

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 <i>A4</i> 78 31
DATE RECEIVED	8 FEB 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
Date	Archivist of the United States

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 K. Littles

5. TEL. EXT.

693-1937

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
30 Jan 78	<i>Guy B. Oldaker</i>	Chief, Records Management Division
	GUY B. OLDAKER	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	AR 340-18-3 - Maintenance and Disposition of Finance and Fiscal Functional Files 1. Files description and dispositions contained in the attached 8 pages relate to finance and fiscal functional documentation accumulated in and administered by the Department of the Army. 2. Request approval of permanent retention.		WITHDRAWN

10 items

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>3</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>312 03 Appropriation warrant files. Documents relating to transactions involving authorizations received by the Chief of Engineers from the Secretary of the Treasury upon the basis of which moneys are authorized to be withdrawn from the Treasury.</p> <p>Permanent. Retire after 5 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office, Chief of Engineers.</p>
<p>3. CURRENT VOLUME.</p>	<p>2 inches</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 inch</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or evidential value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>The Budget and Procedures Act of 1960 as amended (31 USC 65 & 66)</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>3</u></p> <p>FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>312 02 General ledger files. General ledger sheets which summarize civil works transactions. Filled sheets and sheets representing discontinued accounts will be cut off at the end of each fiscal year.</p> <p>Permanent. Retire after 5 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>2 lin feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>3 inches</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerically by appropriation number</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, information or evidential value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>The Budget & Procedures Act of 1950, as amended (31 USC 65 & 66)</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>3</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>312-07 Finance and fiscal principal reporting files. These reports consist of report on budget status—obligations basis; consolidated status of civil funds; payment to states (grant-in-aid); and the consolidated balance sheet.</p> <p>Permanent. Retire after 5 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office, Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>2 lin feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>4 inches</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or evidential value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>The Budget, & Procedures Act of 1950, as amended (31 USC 65 & 66)</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>3</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>314-01 Central principal nonappropriated fund account files. Ledgers, journals, financial statements, and comparable documents reflecting revenue receipts and distribution and the total availability of Army-wide nonappropriated funds.</p> <p>Offices performing Army-wide staff responsibility: Permanent. Cut off annually and retire after 5 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>The Adjutant General's Center</p>
<p>3. CURRENT VOLUME.</p>	<p>5 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerical - By fund cite and account number</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or finance and fiscal value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 230-65</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>3</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>318-01 Statement of accountability files. Consolidated Statement of Accountability and directly related documents. This report is received from each accounts office monthly and covers all disbursing officers under their jurisdiction. File by accounting month.</p> <p>Permanent. Cut off at end of fiscal year.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Comptroller of the Army (USAFAC)</p>
<p>3. CURRENT VOLUME.</p>	<p>6 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or evidential value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 37-151</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>3</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>318-04 Budgetary reporting files. Consolidated budgetary reports and directly related documents which reflect the status of appropriations and/or fund accounts. These reports are prepared pursuant to requirements of law or as prescribed by directives issued by the Bureau of the Budget, Treasury Department, General Accounting Office, Department of Defense, and Headquarters, Department of the Army. Included are such reports as Budget Status, Analysis of Appropriation Status by Activity and/or Project, Annual Certification of Unliquidated Obligations and Unobligated Balances, and Reimbursement Reports. File by report month.</p> <p>Reports required by and submitted to outside agencies: June reports: Permanent. Retire after 10 years. Other reports: Destroy after 3 years in CFA.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Comptroller of the Army USAFAC</p>
<p>3. CURRENT VOLUME.</p>	<p>26 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>8 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or evidential value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 37-15</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>3</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>318 19 Consolidated statement of transaction reporting files. Consolidated statement of transactions report with directly related documents which reflect data pertinent to all Army disbursing officers. File by month.</p> <p>Permanent. Cut off at end of fiscal year.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Comptroller of the Army USAFAC</p>
<p>3. CURRENT VOLUME.</p>	<p>2 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or evidential value.</p>
<p>REASON RECORDS 7. ACCUMULATE (ARs, etc)</p>	<p>AR 37-105</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>3</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>318-21 Ledger files. General and subsidiary ledgers which are the official records used as a control over all financial transactions made by and for the Army. File by type.</p> <p>Permanent. Cut off at end of fiscal year. Retire after completion of reconciliation.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Comptroller of the Army USAFAC</p>
<p>3. CURRENT VOLUME.</p>	<p>8 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>6 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or evidential value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 37-105</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	