

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

LEAVE BLANK	
JOB NO NCL-425-80-2	
DATE RECEIVED 11-2-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-10-79 Date	<i>James E. O'Neil</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Bureau of Government Financial Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

James O. Varner

5. TEL EXT

566-8711

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 7 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10/24/79	<i>James O. Varner</i>	Paperwork Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	Records produced by the Check Truncation System.  Original microfilm of paid and reconciled United States Government checks produced for the Check Truncation Program.  Destroy 6 years and 7 months after the date of payment.	<del>NCL-425-80-2</del>	
2.	Duplicate microfilm of paid and reconciled United States Government checks produced for the Check Truncation Program.  Destroy in action office when no longer needed for reference or when 6 years and 7 months old, whichever is earlier.	<del>NCL-425-80-2</del>	
3.	Punch cards used to obtain an original check or to refer to the location of the check image on the microfilm.  Destroy 6 years and 7 months after date of payment.		
4.	Microfilm Look-up Exceptions Report.  Destroy when 2 years old.		

115-107  
Copy to Agency + ODF  
12-12-79 (52)  
Copy to ALL FRC'S  
12-14-79  
Closeout JE

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 of 7

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5.	Intercept Daily Microfilm Distribution Report - Lists of checks which appeared on the search report and have an "intercept" notation in the requester column.  Destroy when 1 year old.		
6.	Daily Truncation Microfilm Search Report - Lists of all checks for which a microfilm print is needed. They include items for which there is a paid stop, an inquiry request, an intercept, or a request from the Division of Government Accounts and Reports.  Destroy when 1 year old.		
7.	Microfilm Quality Review - A record of the quality of all microfilm from the Federal Reserve Banks.  Destroy when 1 year old.		
8.	Tape and Film Transmittal Report - This report identifies the cassettes forwarded from each Federal Reserve Bank, the number of checks included, and the beginning and ending document sequence numbers.  Destroy when 1 year old.		
9.	Microfilm Duplication Register - A record of the cassettes which have been duplicated.  Destroy when 1 year old.		
10.	Return Shipment Transmittal - A transmittal sheet used to return an unacceptable shipment of microfilm.  Destroy when 1 year old.		
11.	Microfilm Search Progress Sheet - A record of individual batches of items to be searched.  Destroy when 1 year old.		
12.	Microfilm Search Control Register - A control document for all batches of searched items.  Destroy when 1 year old.		

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
3 of 7

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
13.	<p>Microfilm Duplication Control Sheet - A list of microfilm cartridges to be duplicated.</p> <p>Destroy when 6 months old.</p>		
14.	<p>Microfilm Copy Request - A request sheet for additional microfilm copies for Division of Check Claims.</p> <p>Destroy when 6 months old.</p>		
15.	<p>Original Check Request - A list of checks which were requested from storage.</p> <p>Destroy when 6 months old.</p>		
16.	<p>Daily Progress Log - A summary of completed batches.</p> <p>Destroy when 6 months old.</p>		
17.	<p>Check Request Progress Sheet - A summary of completed batches.</p> <p>Destroy when 1 year old.</p>		
18.	<p>Check Request Control Register - A summary control of the check request progress sheet.</p> <p>Destroy when 1 year old.</p>		
19.	<p>Check Request Balance Control - A summary control of the check request control register.</p> <p>Destroy when 1 year old.</p>		
20.	<p>FRC Check Request Listing - A summary listing of requested checks from a FRC.</p> <p>Destroy when 1 year old.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 4 of 7
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The following records are generated by the Treasury Financial Communications System (TFCS) for all disbursement and deposit activity processed by TFCS. Since TFCS crosses different organizational lines, the records are listed under the responsible custodial office.</p> <p><u>DIVISION OF DISBURSEMENT</u></p> <p>Effective September 17, 1976, the Division of Disbursement became responsible for the disbursement of funds over the Treasury Financial Communications System for all authorized agencies.</p>		
21.	<p>Daily Support Listings of EFT Payments.</p> <p>Transfer to FRC when 2 years old.</p> <p>DISPOSITION NOT AUTHORIZED AT THIS TIME</p> <p>Currently, the provisions of 31 USC 132 effectively prohibit the destruction of the records described in Item 21. Although this series does not have enduring historical value, a finite retention period can not be established until the law has been changed. Since all recent efforts to modify the law have failed, the Bureau anticipates a substantial delay in scheduling these records for final disposition. This item will be resubmitted to NARS for approval when 31 USC 132 is amended.</p>		
22.	<p>Activity Summary Report.</p> <p>Destroy in action office when reference needs have ended.</p>		
23.	<p>EFT Payment Trace Requests.</p> <p>Destroy when 6 years and 7 months old.</p>		
24.	<p>EFT Reclamation Actions, Standard Form 1184 or its equivalent.</p> <p>Destroy when 6 years and 7 months old.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
5 of 7

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>DIVISION OF GOVERNMENT ACCOUNTS AND REPORTS</u>		
	<u>General Ledger Branch</u>		
25.	EFT Subsidiary Accounts - Trial Balance.  Destroy when 4 years old, or 4 years after all differences are resolved, whichever is later.		
	<u>Deposit Reconciliation Section</u>		
26.	Daily Support List of EFT Deposits.  Transfer to FRC when 3 years old. Destroy 10 years and 3 months after close of fiscal year in which created.		
27.	SF-215, Deposit Ticket.  Transfer to FRC when 2 years old. Destroy when 10 years and 3 months old.		
28.	Monthly EFT Summary Listing.  Site Audit - Transfer to FRC after audit by GAO or after 3 years, whichever is earlier.  -Records created prior to July 1, 1975.  Destroy 10 years and 3 months after the period of the account.  -Records created on or after July 1, 1975.  Destroy 6 years and 3 months after the period of the account.		
29.	Monthly EFT Summary Report.  Site Audit - See Item 28.		
30.	Monthly JV Summary Listing.  Site Audit - See Item 28.		
31.	Monthly EFT Summary Report for JV Entries.  Site Audit - See Item 28.		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
6 of 7

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
32.	Activity Summary Report.  Destroy in action office when reference needs have ended.		
33.	EFT Subsidiary Accounts - Detail Listing.  Destroy when 4 years old or 4 years after all differences are resolved, whichever is later.		
34.	EFT Audit - FED Entries.  Destroy when 4 years old or 4 years after all differences are resolved, whichever is later.		
35.	EFT Audit - JV Entries.  Destroy when 4 years old or 4 years after all differences are resolved, whichever is later.		
36.	DRS Transaction Journal.  Destroy when 4 years old or 4 years after all differences are resolved, whichever is later.		
37.	Backup Deposit Transaction Journal.  Destroy when 1 year old.		
38.	DT Audit File Dump - JV Entries Only.  Destroy when 1 year old.		
39.	EFT Daily Transcript Audit Report.  Destroy when 1 year old.		
40.	EFT Monthly D. O. Report.  Destroy when 4 years old or 4 years after all differences are resolved, whichever is later.		
	<u>Government Accounting Systems Staff</u> <u>EFT Control Center</u>		
41.	Operator Table Display.  Destroy when superseded or obsolete.		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
7 of 7

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
42.	Message File Dump. a. Original - retain until microfilmed, then destroy. b. Microfilm - destroy when 6 years and 7 months old.		
43.	Log Tape Dump. a. Original - retain until microfilmed, then destroy. b. Microfilm - destroy when 6 years and 7 months old.  <u>This certifies that the records described in Items 42 and 43 above will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</u>		
44.	System Access Request. Destroy when 2 years old.		
45.	Agency Location Code Listing. Destroy when superseded or obsolete.		
46.	Bank Master File Listing. a. Alphabetic by Bank - destroy when superseded or obsolete. b. Numeric by Transit Number - destroy when superseded or obsolete.		
47.	Statistics Report - Response Time. Destroy in action office 3 months after month to which they relate.		
48.	Statistics Report - Agencies/FED Destroy 1 year after end of fiscal year to which they relate.		
49.	Problem Report. Destroy in action office when reference needs have ended.		