

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Alfred Meredith

5. TEL. EXT.

378-4525

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

**LEAVE BLANK**

DATE RECEIVED	JOB NO. <b>JUL 19 1978</b>
<b>NC 1 184 78 6</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>WITHDRAWN</b>	
(Date)	Archivist of the United States

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.

7-12-78

*[Signature]*

Director of Supply and Service

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center"><b>Railroad Retirement Board Schedule 8</b></p> <p>Accountable officer's returns comprised:</p> <p>(a) Original SF-1098, schedule of cancelled checks.</p> <p>(a1) Destroy 10 years, 3 months after period of account for those records created prior to 7-2-75.</p> <p>(a2) Destroy 6 years, 3 months after the period of the account for those records created on or after 7-2-75.</p> <p>(b) Memorandum copies of statement of transactions and accountability, all supporting vouchers, etc.</p> <p>File in PAID-DATE sequence. Destroy 3 years after period covered by account.</p>	GRS6-1A	<del>WITHDRAWN</del>
2	<p>Copies of certificates of settlements of accounts of accountable officers', statements of different and related papers.</p> <p>(a) Certificates covering closed accounts settlements, supplemental, settlements and final balance settlements.</p>	GRS6-3	<del>WITHDRAWN</del>

*4 items*

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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
	<p>File in chronological order. Destroy 2 years after date of settlement, providing certificate is cleared.</p> <p>(b) Certificates covering periodic settlements</p> <p>File in chronological order. Destroy when subsequent certificate of settlement is received.</p>		
3	<p>Records relating to the availability, collection, custody and deposit of funds, (other than records covered by item 1 of this schedule).</p> <p>File in chronological order. Destroy when 3 years old.</p>	GRS6-4	WITHDRAWN
4	<p>Federal personnel surety bond files:</p> <p>(a) Official copies of the bond and attached powers of attorney.</p> <p>(1) Bonds purchased prior to 1-1-56.</p> <p>Dispose 15 years after bond becomes inactive.</p> <p>(2) Bonds purchased after 12-31-55.</p> <p>Dispose 15 years after end of bond premium period.</p> <p>(b) Other bond files, including other copies of bonds and related papers.</p> <p>Dispose when bond becomes inactive or at end of bond premium period.</p>	GRS6-6	WITHDRAWN
	<p style="text-align: center;">REMARKS</p> <p>Item 1. Accountable officer's returns consists of a variety of papers prescribed by regulations of the comptroller general. The returns presently consists of memorandum SF-224, Statement of Transactions, and supporting documents, such as SF-1166, Voucher and Schedule of payments; original SF-1098, Schedule of Cancelled Checks; a copy of SF-215, Deposit ticket; a processed copy of SF-1081, Voucher and Schedule of Withdrawals and Credits (SSA payments); SF-1184e, Unavailable check collection and SF-1154, Voucher for Unpaid Compensation due to a deceased</p>		

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	<p>employee. Composition of accounts current changed when Treasury began preparing RRBd checks from computer tape. Under present procedure, the original SF-1166 is filed with SF-224. Formerly the SF-1166 for these payments was filed by Disbursing Office voucher number and type of payment, in paid-date sequence.</p> <p>Item 3. These records comprise certificates of deposit and related papers covering collected funds into Treasury and reports, etc., by Treasury on the status of funds.</p> <p>Item 4. Personnel surety bonds are disposable after the specified periods since they have little historical value and have limited legal value.</p>		