

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO. N1-84-89-2

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

DATE RECEIVED 3/6/89

1. FROM (Agency or establishment)
Department of State

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Comptroller

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
M/COMP/FM

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Pat Magin

647 - 6021

6/9/89



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 3 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 1/27/89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Kathleen M. Lannon Chief, Records Management Staff
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	Financial Management Centers (FMCs) This schedule documents the records maintained by all FMCs in their effort of providing automated data processing (ADP) services to process post accounting transactions, retain post accounting records, support U.S. disbursing operations, and payroll Foreign Service National employees and others, as required. To save on space, FMC reports may be maintained on magnetic tape. Two copies of all magnetic tapes should be generated and stored in separate locations so reports can be recovered if one copy is damaged.		
1.	Statement of Accountability - Summary of USDQs Accountability (SF-1218). Destroy 6 years and 3 months after period covered by account.	GRS 6, Item 1	
2.	Statement of Transactions - Collections and Disbursements (SF-1221). Destroy 6 years and 3 months after period covered by account.	GRS 6, Item 1	
3.	Foreign Currency Statement of Transactions (if post has FTs) (FS-488). Destroy 6 years and 3 months after period covered by account.	GRS 6, Item 1	

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4.	<p>Payment and Collections Transfer Register - Finman produced report which identifies disbursements or collections effected in Washington for the current accounting period and charged against post held funds. (FS-477's)</p> <p><i>Destroy when 5 years old - 6 years and 3 months after the close of the FY involved.</i></p>		
5.	<p>Recapitulation of Block Control. Check Issue Listing (Detail) control report - Dollar checks issued (SF-1179).</p> <p><i>Destroy when 5 years old - 6 years and 3 months after period covered by the account.</i></p>		
6.	<p>Analysis of Balance Due - Details of cash location and how much in each bank and with cashiers. (FS-467).</p> <p><i>Destroy when 5 years old.</i></p>		
7.	<p>Year end status of fund report - previous month-end FMC-60 may be destroyed once current month FMC-60 is produced. The September FMC-60, cumulative for the fiscal year, must be retained for five years (FMC 60).</p> <p><i>Destroy upon receipt of next FMC-60 report, except destroy final (Sept. FMC-60) when 5 years old.</i></p>		
8.	<p>Year end status of obligations report (FMC 62).</p> <p><i>Destroy upon receipt of next FMC-62 report, except destroy final (september FMC-62) when 5 years old.</i></p>		
9.	<p>List of vendors paid.</p> <p><i>Destroy when 5 years old.</i></p>		
10.	<p>Original vouchers for USDO transaction file - for all agencies except 19-02 and transportation vouchers.</p> <p><i>Destroy 6 years and 3 months after period covered by account</i></p>	GRS 6, Item 1	
11.	<p>Original supporting documents for the budget and fiscal administrative voucher file - except 19-02 and transportation.</p> <p><i>Destroy 6 years and 3 months after period covered by account</i></p>	GRS 6 Item 1	
12.	<p>Summary of exchange transactions.</p> <p><i>Destroy 6 years and 3 months after period covered by account.</i></p>	GRS 6, Item 1	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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13.	List of vouchers processed. Destroy when 3 years old.		
14.	List of transportation vouchers. Destroy when 3 years old.		
15.	Summary of cashier and detail of Cashier Activity. Destroy 6 years and 3 months after period covered by account.	GRS 6 Item 1	
16.	Listing of purged batch I.D. Destroy when 3 years old.		
17.	Report of Disbursement by Allotment - U.S.E. - Serviced agency disbursements & collections by allotment (FS 478). Destroy 6 years and 3 months after period covered by account.	GRS 6, Item 1	
18.	Accountability "close and roll" report. Destroy when 3 months old.		
19.	Interface control and tape dump reports. Destroy when 3 months old.		
<p style="text-align: center;">All changes made per GAO letter of 5/9/89 and telephone conversation between Dorel Langbart (AIRM) and Pat Magen (FAIM/RM) on 5/22/89. D. Langbart AIRM</p>			