

**REQUEST FOR AUTHORITY <sup>87</sup> TO DISPOSE OF RECORDS <sup>2 items</sup>**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>DEC 19 1975</b>	JOB NO. <b>NC1 - 49-76-1</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	
<i>5-19-76</i> Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Interior

2. MAJOR SUBDIVISION

Bureau of Land Management

3. MINOR SUBDIVISION

Division of Records Systems

4. NAME OF PERSON WITH WHOM TO CONFER

H. R. Walker

5. TEL. EXT.

183-6439

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

12/10/75  
(Date)

*Lewis J. Miller*  
(Signature of Agency Representative)

Chief, Division of Records Systems  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
D-15	<p><u>OFFICIAL EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT CASE FILE (GRS # 1)</u></p> <p>Case may contain complaints; investigation request; correspondence and reports from operating officials; supervisors, and other employees; final adjustment report; withdrawal notices; background documents; and similar or related documents.</p> <p><u>PROPOSED DISPOSAL</u> Local 1 year FRC 4 years</p> <p>The proposed disposal is being made to be compatible with GSA Bulletin FPMR B-58.</p> <hr/> <p>The attached Records Management Disposal Schedule, Category "G", for the Bureau of Land Management is submitted for your approval.</p> <p>Category "G" is but one section of BLM's total disposal schedule which consists of sixteen categories. There are two records groups involved in Category "G", Group 49 and Group 217.</p> <p>Records covered under GAO Group 217 in the attached Records Management Disposal Schedule, Category "G", were approved by National Archives under Job No. <del>171-4-NC1-217-76-3, and 164-145</del>. Copy of Category "G" has been sent to GAO for approval.</p>	171-77	

*Copy to Agency 5-24-76  
Copies to All FRC's 8-13-76*

*87 items*

*2 items*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

RECORDS MANAGEMENT DISPOSAL SCHEDULE

FINANCIAL ACCOUNTING

ITEM NO.	S.F. CODE	NAME AND/OR DESCRIPTION	RETENTION PERIOD		REMARKS
			LOCAL	FRC	
		<p><u>DEFINITION:</u> Records which control the expenditures, revenues, and use of funds for all activities of the Bureau.</p>			
	1340	<p><u>TIME, ATTENDANCE, LEAVE, PAYROLLING AND PAY ADMINISTRATION RECORDS.</u> Time worked, leave earned and used, and cost distribution of hours worked. Payments, and payroll deductions, to civil employees of the government for personal services.</p>			
1		<p><u>INDIVIDUAL EARNINGS RECORD</u> Machine printout, in lieu of SF 1127</p>	X	56	DSC, and WO transfer microfiche to <sup>NPRC</sup> <del>ERG</del> St. Louis, Mo., one year after interna. audit.
2		<p><u>MASTER PAY RECORD</u> (Employee's History). Leave, Bonds, Allotments and other deductions on microfiche.</p>		10	
3		<p><u>SF 2806 INDIVIDUAL RETIREMENT RECORD</u></p>	X		Retain until employee is transferred, separated, or deceased. Transfer to Civil Service Commission on death, separation, or transfer out of Interior Dept. Transfer to other Bureaus on Intra-Dept. transfers.
4	1345	<p><u>PAID UP BOND REPORT</u></p>		3	

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			LOCAL	FRC	
		<del>GAO SITE AUDIT RECORDS (DSC &amp; FRC's only) These records are prepared and maintained in accordance with Pay, Leave and Allowance Regulations (Group 217) NN-171-4 and NN 164 145.</del>			
10	1341	<u>PAYROLL COPY OF NOTIFICATION OF PERSONNEL ACTION SF 50, SF 50A, and DI 501</u>	X		Destroy after audit of related pay records by GAO or after 3 years whichever is earlier.
11	1340	<u>SF 2809 HEALTH BENEFITS REGISTRATION FORM PAYROLL OFFICE COPY</u>	X		<i>Destroy when</i> <del>Retain until</del> superseded
12	1340	<u>SF 2810 NOTICE OF CHANGE IN HEALTH BENEFIT ENROLLMENT PAYROLL OFFICE COPY</u>	X		<i>Destroy when</i> <del>Retain until</del> superseded
13	1341	<u>TIME AND ATTENDANCE AND LEAVE REPORTS DI 502E &amp; 1340-1 FIELD TIME REPORT</u> Time worked - regular, overtime, etc., leave earned, taken, and transferred and cost distribution of hours worked.	X		Transfer to FRC after GAO audit of three years whichever is earlier. (Total retention period 10 years.)
14	1346	<u>TIME SLIPS (DI 530)</u> Emergency employees - fire, flood, storm damage, etc.	X		Destroy after audit of related pay records by GAO or after three years whichever is earlier.
15	1341	<u>APPLICATION FOR LEAVE AND SUPPORTING PAPERS SF 71</u>	X		State, District, DSC and WO attach to Time & Attendance. Destroy after audit of related pay records by GAO or after three years whichever is earlier.

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			LOCAL	FRC	
16		<u>SF 1150 RECORD OF LEAVE TRANSFERRED</u>	X		New employees & transfers in, copy attached to T & A. Separating employees - original to OPF; DSC payroll copy filed with final T & A. Destroy after audit of related pay records by GAO or after three years whichever is earlier.
	1382	<u>TRAVEL AND TRANSPORTATION RECORDS</u> Movement of goods and persons under Government orders			
20		<u>SF 1012 PER DIEM VOUCHER</u> (Supporting documents - Receipts, etc.)	3	X	<del>NC1-217-76-3</del> <del>CAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention, 10 years and 3 months. Records created after July 1, 1975, total retention 6 years and 3 months.)
21	1545	<u>SF 1103 US GOV'T BILLS OF LADING - FREIGHT TRANSPORTATION</u>	3		
22	1382	<u>SF 1171 PUBLIC VOUCHER FOR TRANSPORTATION AND PASSENGERS</u> SF 1169A T/R Supporting document - Original Copy	3		
23	1371	<u>SF 1185 SCHEDULE OF UNDELIVERABLE CHECKS - 5 COPIES</u> 1. US Treasury Confirmed Copy 2. B & F File (DSC) & Document Face Sheet & Correspondence	3	X	<del>NC1-217-76-3</del> <del>CAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention, 10 years and 3 months. Records created after July 1, 1975, total retention 6 years and 3 months)

5 items

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ITEM NO.	S.F. CODE	NAME AND/OR DESCRIPTION	RETENTION PERIOD		REMARKS
			LOCAL	FRC	
24		<sup>220</sup> <del>SF 224</del> STATEMENT OF TRANSACTIONS	3	X	<del>NCI-217-76-3</del> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention, 10 years and 3 months. Records created after July 1, 1975, total retention 6 years and 3 months)
25		SF 1166, SF 1167 VOUCHER AND SCHEDULE OF PAYMENTS	3	X	<del>NCI-217-76-3</del> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention 6 years and 3 months)
26		SF 1081 VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS	3	X	<del>NCI-217-76-3</del> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention, 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
27		SF 1129, SF 1129A REIMBURSEMENT VOUCHER (And supporting documents)	3	X	<del>NCI-217-76-3</del> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention 6 years and 3 months)
28		INTERNAL REVENUE FORM W-4 or W-4E & STATE OR LOCAL EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATE		X	Destroy three years after card is superseded

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ITEM NO.	S.F. CODE	NAME AND/OR DESCRIPTION	RETENTION PERIOD		REMARKS
			LOCAL	FRC	
	1382	<u>TRAVEL AND TRANSPORTATION RECORDS</u> Memorandum copies and other supporting documents retain for official use - DSC			
	1545	<u>BILLS OF LADING REGISTERS</u>	3		
41	1382	<u>SF 1169A TRANSPORTATION REQUEST</u> (Buff-Color) Attached to 1310-5 Document Face Sheet	3		
42	1382	<u>DI 1020 TRAVEL AUTHORIZATION</u>	3		
43	1371	<u>SF 1170 REDEMPTION OF UNUSED TICKETS</u>	3	X	<i>NCI-217-76-3</i> <del>CAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
44	1382	<u>CORRESPONDENCE FILES PERTAINING TO TRAVEL AND TRANSPORTATION</u>	2		
45	1382	<u>TRANSPORTATION REQUEST REGISTER</u> (Numerical listing of Form SF 1169A)	3		
46	1382	<u>TRANSPORTATION REQUEST BOOKS COVERS</u>	X		Note on register and destroy

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ITEM NO.	S.F. CODE	NAME AND/OR DESCRIPTION	RETENTION PERIOD		REMARKS
			LOCAL	FRC	
	1372	<u>MEMORANDUM COPIES - COLLECTIONS</u>			
	1371	<u>BILLINGS AND ACCOUNTS RECEIVABLE</u>			
50	1371	<u>SF 219 CERTIFICATE OF DEPOSIT</u>  1. Triplicate & Related Collection Data 2. Quadruplicate Copy - General Office Copy	3	X	<i>NCI-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
51		<u>SF 1017G JOURNAL VOUCHER</u> (Original Copy) Numerical file copy and Related Collection Data Sheet and/or Document Face Sheet	3	X	<i>NCI-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
52		<u>SCHEDULE OF CERTIFICATES OF SETTLEMENT OF CLAIMS SETTLED BY GAO</u>	3	X	<i>NCI-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention 6 years and 3 months)
53		<u>SF 1097 VOUCHER AND SCHEDULE TO EFFECT CORRECTION OF ERRORS GAO - COPY</u>	3	X	<i>NCI-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention 6 years and 3 months)
54		<u>OFFICIAL NOTICE OF LEVY OR GARNISHMENT AND RELATED RECORDS</u>	3		

*Items*

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ITEM NO.	S.F. CODE	NAME AND/OR DESCRIPTION	RETENTION PERIOD		REMARKS
			LOCAL	FRC	
55	1340	<u>SF 2807-2 ANNUAL SUMMARY OF RETIREMENT FUND TRANSACTIONS</u>	3		
56		<u>SF 2812 REPORT OF WITHHOLDINGS AND CONTRIBUTIONS</u>	3		
		<u>TREASURY FORM 941, 941a, 941c, EMPLOYERS' QUARTERLY TAX RETURN</u>	3		
58		<u>SF 2807 REGISTER OF SEPARATION AND TRANSFERS</u>	3		
59		<u>TAX RETURNS APPLICABLE TO STATE AND LOCAL TAXES AND REPORT OF FEDERAL EMPLOYMENT AND WAGES</u>	3		
60		<u>SF 1192 US SAVINGS BONDS AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE, SF 1198, SAVINGS ALLOTMENT, SF 1189, NET CHECK TO BANK, SF 1340-7, NET CHECK TO HOME AND CFC DEDUCTION</u>	X		<i>Destroy when</i> <del>Retain until</del> superseded or cancelled
61	1340	<u>INTERNAL REVENUE FORM W-2 WITHHOLDING TAX STATEMENT</u>	3		
		<u>INTERNAL REVENUE FORM W-3 RECONCILIATION OF INCOME WITHHELD FROM WAGES</u>	3		
63		<u>SF 1081 VOUCHER AND SCHEDULE OF WITHDRAWALS AND SUPPORTING DOCUMENTS</u>	3	X	<i>NC1-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
64		<u>APPROPRIATION AND SURPLUS FUND WARRANT</u> Treasury Funds 523 and 524	3		



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ITEM NO.	S.F. CODE	NAME AND/OR DESCRIPTION	RETENTION PERIOD		REMARKS
			LOCAL	FRC	
65		<u>RETURNED CHECK NOTICE - TREASURY FORM 1664</u> General Office File Copy (3rd Copy)	3		
66		<u>DEBIT VOUCHER - TREASURY FORM 5504 (4th COPY)</u>	3	X	<i>NCI-217-76-3</i> <del>CAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
67		<u>BILL AND RECEIPT FORMS</u>	3	X	<i>NCI-217-76-3</i> <del>CAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
68		<u>REPAYMENT APPLICATION - FORM 1822 - 1</u>	3		
69		<u>1370-1 BILL/RECEIPT</u> Numerical file copy. Collection voucher copy.	3	X	<i>NCI-217-76-3</i> <del>CAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
70		<u>1370-2 &amp; 3 <del>SEC.</del> GRAZING BILL/RECEIPT</u> Numerical file. Collection voucher copy.	3	X	<i>NCI-217-76-3</i> <del>CAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)

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			LOCAL	FRC	
71		<u>1370-6 BILLING INDEX CARD</u>	X		Destroy when lease or contract has expired/cancelled and has served all administrative needs.
72	1371	<u>1370-7 BILLING INDEX</u>	X		Destroy when lease or contract has expired/cancelled and has served all administrative needs.
73		<u>1370-8 COLLECTION TRANSMITTAL</u>	4		<i>Destroy all copies, except those filed in case folders, when one year old.</i>
74		<u>1370-9 REMITTANCE INQUIRY AND/OR ADVICE</u>	X		<del>Retain all copies except those filed in case folders for one year and destroy.</del>
75		<u>1370-10 PAYMENT STATEMENT</u>	X		<del>Destroy all copies, except those filed in case folders, when one year old.</del> <del>Retain all copies except those filed in case folders for one year and destroy.</del>
76		<u>1370-11 DAILY RECORD OF CASH TRANSACTIONS</u>	3	X	<i>NCI-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
77		<u>1370-12 UNEARNED COLLECTIONS VOLUME CONTROL</u>	X		Destroy after GAO audit clearance <i>or when 3 years old, whichever is sooner.</i>
78		<u>1370-13 AGING ANALYSIS SCHEDULE</u>	1		
79		<u>1370-14 AGING ANALYSIS SUMMARY</u>	1		

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			LOCAL	FRC	
80		<u>1370-15 CORRECTIONS AND SUMMARY SHEET</u>	3	X	<i>NCI-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
81		<u>1370-16 UNDEPOSITED REMITTANCE REGISTER</u>	1		
82		<u>1370-17 RECEIPT AND/OR NOTICE OF REFUND</u> Collection voucher copy Administrative copy - Numerical	3	X	<i>NCI-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
83		<u>1370-18 TEMPORARY RECEIPT</u> Collection voucher copy Numerical file copy	3	X	<i>NCI-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
84	1371	<u>1370-19 RECEIPT-RECEIPTING AND VALIDATING MACHINE</u>	3	X	<i>NCI-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
85		<u>1370-20 RECEIPT/ACCOUNTING ADVICE</u>	3	X	<i>NCI-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention 10 years and 3 months. Records created after July 1, 1975, total retention 6 years and 3 months)

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ITEM NO.	S.F. CODE	NAME AND/OR DESCRIPTION	RETENTION PERIOD		REMARKS
			LOCAL	FRC	
86		<u>1370-21 NOTICE OF RETURN OF REMITTANCE</u>	3	X	<i>NC1-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention, 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
87		<u>1370-22 ACCOUNTING ADVICE</u>	3	X	<i>NC1-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention, 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
88		<u>1370-26 LEDGER CARD</u>	1		
89		<u>ADDING MACHINE TAPES</u>	1		
		<u>MISCELLANEOUS ACCOUNTING RECORDS</u>			
100	1371	<u>GAO NOTICES OF EXCEPTION AND RELATED CORRESPONDENCE</u>		X	Destroy one year after exception is reported as cleared by GAO
	1310	<u>DOCUMENT FACE SHEETS</u> Form 1310-5 Yellow copy obligation documents White original	3	X	<i>NC1-217-76-3</i> <del>GAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention, 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)
		Pink copy retained in originating office		X	Destroy three months after FY in which prepared. If filed with document, use document disposal item.

*Items*

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			LOCAL	FRC	
102		<u>COPIES OF CERTIFICATES OF SETTLEMENT OF ACCOUNTS OF ACCOUNTABLE OFFICERS STATEMENT OF DIFFERENCES AND RELATED PAPERS</u>	X		Destroy two years after date of settlement providing certificate is cleared
103		<u>SF 211 REQUEST FOR AND DESIGNATION OF CASHIER</u>	X		Destroy four years after revocation of designation
104	4155 7140	<u>CONTRIBUTIONS</u> Labor materials, or money contributed for administration, protection and improvement of the Federal lands.	3	30	
	1310	<u>EXPENDITURE ACCOUNTING RECORDS</u> Ledgers and related documents that show in summary how Federal funds, appropriated and non-appropriated, are spent; the source and nature of any receipts.			
110		<u>GENERAL LEDGERS</u>	10		
111		<u>ALLOTMENT LEDGER AND AUDIT TRAIL</u>	10		
		<u>POSTING AND CONTROL MEDIA RECORDS, SUBSIDIARY TO GENERAL LEDGERS AND ALLOTMENT RECORDS</u> Original	3		
		Copies	2		
113		<u>FINANCIAL REPORTS AND ANALYSES</u>	5		

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			LOCAL	FRC	
	1522	<u>STORES AND COST ACCOUNTING RECORDS</u> These provide personal accountability for custody and receipt of materials and provide information as to money value of such materials.			
		<u>STORES ACCOUNTING RECORDS AND REPORTS</u> Summary ledger data	3		
		Detail stores records and reports	3		
		Work papers	2		
116		<u>MACHINE RECORDS</u> Detail and print-outs	1		
117		<u>COST REIMBURSABLE CONTRACTS OR SUBCONTRACTS</u> SF 1081, SF 1080 & 1370-1	3	X	<i>NC 1-217-76-3</i> <del>CAO Group No. 217-171-4</del> (Records created prior to July 2, 1975, total retention, 10 years and 3 months. Records created after July 1, 1975, total retention, 6 years and 3 months)