

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-26-79-2	
DATE RECEIVED 5-1-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Withdrawn	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 TRANSPORTATION

2. MAJOR SUBDIVISION
U. S. COAST GUARD

3. MINOR SUBDIVISION
PERSONAL SUPPORT DIVISION { G-FPS }

4. NAME OF PERSON WITH WHOM TO CONFERENCE
R. Kendall
CDR. N. F. KENDALL

5. TEL. EXT.
426-2096

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.

A Request for immediate disposal.

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

C. DATE 4/23/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>C. A. Biondo</i> C. A. BIONDO CAPT. USCG	E. TITLE CHIEF, MANAGEMENT ANALYSIS DIVISION
---------------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Description of Records Closed military pay records of active duty members.</p> <p>Authorized Disposition DESTROY records 56 years after period covered by the account. Transfer to National Personnel Records Center (NPRC) St. Louis, Missouri <i>Washington National Records Center, Suitland, Maryland</i> one month after period covered by the account.</p> <p>When approved this item will be included in the Headquarters Records Control Manual as item No. 227a.</p> <p><i>[Amended by R. Wire per J. Doran 7/18/79]</i></p>		With- drawn
			1 item

REQUEST FOR AUTHORITY TO DISPOSE OF RECEIPTS

(The instructions on the reverse)

FEDERAL RESOURCES ADMINISTRATION
INTERNAL SECURITY AND PERSONNEL SERVICES, WASHINGTON 25, D. C.

General Accounting Office

Division of Assets

NAME OF OFFICE OR AGENCY TO WHICH

NO. OF REPORT

DATE OF REPORT

Check only one box: Reported to act for the head of the agency in the performance of his official duties, and that he is a member of the Federal Reserve System.

Check only one box: Reported to act for the head of the agency in the performance of his official duties, and that he is a member of the Federal Reserve System.

Check only one box: The report was prepared by a person who is a member of the Federal Reserve System, and that the report is a true and correct statement of the facts.

3

Background for
NICI-26-177-2

Signature of the Head of Agency

Signature of the Head of Agency

EXEMPTION OF THIS REPORT FROM DISCLOSURE UNDER THE PROVISIONS OF THE FEDERAL BUREAU OF INVESTIGATION ACT

DATE OF REPORT

All settled final accounts of former and present officers of the United States Government, including their full salaries, schedules, and other benefits, commencing from the date subsequent to September 1, 1949, except such as are military pay rolls and other pay rolls received from the Government and such, including and including any other amounts covering freight and passenger transportation charges, and all accounts and supporting documents pertaining to the Indian Service, whether reported or not, shall be a component of some other account. Documents of this nature shall be retained for 20 years after the date of the report.

Documents and records of this nature shall be retained for 20 years after the date of the report, except such as are military pay rolls and other pay rolls received from the Government and such, including and including any other amounts covering freight and passenger transportation charges, and all accounts and supporting documents pertaining to the Indian Service, whether reported or not, shall be a component of some other account. Documents of this nature shall be retained for 20 years after the date of the report.

Documents and records of this nature shall be retained for 20 years after the date of the report, except such as are military pay rolls and other pay rolls received from the Government and such, including and including any other amounts covering freight and passenger transportation charges, and all accounts and supporting documents pertaining to the Indian Service, whether reported or not, shall be a component of some other account. Documents of this nature shall be retained for 20 years after the date of the report.

Documents and records of this nature shall be retained for 20 years after the date of the report, except such as are military pay rolls and other pay rolls received from the Government and such, including and including any other amounts covering freight and passenger transportation charges, and all accounts and supporting documents pertaining to the Indian Service, whether reported or not, shall be a component of some other account. Documents of this nature shall be retained for 20 years after the date of the report.

GAO RECORDS RETENTION AND DISPOSAL SCHEDULE NO. 5

Pay Rolls and Related Pay Records

Background for
NCI-26-79-2

ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Original civilian and military pay rolls (other than skeletonized pay rolls), subsequent to 1900.	Dispose 56 years after the date of the accounts in which they were submitted.	II-NNA-224 Item No. 2
2.	Original supporting sub-vouchers to Navy pay rolls, such as transfer pay accounts, pay receipts, details to extra duty, clothing and small stores receipts, rental and subsistence vouchers, enlistment slips, discharge vouchers, etc.	Dispose 10 years after the date of the accounts in which submitted.	345-S-252 Item No. 1
3.	Original pay receipts of civilian Navy employees submitted as sub-vouchers of civil pay rolls.	Dispose 10 years after date of payment.	345-S-252 Item No. 2
4.	Original Individual Earning Records Summary Control (W. D. Form No. 61 or equivalent).	Dispose 3 1/2 years after the periods covered thereby.	352-S-311 Item No. 1
5.	Originals of correspondence transmitting payroll records to the General Accounting Office.	Dispose 3 1/2 years after date of correspondence.	352-S-311 Item No. 3
6.	Original Inventory of Pay Roll	Dispose after settlement of the accounts for the periods involved.	352-S-311 Item No. 10
7.	Memorandum copies (carbons) of pay rolls and related certification sheets (S. Fs. 1013, 1128, or equivalents).	Dispose after settlement of the accounts for the periods involved	II-NNA-538 Item No. 1
8.	Original and carbon copies of Payroll Control Registers (S. F. 1125 and W. D. Form No. 60, Payroll Certification Control, or equivalents).	Dispose after settlement of the accounts for the periods involved.	II-NNA-538 Item No. 2