

44726881

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCl-269-82-2
DATE RECEIVED	December 3, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-18-83 Date	<i>Robert H. Vany</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2 MAJOR SUBDIVISION

Office of Finance

3 MINOR SUBDIVISION

Accounts Payable

4 NAME OF PERSON WITH WHOM TO CONFER

Ray Hershberger

5 TEL EXT

566-0673

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 4 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/19/81	<i>Ray Hershberger</i>	Management Analyst

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Appendix 16-C Accounts Payable Files</u></p> <p>Files descriptions and requested disposition changes are attached to the proposed new change to the HB, GSA Records Maintenance and Disposition System ch. 16 (OAD P 1820.2).</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>	<p>NN169-125(69)</p> <p>NCl-269-77-1 (72)</p> <p>NCl-269-80-1</p>	

18 items

115-10
*Checked
22 Nov 81
101*

MASS DATA CHANGE SHEET WILL BE
FORWARDED WITH PRINTED CHANGE

16C1. Payment files. Descriptions of and maintenance and disposition instructions for these files are contained in a thru c, below.

a. GSA site audit payment files. The records accumulated in this series will be retained on paper or microform, and both are acceptable by GSA for audit and NARS for storage purposes. Included are Standard Form 1166, Voucher and Schedule of Payments; detailed disbursement listings and summary fund bread-downs; vendor invoices; and supporting documents, such as purchase order copies, signed copies of contracts, lease digests, receiving reports, and similar records.

(1) Official record copy (on paper or on microform): Cut off at the end of the fiscal year. Retire paper records when 1 year old. Destroy 6 years and 3 months after the period of the account. (Retain records on microform in current office space.)

(2) Paper records that have been reproduced on microforms: Destroy paper records when ascertained that reproduced microform records have been made in accordance with GSA regulations and are adequate to be the official record.

b. Transportation documents. SF 1166, Voucher and Schedule of Payments; ADP coding documents; copies of carrier bills; Government Bills of Lading (GBL) memorandum copy; disbursement listings; reports of discrepancies in shipments; transportation requests (carbons); and other records relating to payment for transportation.

(1) Official record copy (on paper or on microform): Cut off at the end of the fiscal year and destroy when 3 years old.

(2) Paper records that have been reproduced on microforms: Destroy paper records when ascertained that reproduced microform copies have been made in accordance with GSA regulations and are adequate to be the official record.

c. Interfund payments. GSA Form 2043, ADP Coding Document-Accounting, used for internal fund transfers; similar records; and related supporting documents.

(1) Official record copy (or paper or on microform): Cut off at the end of the fiscal year and destroy when 3 years old.

(2) Paper records that have been reproduced on microforms: Destroy paper records when ascertained that reproduced microform copies have been made in accordance with GSA regulations and are adequate to be the official record.

OAD P 1820.2 CHGE

16C2 - 16C4. Reserved.

16C5. Contract officers copy files. Copies of contracts; memorandum copies of vouchers; and copies of invoices, purchase orders, gasoline sales tickets, receiving reports, and other payment documents retained either on paper or microform, but not documents required for inclusion in GAO site audit payment files or the transportation documents files.

- a. Official record copy (on paper or on microform): Cut off at the end of the fiscal year. Destroy when 3 years old or after audit by GAO, whichever is earlier.
- b. Paper records that have been reproduced on microforms: Destroy paper records when ascertained that reproduced copies have been made in accordance with GSA regulations and are adequate to be the official record copy.

16C6 - 16C9. Reserved.

16C10. Unliquidated obligations listings. Microforms or paper listings of unliquidated obligations and accounts payable.

Cut off at the end of the fiscal year, destroy when 5 years old.

16C11 - 16C14. Reserved.

16C15. Lost GBL registers. Registers used to record the issue of, and other information about, Standard Form 1103, U.S. Government Bill of Lading. The register is reviewed against the memorandum paid file carrier bills to make sure that duplicate payments were not made in the interim.

Cut off at the end of the fiscal year, destroy when 3 years old.

16C16 - 16C19. Reserved.

16C20. Withdrawn by CHGE 34.

16C21 - 16C24. Reserved.

16C25. Lease and fixed service contract listings. Microform or paper listings showing all master file records for fixed payments under leases and service contracts. These listings are reconciled with the fixed payment register.

Cut off at the end of the fiscal year, destroy when 1 year old.

16C26 - 16C29. Reserved.

16C30. Withdrawn by CHGE 34.

16C31 - 16C34. Reserved.

16C35. Withdrawn by CHGE 34.

16C36 - 16C39. Reserved.

16C40. Obligation cards. Punched cards prepared to enter and cancel obligations into the accounting system.

Destroy related card when the obligation is entered or canceled.

16C41 - 16C44. Reserved.

16C45. Vendor payment history listings. Listings or microforms reflecting names and addresses of vendors, funds involved, GSA document and invoice numbers, and schedule numbers and amounts for all payments as well as treasury check numbers made during the reporting period. These files are used in answering vendor inquiries.

- a. Official record copy (on paper or on microforms): Cut off at the end of the fiscal year. Retire paper records when 1 year old. (Retain records on microform in current office space.) Destroy 6 years and 3 months after the period of the account.
- b. Paper records that have been reproduced on microforms: Destroy paper records when ascertained that reproduced copies have been made in accordance with GSA regulations and are adequate for the official record.

16C46 - 16C49. Reserved.

16C50. Payee name and address listings. Listings or microform reflecting vendor name, address, and identification number. These listings are used to code incoming invoices with vendor identification codes.

- a. Monthly update: Destroy when superseded by the next monthly update.
- b. Annual report and related purges: Destroy when 7 years old.
- c. Records created on or after FY 1981 (October 1, 1980), will be retained on microform or hard copy for GAO by the Office of Finance for 6 years and 3 months after the period of the account, and then destroy.

16C51 - 16C54. Reserved.

16C55. GAO exceptions. Documents relating to exceptions taken by GAO as a result of the audit of accounts.

Cut off at the end of the fiscal year following clearance of the exception by GAO, hold 1 year, and destroy.