

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

LEAVE BLANK	
JOB NO	<b>NC1 184 78 2</b>
DATE RECEIVED	<b>20 FEB 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>4-14-78</i> Date <i>acting</i> <i>James P. O'Neill</i> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Railroad Retirement Board**

2. MAJOR SUBDIVISION *Budget and Fiscal Operations*  
**Bureau of Supply and Service**

3. MINOR SUBDIVISION  
**Division of Mail, Files and Records**

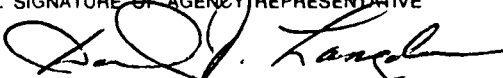
4. NAME OF PERSON WITH WHOM TO CONFER  
**Alfred Meredith**

5. TEL EXT  
**387-4525**

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 5 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 <b>2-16-78</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE <b>Director of Supply and Service</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1. GRS-7 ITEM-2	<p align="center"><b>RAILROAD RETIREMENT BOARD RECORDS SCHEDULE 7</b></p> <p align="center"><u>Accounting and Budget</u></p> <p>General accounts ledger showing debit and credit entries, and reflecting expenditures in summary.</p> <p>(a) Record Copy</p> <p>(b) Security Copy</p> <p><u>DISPOSITION</u></p> <p>(a) Transfer to Federal Records Center, Chicago 4 years after close of fiscal year involved. <del>and</del> Destroy 10 years after close of fiscal year involved.</p> <p>(b) See Remarks.</p>		
2. GRS-7 ITEM-3	<p>Allotment records showing status of obligation and allotments under each authorized appropriation.</p> <p>(a) In bureau of budget and fiscal operations.</p> <p>(b) In other bureaus.</p>		<i>15 items</i>

*sent to agency, NNF-4NC, 5NC-C, 5NC-D, 6NC, 7NC, 8NC, 9NC-L, 9NC-S, 10NC-4/20/78*

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	<p>(c) Security Copy</p> <p><u>DISPOSITION</u></p> <p>(a) Transfer to Federal Records Center, Chicago 4 years after close of fiscal year involved. <del>GSA</del> Destroy 10 years after close of fiscal year involved.</p> <p>(b) Destroy 3 months after close of fiscal year involved.</p> <p>(c) See Remarks</p>		
3. GRS-7 ITEM-4	<p>Records used as posting and control media, subsidiary to the general allotment ledgers, not a part of the accountable officer's returns and not otherwise provided for in this schedule.</p> <p><u>DISPOSITION</u></p> <p>Destroy when 3 years old.</p>		
4.	<p>Budget files in Bureau of budget and fiscal operations.</p> <p>(a) Administrative files documenting Board Policy and procedure governing budget administration and reflecting policy decisions affecting expenditures for Board programs.</p> <p><u>DISPOSITION</u> <i>Destroy when no longer needed for reference. Request NARS to recommend disposal schedule.</i></p> <p>(b) One record copy of each formal budget submission to OMB and Congress together with all supporting papers. (Congressional Authorization.)</p> <p><u>DISPOSITION</u> <i>Destroy when no longer needed for reference. Request NARS to recommend disposal schedule. Transfer to FARL is not authorized. SC 3-10-78</i></p> <p>(c) One copy of the formal Board budget (presently G-25 series) together with justification statements containing summaries of financial, manpower, cost and workload data. (Allocated by Board.)</p> <p><u>DISPOSITION</u></p> <p>Transfer to Federal Records Center, Chicago, 5 years</p>		

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	<p>after close of fiscal year covered by budget. <del>GSA</del>  <del>Destroy 10 years after close of fiscal year involved.</del></p> <p><del>Railroad Retirement Board recommends keeping above disposition.</del></p> <p><del>Request NARS to authorize disposal schedule.</del></p>		
GRS-5 ITEM-4	<p>(d) Working papers, cost statements and rough data accumulated in preparation of annual budget estimates and in administering approved budgets.</p> <p><u>DISPOSITION</u></p> <p>Destroy 1 year after close of fiscal year covered by the budget or when no longer needed for reference purposes.</p>		
GRS-5 ITEM-5	<p>(e) Periodic reports on status of appropriation accounts apportionments and reapportionments.</p> <p><u>DISPOSITION</u></p> <p>Destroy 5 years after close of fiscal year covered by reports.</p>		
GRS-5 ITEM-6	<p>(f) Apportionments and reapportionments schedules proposing quarterly obligations under each authorized appropriation.</p> <p><u>DISPOSITION</u></p> <p>Destroy 2 years after close of fiscal year involved.</p>		
<del>GSA Bulletin</del> <del>FPMR 417</del> <del>(6-18-74)</del>	<p>(g) Periodic reports submitted by bureaus, offices and regions showing breakdowns of employee's time by project, classification or code; workload reports; management summary data; miscellaneous and cost reports; etc.</p> <p><u>DISPOSITION</u></p> <p>Destroy <del>after audit by GAO, or</del> when 3 years old <del>whichever is earlier.</del> SC 3-10-78</p>		
	<p>(h) Security copy of budgets.</p> <p><u>DISPOSITION</u></p> <p>The security copy, consist of one copy of each</p>		

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5.	<p>budget justification for the congressional committees and for the (OMB). It is sent to security storage annually and replaces that for the previous period which is withdrawn and destroyed.</p> <p>Budget files in other bureaus and offices.</p> <p><u>DISPOSITION</u></p> <p>Destroy within 5 years after close of fiscal year involved.</p> <p><del>Railroad Retirement Board recommends keeping same disposition.</del></p> <p><del>Request NARS to authorize disposal schedule.</del></p> <p><u>REMARKS</u></p> <p><u>Item 1.</u> The record copy, (a), in the bureau of budget and fiscal operations represents all financial activity of the Board by account, showing for each entry the allotment symbol, the schedule or voucher reference, date, previous balance, item description, debit, credit and balance. The 10 year retention period is sufficient to cover managerial and budget reference and to aid in the settlement of any claims that may arise within the 10 year statutory limit.</p> <p>The security copy, (b), is a copy of the monthly general ledger trial balance which is stored monthly. Copies for the last two completed fiscal years, together with those for the current fiscal year, are to be retained in security storage. Copies for previous fiscal years are withdrawn and destroyed.</p> <p><u>Item 2.</u> Allotment records in the bureau of budget and fiscal operations, (a), are to be kept for the same period as the general ledgers described in Item 1. Allotment records in other bureaus, (b), are presently Forms G-216B Subsidiary Cost Ledgers.</p> <p>The security copy, (c), is comprised of a copy of the monthly ledger sheets and of the monthly allotment ledger trial balance which is stored monthly. Copies for the last two completed fiscal years together with those for the current fiscal year are to be retained in security storage. Copies for previous fiscal years are withdrawn and destroyed.</p>		

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	<p><u>Item 4.</u> The official files of material described in this item are maintained only in the bureau of budget and fiscal operations. The security copy, item (h), consist of one copy of each budget justification for the Congressional committees and for the (OMB.) It is sent to security storage annually and replaces that for the previous period which is withdrawn and destroyed.</p> <p><u>Item 5.</u> Forms in the G-25 series, work papers, and other budget material should be destroyed within 5 years after the close of fiscal years involved, since one copy is retained for 10 years by the Bureau of budget and fiscal operations.</p> <p>Sample copies of Board Budget, Justifications and Estimates of Appropriations attached. Please return when appraisal made.</p> <p>The total volume of items 4A and 4B are approximately 14.5 cubic feet. The per annum accumulation is insignificant. These items represent copies accumulating for the past 40 years, the attached samples are one year collection.</p>		