

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

34 items

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

LEAVE BLANK	
DATE RECEIVED DEC 9 1975	JOB NO. NC1-ACI-76-25
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>1-22-76</i> (Date)	<i>Jamie B. Roads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE ARMY

2. MAJOR SUBDIVISION

The Adjutant General Center

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

R. E. Bonnell

5. TEL. EXT.

693-1939

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

4 Dec 75 for *Guy B. Aldaker*
S. J. POMRENZE
Date (Signature of Agency Representative)

Chief, Records Management Division
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>COEMIS, F&A Site Audit Input Documents Files.</u> (FN 320-01) Documents consisting of copies of reports relating to Data Base Build/Load, and Maintenance; Accounting Transfer Entry/Reference Document; Labor Cost Distribution Sheet; and similar documents. *Destroy after 6 years and 3 months. Transfer complete fiscal year blocks of files to the Federal Archives and Records Center serving geographical area after 3 years or upon completion of GAO audit, whichever is first.</p> <p>Labor Cost Card, Batch Control Card and other tabulating cards prepared from the above source documents and used to input data into the computer. Destroy upon completion of GAO audit.</p>		<p>*Records created prior to 2 July 1975 destroy after 10 years 3 months. Records created on or after July 2, 1975 destroy after 6 years 3 months</p>
2.	<p><u>COEMIS, F&A Site Audit Output Files.</u> (FN 320-02) Documents include data base maintenance accepted transaction listings; error listings; civil, military, and revolving fund accounting transaction listings; audit tape transaction reports; consolidated audit trail transaction listings; listing from labor processing program; voucher and schedule of withdrawals and credits; trial balance - chart B (Post Closing); cost report; document purge list; military audit & error listing; indirect distribution data; military passback lists; contracts and other obligations; obligations and expenditures by object class; revolving fund update listings; new civil and revolving fund listings; and status of revolving fund accounts; and similar and related documents.</p>		

Copies to Agency All FRC's 1-2676 (A)

Copies to All FRC's 2-2476 (A)

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>Destroy after 6 years and 3 months. Transfer complete fiscal year blocks of files to the Federal Archives and Records Center serving the geographical area after 3 years or on completion of GAO audit, whichever is first.</p> <p><u>COEMIS, F&A Internal Output Files.</u> (FN 320-03) These files contain printouts used in managing field operations. Examples are reports used in controlling the system; feeder data for preparation of other reports which are not feasible to be automated, such as Flash Reports and other letter reports; and similar documents.</p> <p>a. BeWeekly Report; Project Summary; Project Report; Summary Managerial Report; Report Index; Interim Managerial Report; Branch Report; CW Progress and Performance Reports; Line Item Status; Line Item CWE, Finance Elements; Finance Data by Accounting Element; Expense by Element, Within Project, Within Appropriation; Expense by Account Within Line Item; Status of Revolving Fund Cost and Operating Accounts; District Office Budget and Fiscal Year Costs; and Revolving Fund Balance Sheet. <i>End of fiscal year report</i> 30 June Report: Destroy after 30 years. Retire to the Federal Archives and Records Center serving the geographical area after 10 years.</p> <p>Monthly Reports: Destroy after 5 years.</p> <p>Weekly or Bi-weekly Reports: Destroy after they have served their purpose.</p> <p>b. Revolving Fund Distributions and lists of valid cost accounts. Destroy after 6 years.</p> <p>c. 80-80 Listing of Records Stored on Busiwork File. <i>End of fiscal year report</i> 30 June Report: Destroy after 1 year.</p> <p>Monthly Reports: Destroy after they have served their purpose.</p> <p>d. Personnel File Data Base Listing; Labor by Organization and Sub-Feature; and Project Fund Balances. <i>End of fiscal year report</i> 30 June Report: Destroy after 5 years.</p> <p>Monthly Report: Destroy after 3 years.</p> <p>Daily Report: Destroy after they have served their purpose.</p>		<p>* Records created prior to 2 July 1975 destroyed after 10 years 3 months. Records created after 2 July 1975, destroyed after 6 years 3 months.</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p>e. Trial Balance - Chart C. Destroy after 3 years.</p> <p>f. Military Appropriations Trial Balance Fund Status. Monthly Report: Destroy after 1 year. Daily Report: Destroy after they have served their purpose.</p> <p>g. Revolving Fund Cash Balance Report. Destroy after 60 days. Earlier destruction is authorized.</p> <p>h. F&A Data Base Organization Code and Name Listing; and Selective F&A Data Base Record Type Listing. Destroy upon receipt of new listing or after it has served its purpose, whichever is later.</p> <p>i. PB-11 Feeder Report (if required). Destroy after they have served their purpose.</p> <p><u>COEMIS, F&A External Output Files. (FN 320-04)</u> These files contain field office copies of status reports forwarded to higher authority. They include appropriations and work allowances report; cost and performance reports, Fiscal year cost-budget summaries, Trial balances, Family Housing, Status of Allotments, and similar and related reports.</p> <p>a. Appropriations and work allowances; obligation; supplemental cost; cost and performance; supplementary construction; fiscal year cost-budget summaries; financial assistance programs; fixed assets and materials with contractors; analysis of warehouse stocks, accounts receivable; trial balance of general ledger and summary of transactions; schedules of plant, properties, and equipment; statement of fund availability and requirements; statements of results from operations; and statements of shop or facility operation. <i>End of fiscal year report</i> 30 June Report: Destroy after 30 years. Retire to the Federal Archives and Records Center serving the geographical area after 10 years.</p> <p>Quarterly and/or Monthly Report: Destroy after 3 years.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p>b. ICAR submission, 80-80 List; and Trial Balance, Charts B, C, D, and E. <i>End of fiscal year report</i> 30 June Report: Destroy after 10 years. Retire to the Federal Archives and Records Services serving the geographical area after 5 years.</p> <p>Monthly Report: Destroy after 3 years.</p> <p>c. Family Housing Operation and Maintenance Cost Report; Family Housing, 80-80 Listing; Status of Allotments - AF; and Summary - AF Allotments. Destroy 1 year after all transactions relating to the allotment account have been closed.</p> <p>d. Non-Station Fund Report. Destroy after 1 year.</p> <p><u>COEMIS F&A Utility Files.</u> (FN 320-05) Included are output reports used primarily for maintaining and controlling the F&A subsystem, and related documents.</p> <p>a. Civil Cost/Finance Reconciliation; Civil Cost/Finance Reconciliation - Error Listing; Finance and Cost Reconciliation (Military); and Cost Report Generation (Military). Destroy after 5 years provided that all corrections have been made, re-entered into system, and accepted as valid data, and accounts reconciled.</p> <p>b. Data Base Maintenance ADP Error Listing; 3018c Source Data; and F&A Data Base Build Error Listing. Destroy after 1 year or after its purpose has been served, whichever is later.</p> <p>c. Condition of Input Batches; Overflow Transfers Listing; and 80-80 List (Card Input). Destroy after 1 year or after its purpose has been served, whichever is later.</p> <p>d. Civil, military, and revolving fund error listings; and diagnostic reports. Destroy after 90 days provided that corrections have been made, entered into the system, and accepted as valid data.</p> <p>e. Message Output; and Military Transactions Tape Split. Destroy after 30 days or after its purpose has been served, whichever is later.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>f. Civil, Military, and Revolving Fund Accounting Transactions Listing; Total F&A Data Base Utilization; F&A Data Base Dump Listing; F&A Data Base Directory; Record Count (Disc to Tape); Record Count (Tape to Disc); Accepted Input Transaction Record Count Listing; Record Count (LRDB Disc to Tape); Record Count (LRDB Tape to Disc); Destroy upon receipt of new listing or after it has served its purpose, whichever is later.</p> <p>g. Record Counts (Cost Data); Programs Messages (ICAR); Program Messages (Program Operations); Selective F&A Data Base Records Type Listing; Selected F&A Data Base Record Type Error Listing. Destroy after all corrections have been made and re-processed or after it has served its purpose, whichever is later.</p> <p>h. Batch Control Cards, ENG Form 4499, and other tabulating cards prepared solely to input data into the computer. Destroy after 90 days.</p>		
6.	<p><u>COEMIS F&A Magnetic Tape Data Base Files.</u> (FN 320-06) This is the primary F&A Data File and contains the net result of all transactions processed by the up-date programs. It represents all data formerly maintained in the cost ledgers, general ledgers (Charts B, C, D, and E), work allowance and allotment ledger, and accounts payable and accounts receivable registers. Destroy year-end file after 30 years. Retire to the Federal Archives and Records Center serving the geographical area after 5 years.</p> <p>Note. Printouts of the tape file will be retired to the Federal Archives and Records Center unless the field operating agency has received authority under AR 340-22 procedures to microfilm the documents and destroy the paper records. In this case, the microfilm will be retired to the Federal Archives and Records Center.</p>		
7.	<p><u>COEMIS F&A Audit Trail Tape Files.</u> (FN 320-07) This tape contains each valid transaction processed by update program. Transactions may be accumulated over several update periods on one tape. Destroy after 6 years and 3 months. Transfer complete fiscal year blocks of files to the Federal Archives and Records Center serving the geographical area after 3 years or on completion of GAO audit, whichever is first.</p> <p>Note. Printouts of the tape file will be retired to the Federal Archives and Records Center unless the field operating agency has received authority under AR 340-22</p>		<p>* Records created prior to 2 July 1975 destroy after 10 years 3 months. Records created on or after 2 July 1975 destroy after 6 years 3 months.</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	procedures to microfilm the documents and destroy the paper records. In this case, the microfilm will be retired to the Federal Archives and Records Center.		