

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**


*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>JUL 17 1975</b>	JOB NO. <b>NC-412-76-2</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 "with-drawn" in column 10.	
Date <i>1-29-76</i> <i>James E. O'Heir</i> <i>acting</i> Archivist of the United States	

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Environmental Protection Agency
2. MAJOR SUBDIVISION  
Office of Planning and Management
3. MINOR SUBDIVISION  
Office of Resources Management
4. NAME OF PERSON WITH WHOM TO CONFER  
David O. Stephens
5. TEL. EXT.  
755-0830
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 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*7-16-75* *Harold R. Masters*  Chief, Administrative Management Br.  
(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 - 7	Descriptions and retention schedules for the payroll and pay administration records of the Financial Management program of the major and minor subdivision offices shown above.		
1 - 4	Descriptions and retention schedules for the accounting records of the Financial Management program of the major and minor subdivision offices shown above.		
	Please note that the General Accounting Office has approved the above schedules, as indicated by the attached correspondence.		
	<i>All changes made in consultation with, and with the concurrence of David O. Stephens, Agency Records Officer.</i>		
	<i>Item 1, a.(3) cleared through NPRC.</i>		
	<i>R. Devlin 1/27/76</i>		<i>36 items</i>

*Copy to Agency 2-11-76  
Hand delivered by R. Devlin*

FINANCIAL MANAGEMENT

## A. PAYROLL AND PAY ADMINISTRATION RECORDS

These records relate to disbursements to civilian employees of the Agency for personal services. Note: The items in this schedule apply Agencywide.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Individual Earning and Service Records (Comprehensive Report, USG 9-1808).</u></p> <p>a. Official Copy</p> <p>(1) Bi-Weekly</p> <p>(2) Quarterly (Microfilm)</p> <p>(3) Annually (Microfilm)</p>	<p><u>Retention:</u> Retain 1 week after receipt of quarterly report.</p> <p><u>Disposition:</u> Keep in office 1 week after receipt of quarterly report, then destroy. (Retain pay period 13 end of calendar year and pay period 26 or 27 end of fiscal year for 1 year).</p> <p><u>Retention:</u> Retain 1 month after receipt of annual report.</p> <p><u>Disposition:</u> Keep in office 1 month after receipt of annual report, then destroy. (Retain pay period 13 end of calendar year and pay period 26 or 27 end of fiscal year for 1 year).</p> <p><u>Retention:</u> Retain <sup>3</sup>/<sub>4</sub> years after receipt of current report.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>b. Other Copies.</p> <p>2. <u>Time and Attendance Report (USGS Form 9-1800)</u>. Form is used for payroll processing and preparation. Report is prepared bi-weekly.</p> <p>a. Official Copy.</p> <p>b. Other Copies.</p> <p>3. <u>Payroll Support</u>. Pay Master record, DIPS Report 9-1807 (employee's earning statement data). Report is prepared bi-weekly.</p>	<p><u>Disposition:</u> Keep in office 3 1/2 years after receipt of current report, then transfer to the National Personnel Records Center. NPRC will destroy when 56 years old. <i>9/27/76</i></p> <p><del><u>Retention:</u> As determined by user's needs.</del></p> <p><del><u>Disposition:</u> Destroy when no longer used. DESTROY AT END OF PAY CYCLE.</del> <i>9/27/76</i></p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Destroy after 1 year.</p> <p><u>Disposition:</u> Break file 1 year after end of pay period, Keep in office 1 year, then destroy.</p>

APPENDIX B  
RECORDS CONTROL SCHEDULES

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Item	Name and Description of Record/File	Retention Period and Disposition
4.	<p>a. Official Copy.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then destroy.</p>
	<p>b. Other Copies.</p>	<p><del><u>Retention:</u> As determined by user's needs.</del></p> <p><u>Disposition:</u> <del>Destroy when no longer needed.</del> Destroy AT <i>OPD 1/20/</i> END OF PAY CYCLE.</p>
	<p><u>Payroll Control.</u></p>	
	<p>a. Official Copy.</p> <p>(1) DIPS Control Worksheet and all DIPS pay period reconciliation reports (#354, 360, 366, 368, 371, 376, 383, 384, 385, 386, 387, 394, 442, 453, 482, 483, 484, 497, 498, and 576).</p> <p>(2) Redistribution of disbursements between appropriations, SF 224 plus worksheet and reconciling reports.</p> <p>(3) Allowance Holder Report of Payroll Distribution, RCB-3A. Report is prepared bi-weekly.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p>

## RECORDS MANAGEMENT

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Item	Name and Description of Record/File	Retention Period and Disposition
	<p>(4) Employee Payroll Charges and Man-hours by Project (Account Number), RCM-7. Report is prepared quarterly.</p> <p>(5) Payroll Cost Report, RCB-3. Report is prepared bi-weekly.</p> <p>(6) Cumulative Payroll Distribution and Man-hours by program, EPA-15. Report is prepared monthly.</p> <p>(7) Net Check Listing Report, DIPS-365. Report is prepared bi-weekly.</p> <p>b. Other Copies.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><del><u>Retention:</u> As determined by user's needs.</del></p> <p><del><u>Disposition:</u> Destroy when no longer needed. DESTROY AT END OF PAY CYCLE.</del></p>

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5.	<p><u>Pay Folders.</u> Individual employee folders and payroll allotments, included are SF-50, W-4, SF 2809, SF 176, SF 1192, SF 1198, SF 1189, and State tax forms.</p>	<p><u>Retention:</u> Retain 4 years.</p> <p><u>Disposition:</u> Break file after employee terminates. Keep in office for 4 years, then destroy.</p>
6.	<p><u>External Reporting.</u> Administrative reports and data relating to payroll operations and pay administrations.</p> <p>a. Official Copy.</p> <p>(1) Quarterly Report of FICA Listings and Federal Withholdings (DIPS #941) and Statement of Corrections (DIPS #941c) of previous report #941.</p> <p>(2) W-2, Tax report to Federal and State governments.</p> <p>(3) State Withholding Listing, DIPS #354, Report is prepared bi-weekly.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p>

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	<p>(4) Federal report of Federal Civilian Employment, DIPS #355. Report is prepared bi-weekly.</p> <p>(5) U.S. Government Payroll Savings Plan Report (Bonds), DIPS #359. Report is prepared semi-annually.</p> <p>(6) Annual Geographic Distribution of Federal Payroll, DIPS #454.</p> <p>(7) Year-end reconciliation of Federal and State taxes to DIPS #453 (State Wage and Tax Listing).</p> <p>(8) Annual Summary of Retirement Fund Transaction, SF 2807-2. Report is sent to the Civil Service Commission.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General</p>

Item	Name and Description of Record/File	Retention Period and Disposition
7.	<p>(9) Semi-annual Report of Health Benefits, DIPS #359. Report is sent to the Civil Service Commission.</p> <p>b. Other Copies.</p> <p><u>Disbursements, Collection, and Refund Schedules.</u></p> <p>a. General Accounting Office site audit copies of the following documents. File consists of Voucher and Schedule of Payments, SF 1166; Report of Withholdings and Contributions, SF 2812 (report is prepared bi-weekly); and Collection and Canceled Check Schedules, SF 1098, SF 219, EPA 2505-3. NOTE: Transfer to Federal Records Center under Record Group Number 217.</p> <p>b. All Other Copies.</p>	<p>Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.</p> <p><u>Retention:</u>—As-determined—by-user's-needs.</p> <p><u>Disposition:</u> Destroy when no-longer-needed. DESTROY AT <i>12/20/76</i> END OF PAY CYCLE.</p> <p><u>Disposition:</u> Destroy records created prior to July 2, 1975 10 years, 3 months after period of account.</p> <p>Destroy records created after July 2, 1975 6 years, 3 months after period of account. <i>1/27/76</i></p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Keep in office for 3 years, then destroy.</p>



## B. ACCOUNTING RECORDS

These records pertain to the financial accounting activities of the Agency and include: Disbursement and Collection Transactions, Obligations and Status of Funds Reports, General Ledger Accounts, and General Accounting Office Site Audit File. Note: The items in this schedule apply Agencywide.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Records Relating to the Support of Appropriation Obligations.</u></p> <p>a. Official Copy.</p> <p>(1) Copies of Allotment and Allowance Notices.</p> <p>(2) Copies of orders, contracts, travel authorizations, grants, miscellaneous obligation documents where not available in Section 1 above.</p> <p>(3) Accounting Reports: Transaction Input List (APW-1); Status of Appropriation: SFO (FMO-1); Summarized Document History by Account (FMO-3) End of year report only; Report of Budget Status (SF 133); Report of Federal Obligations (SF 225).</p> <p>(4) End of Year Reporting: Section 1311 Statement of Unexpended Balances of Appropriations and Funds (BAR 2108); Supporting lists of unpaid obligations and reconciliation worksheets.</p>	<p><u>Disposition:</u> Destroy records created prior to July 2, 1975 10 years, 3 months after period of account.</p> <p>Destroy records created after July 2, 1975 6 years, 3 months after period of account.</p> <p style="text-align: right;">GDR 1/27/76</p>

Item	Name and Description of Record/File	Retention Period and Disposition
2.	<p>b. Other Copies.</p> <p><u>General Ledger Accounting and Supporting Documents.</u></p> <p>a. <u>Official Copy.</u></p> <p>(1) Monthly General Ledger Report (FMO-4)</p> <p>(2) General Ledger Trial Balance (FMO-5)</p> <p>(3) Travel Advance Report (FMO-7) (year end only)</p> <p>(4) Travel Advance Subsidiary Cards (SF 1038)</p> <p>(5) Accounts Receivables: copies of supporting documents; bills, salary advance forms (EPA 2560-3)</p> <p>(6) Documents in support of advances &amp; prepayments</p> <p>(7) Letter of Credit documents and records</p> <p>(8) Documents supporting equipment, real property, and storeroom accounts</p> <p>(9) Cashier authorizations and verifications</p>	<p><del>Retention: As determined by user's needs.</del></p> <p><del>Disposition: Destroy when no longer needed. DESTROY AT END OF PAY CYCLE.</del> <i>RJD 1/20/76</i></p> <p><u>Disposition:</u> Destroy records created prior to July 2, 1975 10 years, 3 months after period of account.</p> <p>Destroy records created after July 2, 1975 6 years, 3 months after period of account.</p> <p><i>RJD 1/27/76</i></p>

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3.	<p>(10) Treasury Reports on Accrued Expenditures and Receipts (BA 6627, 6628)</p> <p>b. Other Copies.</p> <p><u>Records Relating to the Availability, Disbursement, Collection, Custody, and Deposit of Funds.</u></p> <p>a. General Accounting Office site audit copies of the following documents. NOTE: Transfer to Federal Records Center under Record Group Number 217.</p> <p>(1) Appropriation Warrants</p> <p>(2) Non Expenditure Transfers (SF 1151)</p> <p>(3) Statement of Transactions (SF 224)</p> <p>(4) Statement of Transaction worksheet and listing</p> <p>(5) Statement of Differences (BA 6652)</p> <p>(6) Disbursing Fund Report (BA 6653)</p> <p>(7) Undisbursed Appropriation Accounts Trial Balance (BA 6654)</p>	<p><del>Retention: As determined by user's needs.</del></p> <p>Disposition: Destroy when no longer needed. Destroy At END of PAY cycle. <i>GJD. 1/20/71</i></p> <p>Disposition: Destroy records created prior to July 2, 1975 10 years, 3 months after period of account.</p> <p>Destroy records created after July 2, 1975 6 years, 3 months after period of account.</p> <p><i>GJD 1/21/76</i></p>

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>(8) Receipt Accounts Trial Balance (BA 6655)</p> <p>(9) Disbursement Schedules (SF 1166, 1167, 1080, 1081, GSA 789, etc.)</p> <p>(10) Certificates of Deposit (SF 219)</p> <p>(11) Schedules of Collection (EPA 2505-3)</p> <p>(12) Schedules of Canceled Checks, undeliverable checks, Treasury Debit Vouchers, and Appropriation Adjustments (SF 1097), Treasury Journal Vouchers, and IOTV registers and accomplished documents.</p> <p>(13) Disbursement vouchers including paid invoices, receiving data, and authorization orders for purchases, advertising, contracts, grants, travel, transportation, GSA requisitions, and other disbursements including refund vouchers.</p> <p>b. All other Copies.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Keep in office for 3 years, then destroy.</p>
4.	<p><u>Correspondence Files Relating to Accounting Operations, Administrative Audit, Claims, Advances, etc.</u></p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> <b>BREAK FILE AT</b> end of year. Keep in office for 3 years, then destroy.</p>

*Handwritten note:* Break file at end of year