

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*RG 217*  
*etc*

LEAVE BLANK	
DATE RECEIVED <b>AUG 19 1974</b>	JOB NO. <b>NC-217-75-1</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.	
9-5-74 Date	<i>James B. Rhoads</i> Archivist of the United States

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

- FROM (AGENCY OR ESTABLISHMENT)  
**GENERAL ACCOUNTING OFFICE**
- MAJOR SUBDIVISION  
**OFFICE OF ADMINISTRATIVE PLANNING AND SERVICES**
- MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**I. Perlman**

5. TEL. EXT.  
**129-5461**

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.

*8/14/74* (Date) *Jerry Neumann* (Signature of Agency Representative) **Management Services Officer** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Copies of civilian personnel payroll accounting records, submitted to the Washington National Records Center by overseas units of the Department of the Army for off-site audit by the General Accounting Office.  1963-1967  DESTROY IMMEDIATELY (PL)		

*8/21/74 (PL)*

*Disposition instruction added at request of*

*WNRC 9/11/74*  
*copy to Agency 9/9/74*

GAO RECORDS RETENTION AND DISPOSAL SCHEDULE NO. 1

Accountable Officers' Accounts

ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Bond record cards of Accountable Officers of the United States, Section of Surety Bonds. Treasury Department, Forms 332 and 333, or equivalent.	Dispose 10 years after officer ceases to disburse or executes a new bond	351-S-356
2.	<p>Original settled fiscal accounts of Accountable Officers of the United States Government, together with all vouchers, schedules, and supporting documents. Excluded from disposal under this schedule are civilian and military payroll records (other than skeletonized payrolls), vouchers and supporting documents covering freight and passenger transportation charges, all accounts and supporting documents pertaining to the Indian Service, and all accounts and supporting documents of the Bureau of Reclamation, U. S. Department of the Interior. (Bureau of Reclamation accounts retained 25 years).</p> <p>Included are the following records, previously covered by the cited authorizations.</p> <p>A. Original vouchers for military allotment pay and for family allowances, and supporting documents (previously NN-163-66).</p> <p>B. Military Pay Order files received with Department of the Army disbursing officers monthly accounts (previously NN-163-157).</p> <p>C. Original allotment vouchers and supporting documents (previously NN-163-161).</p>	<p>Dispose 10 years and 3 months after the period of the account</p> <p><i>1. Perlman said item 1 is under this item.</i></p>	<p>NN-171-4 Item No. 1</p>