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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-064-04-1 | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>10-24-2003</i> | |
| 1 FROM (Agency or establishment) National Archives & Records Administration | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Office of Administrative Services | | In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION National Archives Trust Fund Division | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Richard Marcus | 5 TELEPHONE NUMBER 301-837-1942 | DATE <i>11/28/2004</i> | ARCHIVIST OF THE UNITED STATES <i>Howard Kouch</i> |
| 6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested | | | |
| DATE <i>10/22/2003</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard W Marcus</i> Richard W Marcus | | TITLE NARA Records Officer |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | Appendix 18, National Archives Trust Fund See attached page <i>cc Agency</i> | | |

Financial Transactions File

1805

Memorandum copies of documents accumulated to record data on the collection of payments, recognition of revenue and liabilities, and the administration of the National Archives Trust Fund, especially as it relates to the publication and reproduction service programs. Included are receipts, bills, vouchers, coding documents, purchase orders, batch sheets, deposit tickets, invoices, and related records. The auditable copy of these records is maintained by NARA's financial service bureau (currently GSA's External Services Division in Kansas City MO [6BCA]).

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| 1805-1 | Summary records used as source documents for entry to the NEAR Accounting System and related records. | Cut off annually. Destroy when 2 years old. (GRS 6, item 1b) |
| 1805-2 | Records used to record the refund of monies to Trust Fund customers and related records. | Cut off annually. Destroy when 2 years old. (GRS 6, item 1b) |
| 1805-3 | Detail records including cash receipts journal, transaction registers, and related records. | Cut off annually. Destroy when 2 years old. (GRS 6, item 1b) |
| 1805-4 | Records used to record accounts receivable, purchase orders, and related records. | Cut off after completion of order. Destroy when 1 year old. (GRS 6, item 1b) |
| 1805-5 | Records used to record deposit accounts, museum store reconciliations, small receipts, and related records. | Destroy when superseded or obsolete. (N1 64-87-1) |