

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*8 items*

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

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

Ethel Littles

5. TEL. EXT.

693-1938

**JUN 7 1976**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>MAY 18 1976</b>	JOB NO. <b>NCI-AC-76-35</b>
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.	
(Date) <b>JUN 7 1976</b>	<i>James E. O'Neil</i> <b>ACTING</b> Archivist of the United States

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

*11 May 76*  
*Key B. Oldaker*  
**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	Civil works site audit files. (FN 313-02) Files re-tained in Corps of Engineers field offices engaged in civil works functions for audit by GAO representatives. Included are originals of accounts current; statements of accountability; statements of transactions according to appropriation, funds and receipt accounts; appropria-tion transfer authorizations; invoices of funds received; schedules of transfer from deposit accounts; schedules of withdrawals and credits between appropriations and/or funds; schedules of collections of special and trust fund receipts; collection vouchers and related contracts or other authorizations for the sales of services or commodi-ties; procurement bureau vouchers; purchase orders, de-livery orders, and other obligating documents except con-tracts formally executed by both parties; receiving reports; invoices; procurement bureau voucher schedules; deposit refund vouchers or other authorizations or refunds; bureau vouchers for cost transfers; adjustment vouchers to effect correction of errors in the citation of funds where adjustment is authorized to be made by disbursing officers; schedules of canceled checks; payment estimates and partial payment records; and other original documents essential to support the receipt or disbursement of funds. Also included are authenticated copies of contracts and modifications thereto formally executed by both parties and copies of invoices of funds transferred to ther dis-bursing officers; certificates of deposit; adjustment vouchers to effect correction of errors in the citation of funds certified by Treasury Department; checks drawn; reports of U.S. savings bonds issued and sold; statements		

*Copy to Agency & All FARC's 6-9-76/40*

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>of depository accounts and reports of checks drawn; reports of receipts, payments, and related transactions; bureau voucher schedules covering payments of public vouchers for transportation charges; bureau voucher schedules showing amounts of deductions from vouchers to be held in deposit accounts; Government transportation requests and bills of lading; lists of unpaid and uncollected bureau vouchers as of beginning and end of year; and copies of other documents essential to support the receipt, deposit, or disbursement of funds.</p> <p>Note: The following exceptions to disposition standards are applicable to these site audit files:</p> <p>a. Bureau vouchers on which collection or payment actions have not been completed at the end of the fiscal year will be brought forward for cutoff with bureau vouchers for the next fiscal year.</p> <p>b. Transmittal of specified files to GAO from time to time upon request of that office is authorized. A complete record of all files so transmitted to GAO will be maintained at the site of operations.</p> <p>c. With respect to fiscal records pertaining to cost-type contracts, GAO will not issue notices of completion of audits. Transfer of these records, when located outside the Washington, DC, area, will be approved by the Regional Manager, Field Operations Division, GAO, in charge of the area in which the records are located. Transfer of these records located in Washington, DC area will be approved by the Associate or Assistant Director of either the Civil Accounting and Auditing Division or the Defense Accounting and Auditing Division.</p> <p>d. Voucher schedules and supporting basic documents covering payments for transportation services will be forwarded monthly to the Fiscal Management Branch, Transportation Division, GAO, 441 G Street, N.W., Washington, DC 0548 in accordance with paragraph 4060.10. Title 5, GAO Manual. The originals of all contracts with common, contracts, and charter carriers for line haul freight or passenger transportation services, including passenger charter agreements, but excluding contracts for local storage, drayage, and hauling, will be transmitted on a current basis to the Fiscal Management Branch, Transportation Division, GAO, 441 G Street NW, Washington, DC 20548.</p> <p>e. Files relating to outstanding exceptions, <del>and</del></p>		

continued

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	<p>unsettled claims by or against the United States, incomplete investigations, cases under litigation, or any other matter involving a specific request will be retained at the site until satisfactory clearances thereof are obtained, after which they will be forwarded to the appropriate Federal Records Center for association with other accounting documents.</p> <p>f. If storage of unaudited records presents a problem prior to expiration of the 3 year retention period, a request, through channels, should be made to the Chief of Engineers to obtain instructions from the Chief, Records Management and Services Branch, Office of Administrative Services, GAO, Washington, DC, with respect to disposition of the records.</p> <p>Records created prior to 2 July 1975: Destroy after 10 years and 3 months.</p> <p>Records created on or after 2 July 1975: Destroy after 6 years and 3 months.</p> <p>Transfer to the appropriate Federal Archives and Records Center, after 3 years or upon completion of site audit, whichever is first. Civil Works Contract Files, described in 1403-26 and 1519-10, upon which final payment has been made in the same fiscal year, will be transferred together with (but not interfiled with) these files. Duplicate copies of contracts and modifications will be withdrawn and destroyed prior to transfer of the remaining files.</p>		