


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK.	
		JOB NO.	N1-425-90-1
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	7/10/90
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <u>Department of Treasury (Financial Management Service)</u> Financial Control Division		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Check Reconciliation Branch			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Jiovannah L. Diggs, Support Services Spec.	301-436-5300	2/12/91	
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; 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
6/27/90	 Rita R. Franklin	Supervisor, Programs Section

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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p><u>Check Reconciliation Branch</u></p> <p>The Check Reconciliation Branch provides for and maintains the check accounting/processing facilities for all entities disbursing U.S. Treasury checks.</p> <p>The key function of the branch is to provide for the ongoing operation of reconciliation activities stemming from this system. In addition, several general functions can be conceptualized as stemming from this responsibility. These are:</p> <ol style="list-style-type: none"> 1. Reconciles and audits daily shipments of check payment data submitted from Federal Reserve Banks (FRBs) and provides correcting accounting entries to clear any differences arising from the reconciliation. In addition, the branch is responsible for the collection of all check adjustment funds due from the Federal Reserve System. 		
<p><i>Copies sent to agency NN-W NNT 2/19/91</i></p>			

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>2. Verifies the accuracy of all check issue reporting by disbursing offices (DOs). This is primarily accomplished via the audit of checks paid versus checks issued. All needed corrections to issue reporting are provided by the Check Reconciliation Branch.</p> <p>3. Assigns and authorizes the establishment of new 4 digit check accounting symbols and maintains records of these account symbols.</p> <p>Three Digit Check Issue Information</p> <p>Original hardcopy ledgers prior to 1956.</p> <p><u>Disposition</u></p> <p>In accordance to (Public Law 100-86) Limited Payability Legislation (LP), effective October 1, 1980, transferred all uncurrent checks to cancelled/inactive status. Uncurrent check records are to be destroyed 18 months after the implementation of Limited Payability. Retain records on site until March 31, 1991, then destroy.</p>		