AND DISPOSITION INSTRUCTIONS MEET CURRENT ARMY REQUIREMENTS:</td> </tr> <tr> <td colspan="3" data-bbox="270 848 1212 877">328-05 - Military payment certificate accountability files</td> </tr> <tr> <td colspan="3" data-bbox="254 919 1212 949"><u>Description</u></td> </tr> <tr> <td colspan="3" data-bbox="254 949 1212 1041">Information kept by command accountable officers which provide accountability data for each series of military payment certificates. Included are--</td> </tr> <tr> <td colspan="3" data-bbox="254 1079 1212 1268"> <ul style="list-style-type: none"> <li>a. Receipts indicating shipments made or received.</li> <li>b. Shipping documents.</li> <li>c. Destruction schedules.</li> <li>d. Letters appointing destruction committees.</li> <li>e. Other information containing data indicating use, reduction, or increase of certificates.</li> </ul> </td> </tr> <tr> <td colspan="3" data-bbox="254 1302 1212 1331"><u>Disposition</u></td> </tr> <tr> <td colspan="3" data-bbox="254 1331 1212 1423">Destroy 1 year after outstanding balances in each denomination of each series are liquidated and clearance has been received from the Army accountable officer.</td> </tr> </tbody> </table>	PREVIOUS FILE NO.	TITLE	RETENTION/APPROVAL AUTHORITY	310-05	- Military payment certificate accountability files	GRS <del>5-5b</del> NONE	<u>PLANNED MODERN ARMY RECORDKEEPING SYSTEM-MARKS - NUMBER(S):</u>			37-1031			THE FOLLOWING DESCRIPTION AND DISPOSITION INSTRUCTIONS MEET CURRENT ARMY REQUIREMENTS:			328-05 - Military payment certificate accountability files			<u>Description</u>			Information kept by command accountable officers which provide accountability data for each series of military payment certificates. Included are--			<ul style="list-style-type: none"> <li>a. Receipts indicating shipments made or received.</li> <li>b. Shipping documents.</li> <li>c. Destruction schedules.</li> <li>d. Letters appointing destruction committees.</li> <li>e. Other information containing data indicating use, reduction, or increase of certificates.</li> </ul>			<u>Disposition</u>			Destroy 1 year after outstanding balances in each denomination of each series are liquidated and clearance has been received from the Army accountable officer.				
PREVIOUS FILE NO.	TITLE	RETENTION/APPROVAL AUTHORITY																																		
310-05	- Military payment certificate accountability files	GRS <del>5-5b</del> NONE																																		
<u>PLANNED MODERN ARMY RECORDKEEPING SYSTEM-MARKS - NUMBER(S):</u>																																				
37-1031																																				
THE FOLLOWING DESCRIPTION AND DISPOSITION INSTRUCTIONS MEET CURRENT ARMY REQUIREMENTS:																																				
328-05 - Military payment certificate accountability files																																				
<u>Description</u>																																				
Information kept by command accountable officers which provide accountability data for each series of military payment certificates. Included are--																																				
<ul style="list-style-type: none"> <li>a. Receipts indicating shipments made or received.</li> <li>b. Shipping documents.</li> <li>c. Destruction schedules.</li> <li>d. Letters appointing destruction committees.</li> <li>e. Other information containing data indicating use, reduction, or increase of certificates.</li> </ul>																																				
<u>Disposition</u>																																				
Destroy 1 year after outstanding balances in each denomination of each series are liquidated and clearance has been received from the Army accountable officer.																																				