

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-84-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M 12-18, Managing Government Records Directive. The old GRS was completely superseded.

See <https://www.archives.gov/records mgmt/grs> for the revised GRS, crosswalks, FAQs, tools, and other resources.

Date Reported: 4/28/2019

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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCI-GRS-84-2	
1 FROM (Agency or establishment) National Archives and Records Service		DATE RECEIVED 8-30-84	
2 MAJOR SUBDIVISION Office of Federal Records Centers		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Disposition 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER Linda Henry	5 TELEPHONE EXT Aug. 16, 1984	DATE 6/1/84	ARCHIVIST OF THE UNITED STATES Robert K. Warr
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 3 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 Aug. 16, 1984	C SIGNATURE OF AGENCY REPRESENTATIVE Jean E. Kesting	D TITLE Director, Records Disposition Division	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	Change in General Records Schedule 6, Item 1.a.	GRS 6/1a	

GENERAL RECORDS SCHEDULE 6

ITEM

NO. DESCRIPTION OF RECORDS

1. Accountable Officers' Files

- 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 except 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.

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

SF 215, Deposit Ticket
SF 224, Statement of Transactions
SF 1034, Public Voucher for Purchases 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
OF 1114, Bill of Collection
OF 1114A, Official Receipt
OF 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
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)

- (1) Accounts and supporting documents pertaining to
American Indians.

Disposition not authorized.

- (2) All other records described under 1.a. above.

Destroy 6 years and 3 months after period covered by
account.