

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-146-84-2</i>	
DATE RECEIVED <i>2-13-84</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>Dec 10 1984</i> Date	<i>Robert W. [Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Office of Personnel Management

2. MAJOR SUBDIVISION
Information Management Division

3. MINOR SUBDIVISION
Information Systems Plans and Policies Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Charles R. Chesek

5. TEL EXT
632-7714

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 2/7/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William C. Duffy</i> William C. Duffy	E. TITLE Chief, Information Systems Plans and Policies Branch
--------------------------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Amend the Budget and Finance (BUF) section of Administrative Manual Supplement 44-3, Disposition of Records, as per attached.		
	PLANS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE		<i>160 items</i>

Copy sent to Agency 12/19/84. DW
Copy sent to NNF, NNS 1/6/85 DW

BUDGET AND FINANCE

This functional grouping of records consists of collections of documents, computer printouts, and files relating to: internal payroll; work reporting, and cost analysis; budget program; accounting; disbursing of funds, and other financial activities. Fiscal and accounting records of accountable officers will be transferred to the Federal Records Center in accordance with the provisions of title 8 of the GAO Policy and Procedures Manual. Agency records will be disposed of in accordance with this schedule.

Item No.	Title and Description of Records	Disposition
1.	Obligation copy of contract, requisition, purchase order, etc.	Dispose when funds are obligated.
2.	Individual Earnings Record (OPM Form 781 or its equivalent). File alphabetically by year. Start new file each year.	Transfer to the National Personnel Records Center, St. Louis, Missouri. Destroy 56 years after the date of the last entry on the card.
3.	Leave record cards maintained independently of pay and earning records, including OPM Form 788, Time and Attendance Report, when used as a leave record:	
	a. Original card.	Destroy upon microfilming.
	b. Microfilmed cards showing accumulated leave on separation from Federal Service.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	c. All other pay or fiscal copies.	Destroy after GAO audit or when 3 years old, whichever is sooner.
4.	Record of Leave Data (SF 1150).	
	a. Original copy of SF 1150.	File on right side of official personnel folder.
	b. Agency copy.	Destroy when 3 years old.
5.	Fiscal copy, Notification of Personnel Action (SF 50).	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.
6.	Computer printouts.	
	a. Payroll register.	
	(1) Control office.	Destroy after retention for 3 years.
	(2) Individual payroll office.	Destroy after retention for 1 year.

Item No.	Title and Description of Records	Disposition
b.	New normal rates.	
	(1) Control office.	Destroy after retention for 3 years.
	(2) Individual payroll office.	Destroy after retention for 1 year.
c.	Other deduction register.	
	(1) Control office.	Destroy after retention for 3 years.
	(2) Individual payroll office.	Destroy after retention for 1 year.
d.	Bond balance listing.	
	(1) Control office.	Destroy after retention for 3 years.
	(2) Individual payroll office.	Destroy after retention for 1 year.
e.	Master Retirement Record (MRR) listing.	
	(1) Control office.	Destroy after retention for 3 years.
	(2) Individual payroll office.	Destroy when superseded or obsolete.
f.	Master Employee Record (MER) listing.	
	(1) Control office.	Destroy after retention for 3 years.
	(2) Individual payroll office.	Destroy after retention for 1 year.
g.	Bond master file.	
	(1) Control office.	Destroy after retention for 3 years.
	(2) Individual payroll office.	Destroy after retention for 1 year.
7.	Payroll coding documents: i.e., OPM Forms 936, 938, and other coding documents not listed elsewhere in this schedule.	Dispose of after verification of data on related magnetic media.
8.	Tax Withholding Documents:	
	a. Withholding Tax Exemption Certificate (such as IRS Form W-4).	Destroy 4 years after certificate is superseded or obsolete.
	b. Returns on Income taxes withheld (such as IRS Form W-2) and reports of Federal and State taxes and related items.	Destroy after retention for 4 years.
9.	Combined Federal Campaign (CFC) and union dues authorization file:	
	a. CFC.	Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred.

Item No.	Title and Description of Records	Disposition
	b. Union dues (SF 1187 and SF 1188).	Destroy when superseded or after transfer or separation of employee.
10.	Bond Issuance Schedule (such as SF 1183's, etc.).	Destroy after retention for 2 years.
11.	Correspondence pertaining to payroll.	Destroy after retention for 2 years.
12.	Individual authorization records of deductions for items such as health and life insurance, bonds, etc.	
	a. SF 1189, SF 1199A, and OPM Form 1108.	Destroy when superseded or obsolete.
	b. SF 176, SF 1192, and SF 2809, or 2810 (personnel folder copies.)	Transfer with employee folder upon separation or transfer.
13.	Retirement Documents:	
	a. Report of Withholdings and Contributions (SF 2812).	Destroy when 2 years old.
	b. Register of Separation and Transfer (SF 2807), Register of Adjustments (SF 2807-1), and Annual Summary Retirement Fund Transactions (SF 2807-2).	Destroy when 3 years old.
14.	Correspondence regarding lost checks and bonds and returned checks and bonds.	Break annually. Destroy 2 years after break.
15.	Memorandum copies of fiscal schedule involved in payroll processing, (file by pay period), controls for balancing and preparing reports, and control register and related totals and forms.	Destroy after audit by GAO or when 3 years old, whichever is earlier.
16.	Designated Agents (DA) files:	
	a. Mailing forms.	Break monthly. Destroy 2 months after break.
	b. Mailing slips.	Break monthly. Destroy 2 months after break.
	c. Checklist by DA (Central Control Unit, CCU, entire copy).	Break annually. Destroy 1 year after break.
	d. List of bond purchases by DA (CCU entire copy).	Break annually. Destroy 1 year after break.
17.	Levy records, including all papers relating to charges against salaries and retirement funds of OPM employees, maintained in central and regional Budget and Fiscal Offices, Treasury Form 668A, etc.	Destroy when 3 years old.

Item No.	Title and Description of Records	Disposition
18.	Computer printouts - OPM-wide payroll:	
	a. Final listing of transaction processed.	Destroy after retention for 1 year.
	b. Final listing of transactions processed vs masterfile.	Destroy when superseded.
	c. Payroll register.	Destroy after retention for 1 year.
	d. Other deductions register.	Destroy after retention for 1 year.
	e. Bond masterfile transactions.	Destroy when superseded.
	f. Status of U. S. Savings Bonds.	Destroy after retention for 1 year.
	g. Summary of Bond Purchases.	Destroy after retention for 1 year.
	h. Checklist to OPM, unions, and allotments.	Destroy after retention for 1 year.
	i. Checklist to banks, individuals, and composite checks.	Destroy after retention for 1 year.
	j. Checklist to home (mailings).	Destroy after retention for 1 year.
19.	DELETED. (Computer printouts of work reports.)	
20.	Budget, Policy and Procedure Material:	
	a. Budget instructional material and correspondence showing OPM policy and procedures regarding budget.	Destroy when superseded or obsolete.
	b. Memoranda of agreement between the budget office & CO & RO operating organizations maintained in the Budget Office.	Break annually. Destroy 3 years after the close of the fiscal year covered by the budget.
	c. Carbon copies of memoranda which are contained in CO and RO operating organizations.	Break annually. Destroy 1 year after the close of fiscal year covered by the budget.
21.	Work Reports (WR) and Workload Documents:	
	a. Individual employee WR.	Dispose of after verification of data on related magnetic media.
	b. Workload Input Format and Workload Statistics (coding documents).	Dispose of after verification of data on related magnetic media.
22.	Work Report Edit and Correction Report.	Destroy 2 months after end of FY.
23.	Computer printout of biweekly payroll distribution.	Destroy 2 months after end of FY.
24.	Computer printout of detail in and out lists (WR).	Destroy 2 months after end of FY.
25.	Computer printout of console listing (WR).	Destroy 2 months after end of FY.

C.R.C.
OPM
10/29/84

C.R.C.
OPM
10/29/84

Item No.	Title and Description of Records	Disposition
26.	Computer printout of corrections forms (WR).	Destroy 2 months after end of FY.
27.	Computer printout of:	
	a. Special summary lists (WR).	Destroy 2 months after end of FY.
	b. Update listing (WR).	Destroy 2 months after end of FY.
28.	Computer printout of workload status from CO.	Destroy 2 months after end of FY.
29.	Request for X employees numbers (Employees from other agency on reimbursable basis) CO.	Destroy 1 year after end of FY.
30.	Information copies of Block Total list and Time and Attendance Control list.	Destroy when obsolete or superseded.
31.	Computer printout of special report of comparative program data.	Break annually. Destroy 2 years after break.
32.	Record copies of formal budget submission to Office of Management and Budget and to the Congress (including supporting working papers which are deemed to be necessary).	PERMANENT. Transfer to Executive Files when cancelled, superseded, or when no longer current. Offer to NARS when 20 years old. Destroy 10 years after the close of the fiscal year covered by the budget. CRF. OPM 10/29/84
33.	Budget Correspondence:	
	a. Correspondence files of the Budget Division, consisting of correspondence regarding current operations insofar as budget matters are concerned.	Destroy 2 years after the close of the fiscal year covered by the budget.
	b. Carbon copies of above correspondence which are maintained in group, staff offices, and regional office files.	Destroy 2 years after the close of the fiscal year covered by the budget.
34.	Budget Estimate Material:	
	a. Cost statements and rough data accumulated in the preparation of annual budget estimates.	Destroy 1 year after the close of the fiscal year covered by the budget.
	b. Duplicates of submissions and work papers in the operating organizations.	Destroy 1 year after the close of the fiscal year covered by the budget.
	c. Work papers accumulated in the preparation of year estimates in operating organizations and regional offices.	Destroy 1 year after the close of the fiscal year covered by estimates.
	d. Annual budget estimates-computer printout.	Destroy 1 year after the close of the fiscal year covered by estimates.
35.	Reports on Appropriations, Apportionment, and Reapportionment:	
	a. Periodic reports on the status of appropriation accounts and apportionment schedule maintained in control office and copies of submissions in operating organizations.	Destroy 2 years after the close of the fiscal year

Item No.	Title and Description of Records	Disposition
	b. SF 133.	Destroy 5 years after the end of the fiscal year.
36.	Schedules of certificate of settlement of claims settled by GAO.	Destroy 2 years after date of settlement.
37.	Report of survey covering lost, destroyed, damaged, or stolen property, and other papers used as evidence of adjustment of inventory.	Destroy 2 years after date of posting medium.
38.	Accountable Officers' SF 224, all supporting vouchers, schedules, documents, and related papers not otherwise accounted for in this schedule (excluding freight and payroll records).	Destroy 6 years and 3 months after period covered by account.
39.	Records relating to the availability, collections, custody, and deposit of funds, including appropriation warrants.	Destroy when 3 years old.
40.	Records used as supporting and control media, subsidiary to the general and allotment ledgers, and not otherwise provided for in the schedule.	
	a. Original records.	Destroy after retention for 3 years.
	b. Copies.	Destroy after retention for 2 years.
41.	Instructional material (administrative manuals, etc.) on fiscal and accounting matters; i.e., payroll, vouchers, retirement, leave.	
	Original file <i>of COPIES</i>	PERMANENT. Transfer to Executive Files when cancelled, superseded, or when no longer current. Offer to NARS when 20 years old.
	<i>By 1/28/84</i>	Destroy when superseded or obsolete.
42.	Administrative correspondence, reports, and data relating to voucher preparation, administrative audit, and other miscellaneous accounting and disbursing operations not specifically covered elsewhere.	Destroy after retention for 2 years.
43.	Monthly Report of Employment (SF 1138, Office of Finance and Budget copy).	Break annually. Destroy 2 years after close of fiscal year.
44.	Papers covering passenger transportation charges, consisting of vouchers and related papers (individual travel papers are covered by BUF #45).	
	a. Memorandum copy.	Destroy 3 years after period covered by related account.
	b. Obligation copy, if different from copy described in Item BUF 45.	Destroy when funds are obligated.

*C.R.C.
OPM
10/29/84*

Item No.	Title and Description of Records	Disposition
45.	Records maintained in travel administrative unit, relating to official travel of officers, employees, dependents, or others authorized to travel by law: consisting of copies of travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers relating to official travel (exclusive of records covered by Item BUF-44).	Break annually. Destroy 3 years after break.
46.	Applications and statements for advance of funds.	Destroy 2 years after repayment of advance.
47.	Records, freight and passenger, not otherwise covered in this schedule.	
	a. Correspondence, forms, and related papers pertaining to agency travel and transportation functions.	Destroy after 2 years.
	b. Accountability records.	Destroy 1 year after all entries on the records are cleared.
48.	Computer printout of input control listing (accounting).	Destroy 3 years after end of fiscal year involved.
49.	Computer printout of document master update listing (accounting).	Destroy 3 years after end of fiscal year involved.
50.	Computer printout of open document listing:	
	a. End of fiscal year summary.	Destroy 1 year after end of fiscal year involved.
	b. Complete set.	Destroy when reconciled.
51.	DELETED. (Computer printout of General Ledger Account.)	
52.	Computer printout of consolidated status of allotment.	Destroy 6 years and 3 months after close of fiscal year involved.
53.	Computer printout of detail status of allotment.	Destroy 6 years and 3 months after close of fiscal year involved.
54.	DELETED. (Computer printout of biweekly Obligations Report.)	
55.	Computer printout of Status of Cost Reports (Sept. 30):	
	a. Consolidated status of cost.	Destroy 3 years after end of fiscal year involved.
	b. Group level status of cost.	Destroy 3 years after end of fiscal year involved.
	c. Cost Center level status of cost.	Destroy 3 years after end of fiscal year involved.

Item No.	Title and Description of Records	Disposition
	d. Suborganization status of cost.	Destroy 1 year after end of fiscal year involved.
	e. All levels other than above.	Destroy when no longer needed.
56.	Computer printout of appropriation limitation.	Destroy 1 year after end of fiscal year involved.
57.	Computer printout of trial balance.	Destroy 5 years after end of fiscal year involved.
58.	DELETED. (Printout of Public Service Career status of cost.)	
59.	DELETED. (Printout of Compensation Group miscellaneous reports.)	
60.	DELETED. (Printout of Report on Budget Status.)	
61.	Computer printout of Fixed Asset Report.	Destroy 3 years after end of fiscal year involved.
62.	Computer printout of status of allotment for IPA.	Destroy 6 years and 3 months after end of fiscal year involved.
63.	Computer printout of listing of transactions by Cost Center.	Destroy 3 years after end of fiscal year involved.
64.	Computer printout of Revolving Fund - Asset and Depreciation:	
	a. End of fiscal year summary.	Destroy 3 years after end of fiscal year involved.
	b. Other copies.	Destroy 3 years after end of fiscal year involved.
65.	Computer printout of statement of revenue, expenses, and retained earnings, Revolving Fund.	Destroy 5 years after end of fiscal year involved.
66.	Computer printout of Income vs. cost - Revolving Fund (Appropriation 20). (September 30)	Destroy 3 years after end of fiscal year involved.
67.	Computer printout of Income vs. cost - S & E (Appropriation 12). (September 30)	Destroy 3 years after end of fiscal year involved.
68.	Computer printout of Report on Obligations (SF 225).	Destroy 1 year after end of fiscal year involved.
69.	Computer printout of Report on Disbursing Officers schedules processed - Cash Reconciliation Report.	Destroy on completion of reconciliation.
70.	Computer printout of listing of equipment transaction - equipment dump.	Destroy on completion of reconciliation.
71.	Computer printout of Master Code Description File (MCDF) end of fiscal year copy (Work Reporting and Accounting)	Break annually by fiscal year. Destroy 3 years after end of fiscal year involved.

Item No.	Title and Description of Records	Disposition
72.	Computer printout of all listings of raw data transmitted by regions (hard copies); payroll, work reports, and accounting paper tape).	Destroy after retention for 3 months.
73.	Document History Records.	Destroy after retention for 3 years after end of FY.
74.	Unified Planning Documents. Consisting of completed Impact Statements, Long Range Plans, Unfunded Needs and Recommended Regional/CO Allocations, and all related papers.	
	a. Copy maintained by receiving office.	Break annually. Destroy 3 years after break.
	b. Copy maintained by submitting office.	Break annually. Destroy 3 years after break.
75.	Resource Management and Performance Reports	
	a. Accounting period.	Destroy 2 months after end of fiscal year.
	b. September 30th reports.	Destroy 3 years after end of fiscal year involved.
76.	Detailed Listing of Transactions - By OPM Object Class (for specific groups).	Destroy 2 months after end of fiscal year involved.
77.	Computer Generated Accounting Transactions by Appropriation (t/c 23, 24, and 27) - A509.	Destroy 3 years after end of fiscal year involved.
78.	Compensation Quarterly Expenditures Report-A730	Destroy 3 years after end of fiscal year involved.
79.	Expenditures by Activity - A735.	September 30 copy - Destroy 3 years after end of fiscal year involved.
80.	Expenditures by Appropriation - A736.	September 30 copy - Destroy 3 years after end of fiscal year involved.
81.	Report of Income by Appropriation and Sector - A737.	September 30 copy - Destroy 3 years after end of fiscal year involved.
82.	Report of Income Entries Coded to the Revolving Fund - A738.	September 30 copy - Destroy 3 years after end of fiscal year involved.
83.	Report of Miscellaneous Reimbursable Activity for the A & R Fund - A630.	September 30 copy - Destroy 3 years after end of fiscal year involved.
84.	Budget Estimates on File by Fund and Activity - A450.	September 30 copy - Destroy 3 years after end of fiscal year involved.

Item No.	Title and Description of Records	Disposition
85.	Budget Estimates on File by Fund, by organization, without regard to activity.	September 30 copy - Destroy 3 years after end of fiscal year involved.
86.	Full-Time Equivalent/Work-Year Civilian Employment Report - 113G.	September 30 copy - Destroy 3 years after end of fiscal year involved.
87.	Payroll Reports:	
	a. Master Address File Action List.	
	(1) Control office.	Destroy when 3 years old
	(2) Individual payroll office.	Destroy when 1 year old.
	b. Address Error List.	
	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
	c. Washington MER - T&A card employee number comparison.	
	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
	d. W.A.E. Days Worked.	
	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
	e. Listing of Union Dues Revoked by the Employees.	
	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
	f. Work Report and Payroll Control Sheet.	
	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
	g. State and City Tax Deduction Report.	
	(1) Control office.	Destroy when 4 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
	h. Employees Selected for F.L.S.A. Evaluation.	
	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.

B & F COMPUTER TAPES

The Information Management Division will retain the following magnetic tape files, related software programs, basic run instructions, etc., for the periods shown.

Item	Title and Description of Records	Disposition
1.	Payroll.	
	a. End of Pay Year MER.	Dispose 4 years after end of fiscal year.
	b. End of Pay Year IER.	Dispose 4 years after end of fiscal year.
	c. End of Pay Year MRR.	Dispose 4 years after end of fiscal year.
	d. Pay period transaction tapes.	Dispose 2 years after end of fiscal year.
2.	Accounting.	
	a. Final September 30 Master History File.	Dispose 6 years and 3 months after end of fiscal year.
	b. Final September 30 Master Code Description File.	Dispose 6 years and 3 months after end of fiscal year.
	c. Report Programs:	
	- ACCT22 - Trial Balance	Dispose 6 years and 3 months after end of fiscal year.
	- ACCT07 - Status of Allotments	Dispose 6 years and 3 months after end of fiscal year.
	- ACCT21 - Transaction Listings	Dispose 6 years and 3 months after end of fiscal year.
3.	Work Reports and FTE Reports:	
	a. Final September 30 Master File.	Dispose 4 years after end of fiscal year.
	b. Final September 30 Master Code Description File.	Dispose 4 years after end of fiscal year.
	c. Final September 30 Report Programs.	Dispose 4 years after end of fiscal year.