

*NCO HANDPLAY*

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

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

1 FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration

2 MAJOR SUBDIVISION  
National Archives and Records Service

3 MINOR SUBDIVISION  
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Jean K. Fraley

5 TEL EXT  
724-1625

LEAVE BLANK	
JOB NO  <b>NCL-GRS-81-12</b>	
DATE RECEIVED <b>May 21, 1981</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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10	
<i>May 22, '81</i> <small>Date</small>	<i>Robert M. Ware</i> <small>Archivist of the United States</small>

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 1 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 <u>5/21/81</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Jean K. Fraley</i>	E TITLE Acting Director, Records Disposition Division
--------------------------	---	--

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Amendment to GRS 6, Accountable Officers Accounts Records  Item 1 - Accountable Officers Files.  Delete disposition instruction 1a(1). All files, regardless of date are governed by the following:  DESTROY 6 years, 3 months after period covered by the account.		

*Closed Out 6-4-81 K.T.D.  
Copy to All FRCs & Agency*

GENERAL RECORDS SCHEDULE 6

Rev. 1  
Mar. 1978

~~one full fiscal year old to Federal Records Centers. However, to transfer unaudited accountable officers' accounts less than one year old, permission must be obtained from the Director, Office of Administrative Services, GAO. Because the records heretofore transferred to the General Accounting Office are retained in the agency, some agencies have eliminated the creation of memorandum copies as described in Item 1b of this schedule.~~

~~Records relating to the availability, collection, and custody of funds include (1) the appropriation warrants, (2) other documents which deposit funds into the Treasury, and (3) documents which provide accountable officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit. Agency copies of these deposit and status documents are so intimately related to the accounts of these officers that they are included in this schedule. The copies received by the Fiscal Service of the Treasury Department are not covered by this schedule and are provided for in separate schedules.~~

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
-------------	-------------------------------	-------------------------------

1. Accountable Officers' Files.

- |   |  |
|---|--|
| <p>a. Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited, in the course of operation of the agency. All copies <u>except</u> the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.</p> | <p>(1) Records created prior to Fiscal Year 1976 (July 1, 1975):<br/>Destroy 10 years, 3 months, after period covered by account.</p> <p>(2) Records created after Fiscal Year 1975 (June 30, 1975):<br/>Destroy 6 years, 3 months, after period covered by account.</p> |
|---|--|

GENERAL RECORDS SCHEDULE 6

ITEM  
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

Site audit records include, but are not limited to, the Standard Forms listed below. Also included are equivalent agency forms which document the basic financial transaction as described above.

- SF 224, Statement of Transactions
- SF 1034, Public Voucher for Purchases and Services Other Than Personal
- SF 1036, Statement of Certificate and Award
- SF 1047, Public Voucher for Refunds
- SF 1069, Voucher for Allowance at Foreign Posts of Duty
- SF 1080, Voucher for Transfer Between Appropriations and/or Funds
- SF 1081, Voucher and Schedule of Withdrawals and Credits
- SF 1096, Schedule of Voucher Deductions
- SF 1097, Voucher and Schedule to Effect Correction of Errors
- SF 1098, Schedule of Cancelled Checks
- SF 1113, Public Voucher for Transportation Charges
- SF 1114, Bill of Collection
- SF 1114A, Official Receipt
- SF 1114B, Collection Voucher
- SF 1129, Reimbursement Voucher
- SF 1143, Advertising Order
- SF 1145, Voucher for Payment Under Federal Tort Claims Act
- SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee
- SF 1156, Public Voucher for Fees and Mileage of Witness
- SF 1166, Voucher and Schedule of Payments
- SF 1185, Schedule of Undeliverable Checks for Credit to Government Agencies
- SF 1218, Statement of Accountability (Foreign Service Account)
- SF 1219, Statement of Accountability
- SF 1220, Statement of Transactions According to Appropriation, Funds and Receipt Accounts
- SF 1221, Statement of Transactions According to Appropriation, Funds, and Receipt Accounts (Foreign Service Account)