

23 FEB 1982

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
DATE RECEIVED	NCI-425-82-1
NOTIFICATION TO AGENCY	March 4, 1982
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	7-2-82
Archivist of the United States	<i>Robert K. May</i>

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 2 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
7/2/81	<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.	Reconciliation Branch Division of Government Accounts and Reports  FRB Truncation Tape Amounts.  a. Printout - paper form.  Destroy 3 years after end of year in which records were produced.  b. Microfiche - (Computer Output Microform)  1). Original-Silver Halide  Destroy when 3 years old.  2). Microfilm copies  Destroy when 1 year old.	new series <i>JH</i> 6-23-82	

115-107

Mass Data Change Worksheet not necessary. 7/5-2/82  
 Closed out: 7/8-82: cm  
 Processed to NCIW and agency and NNF.

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION T/
2.	<p>Division of Government Accounts and Reports (Records maintained in any of several of the Branches).</p> <p>Transcripts of the General Accounts of the U.S. Treasury and Gold Custody Account and all supporting Abstracts and Statements, including Forms 17, 18, and 5176; Certificates of Deposit, Debit Vouchers, Credit Vouchers, Debit/Credit Vouchers, Deposit Tickets, certain Journal Voucher entries not specifically described in the Bureau's Comprehensive Schedule, Certificates of Deposit and Debit Vouchers, TFS Form 12 (Symbol 17-210 and related documents), and other related documents.</p> <p>a. Paper Originals - Microfilm in-house after receipt of the documents. After verification that the documents are complete and correct, the Forms 17 and 5176 are to be separated and forwarded the Central Files Section, and the Form 12 (Symbol 17-210) is to be separated and maintained in-house in the General Ledger Branch. All other documents are to be destroyed in-house after the verification is completed. (Some, but not all, are Site Audit).</p> <p>(1). Forms 17 and 5176 are to be destroyed in-house when no longer needed by the Banking Staff.</p> <p>(2). Form 12's are to be maintained in-house in the General Ledger Branch until matched. Matched documents are to be destroyed in- house 2 years after the month in which the item is matched.</p> <p>b. Microfilm -</p> <p>(1). Silver Halide Microfilm Originals - includes Site Audit Material.</p> <p><del>Transfer to the FRC in 6 month increments, after verified. Destroy 10 years and three months after period of account.</del></p> <p>(2). Microfilm Copies - Destroy when 3 years old, or when no longer need for reference purposes.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>	<p>Items in NCI-425- 78-2: 591, 601, 602, 613, 704, 707, 751, 764, 768, 769, 777, and 778.</p>	

Removed per conversation w/ J. Arnold  
of BGFO. 6-23-82

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 1  
Revised July 1974  
Prescribed by General  
Administration  
FPMR (41 CFR) 101-

Note: a security copy of the microfilm will be sent to NCW under the vital records provisions of fiscal records section, p. 30 Chapter 13, A Records Management Handbook, Federal Archives and Records Centers, 1979. 6-23-82

<u>SERIES</u> . <u>FORM TITLE</u>	<u>FORM NUMBER</u>	<u>DISPOSITION</u>
<i>DAU</i> 591 Transcript of the General Account of the U.S.Treasury. <i>216 cu.ft. as of 2-26-82</i> Transcript of Account of U.S. Depository. U. S. Depository Statement of Account of the U.S.Treasury.	-TUS-17 -TUS-18 -TFS-5176	Destroy when 6 yrs.3 mo. old " " " " " " " " " "
601 Deferred Balance		Destroy when 10 yrs.old
<i>DAU</i> 602 Debit and Credit Vouchers <i>27 cu.ft. as of 2-26-82</i>		Destroy when 10 yrs. old
613 Special Entries Adding Machine Tapes Computer Listings Special Registers of Transactions		Destroy after related ledgers are sent for binding
704 Statement of Differences for Letters of Credit, and Letter of Credit Reconciliation	BA-6652	Destroy when 2 yrs. old (No longer listed in BGFO forms catalog)
<i>DAU</i> 707 Payment Voucher on Letters of Credit <i>45 cu.ft. as of 2-26-82</i>	TFS-5401	Destroy when 6 yrs. 3 mo. old
751 Transcript of the General Account of the Treasurer of the US	TFS-17	Destroy when 1 yr. old
764 Transfer of Charges Relating to Card Checks (Debit Voucher)	TFS-3100	Copy retained until balanced
768 Debit	TFS-5208 TFS-5209	Destroy when 1 yr. old " " " "
769 Batch Control Register for Fit Government Checks (for banks) Batch Control Register for Mutilated Checks	TFS-5211 TFS-5223	Destroy when 1 year old " " " "
<i>DAU</i> 777 Certificates of Deposit / Deposit Ticket (Original Document) <i>634 cu.ft. as of 2-26-82</i>	SF-215	Destroy when 10 years and 3 mo. old
<i>DAU</i> 778 Debit Voucher <i>16 cu.ft. as of 2-26-82</i>	TFS-5504	Destroy when 10 yrs. 3 mo. old

Note: TFS and TUS Form 17 are the same, TFS: Treasury Fiscal Service, TUS: Treasurer United States.