

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*NOV 27 1978*

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

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JOB NO	<b>NC1 84 79 3</b>
DATE RECEIVED	<b>24 NOV 1978</b>
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
<i>12-11-78</i> <small>Date</small>	<i>James B. Rhoads</i> <small>Archivist of the United States</small>

1. FROM (AGENCY OR ESTABLISHMENT) <u>Department of State</u>	
2. MAJOR SUBDIVISION <u>Foreign Service Posts serviced by A Regional</u>	
3. MINOR SUBDIVISION <u>Finance and Data Processing Center</u>	
4. NAME OF PERSON WITH WHOM TO CONFER <u>Paul F. Murphy, Jr.</u>	5. TEL. EXT. <u>632-8806</u>

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 4 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 <i>11/3/78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center"><u>General</u></p> <p>Budget and Fiscal Correspondence Files</p> <p>Communications exchanged between posts and Regional Centers, the Department, other agencies, and internal post memorandums regarding any aspect of budget and fiscal matters.</p> <p align="center">DESTROY WHEN 2 TO 5 YEARS OLD DEPENDING ON POST OPERATING NEEDS</p>		
2	<p>Budget and Finance Reports File</p> <p>Copies of required reports and related correspondence, when maintained separately from the related budget accounts or reports described in other items in this schedule.</p> <p align="center">DESTROY WHEN 5 YEARS OLD.</p>		<i>21 items</i>

*sent to MWF Agency*

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	Budget Files  Budget estimates and Financial Plans prepared by post for submission to Department including related correspondence, reports and instructions.  DESTROY WHEN 3 YEARS OLD.		
4	Foreign Affairs Administrative Support File  a. Estimates, reports and correspondence.  DESTROY WHEN 3 YEARS OLD.  b. Copies of agreements between State and other agencies and related correspondence.  DESTROY 3 YEARS AFTER AGREEMENT IS TERMINATED.		
	<u>Allotment Accounting Records</u>		
5	Allotment Files  a. Advice of Allotment  DESTROY WHEN 3 YEARS OLD.  b. Fund Control Ledger  DESTROY WHEN 3 YEARS OLD.  c. Status of Funds (RFC 60)  DESTROY UPON RECEIPT OF NEXT RFC 60 REPORT, EXCEPT FOR FINAL FOR FISCAL YEAR WHICH DESTROY WHEN 10 YEARS OLD.  d. Status of Obligations (RFC 62)  DESTROY UPON RECEIPT OF NEXT RFC 62 REPORT, EXCEPT FOR FINAL REPORT FOR FISCAL YEAR WHICH DESTROY WHEN 10 YEARS OLD.		

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
6	Obligation Document File  DESTROY LIQUIDATED OBLIGATION DOCUMENTS WHEN 3 YEARS OLD.		
7	Transmittal File  RFC 80, Transcript of Documents Processed and copy of transmittal.  DESTROY CLOSED TRANSMITTAL FILE WHEN 3 YEARS OLD.  <u>Cash Accounting Records</u>		
8	Certifying Officers Voucher File  Copies of all disbursement vouchers and supporting documents, submitted to REgional Center for payment.  DESTROY WHEN 3 YEARS OLD.		
9	Paid Voucher Card (RFC 134)  DESTROY WHEN 3 YEARS OLD.		
10	Accommodation Exchange Transaction Record. (DS-1694)  DESTROY WHEN 3 YEARS OLD.		
11	Suspense Deposit and Petty Account Deposit Records  DESTROY WHEN 3 YEARS OLD.		
12	Sub-Cashiers File  Letter of Designation and memorandums covering increases/decreases and other related correspondence.  DESTROY 3 YEARS AFTER APPOINTMENT REVOKED.		
13	Statement of Cashiers Accountability (RFC 365)  DESTROY WHEN 3 YEARS OLD.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14	Cashiers Request for Checks (RFC 355)  DESTROY WHEN 3 MONTHS OLD.		
15	Class B Cashier Checking Account Record  Includes copies of checks drawn on a local depository and copies of local currency reconciliations.  DESTROY 12 YEARS AFTER CLOSE OF FISCAL YEAR INVOLVED.		
16	Collections Records  Includes OF-158 (formerly FS-459) General Receipt, and SF-209, (formerly FS-465) Accountability Record.  DESTROY WHEN 3 YEARS OLD.		
17	Lost Check File  Copies of TUS-2244, Undertaking of Indemnity-Substitute checks, Stop Payment Confirmation and related correspondence.  DESTROY WHEN 5 YEARS OLD.		