

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCl-412-85-27	DATE RECEIVED 8-6-85
1 FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Financial Management Division		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Thomas Tasker Harold Webster	5 TELEPHONE EXT 382-5911 382-5912	DATE 12-22-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>
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 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 8/2/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Tasker</i> Thomas Tasker	D TITLE Agency Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
I (1-3) II (1-7) III (1-6)	<p>The Financial Management Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this Schedule is part of a major review and update of the EPA Records Control Schedules.</p> <p>Attached is a copy of the revised Financial Management Records Control Schedule.</p> <p><u>For: GAO</u></p> <p>Only the three items in Part One (I. General), the last item (7.) in Part Two (II. Payroll), and the last two items (5. & 6.) in Part Three (III. Accounting Records) have been added to the revised Financial Management Records Control Schedule. However, we request the entire Schedule be reviewed.</p>	Appendix B Schedules 17 & 18	

(10 items)

U.S. ENVIRONMENTAL PROTECTION AGENCY--RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

FINANCIAL MANAGEMENT RECORDS

AGENCYWIDE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

I. GENERAL

1. General Correspondence - Financial Management Division (Director/Branch Chief). General subject files containing correspondence, memoranda, reports, and other records relating to policies and activities of the Financial Management Division.

2. Program Management File. Consists of records related to the management and administrative support of each unit of the Financial Management Division. Records consist of planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.

3. Freedom of Information Response File. Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.

- Retention: Retain 3 years.
- Disposition: Break file at end of year. Keep in office 3 years, then destroy.
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- Retention: Retain 5 years.
- Disposition: Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
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- Retention: Retain 2 years.
- Disposition: Break file at end of year. Keep in office current plus 1 additional year. Destroy when 2 years old.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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II. PAYROLL

1. Payroll Support. Employee Status Report (employee's earning statement data). Report is prepared biweekly on microfiche. Note: This microfiche replaced Pay Master record, DIPS Report 9-1807, and Individual Earning and Service Records (Comprehensive Report, USG 9-1808) on hard copy.

CHANGES RECORDED 3/16/88 PER CONVERSATION WITH HAROLD WEBSTER, EPA, WHO CONSULTED WITH CHIEF OF PAYROLL RECORDS KEPT IN HOUSE. ALL COPIES (I.E. BIWEEKLY ETC) NECESSARY.

MIKE MILLER

a. Official Copy.

(1) Biweekly (Microfiche)

Retention: Retain ⁵⁶15 years. (GRS 2, ITEM 1)

Disposition: Keep in office ⁵⁶15 years, then destroy.

(2) Quarterly (Microfiche)

Retention: Retain ⁵⁶15 years. (GRS 2, ITEM 1)

Disposition: Keep in office ⁵⁶15 years, then destroy.

(3) Annually (Microfiche)

Retention: Retain ⁵⁶15 years. (GRS 2, ITEM 1)

Disposition: Keep in office ⁵⁶15 years, then destroy.

b. Other Copies.

Retention: As below.

Disposition: Destroy at end of pay cycle.

2. Time and Attendance Report (EPA Form 2565-1). Form is used for payroll processing and preparation. Report is prepared biweekly. Note: For Superfund related documents see item 7.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office for 3 years, then destroy.

a. Official Copy.

b. Other Copies.

Retention: Retain 1 year.

Disposition: Break file 1 year after end of pay period. Keep in office 1 year, then destroy.

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3. Payroll Control. (Note: For Superfund related documents see item 7.

a. Official Copy.

(1) EPAYS Control Work sheet and all EPAYS pay period reconciliation reports (#354, 360, 366, 368, 371, 376, 383, 384, 385, 386, 387, 394, 442, 453, 482, 483, 497, 498, and 576).

(2) Redistribution of disbursement between appropriations, SF-224 plus worksheet and reconciling reports.

(3) Allowance Holder Report of Payroll Distribution, RCB-3A. Report is prepared biweekly.

(4) Employee Payroll Charges and Man-hours by Project (Account Number), RCM-7. Report is prepared quarterly.

(5) Payroll Cost Report, RCB-3. Report is prepared biweekly.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.

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RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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TITLE OF SCHEDULE FINANCIAL MANAGEMENT RECORDS		COVERAGE OF SCHEDULE AGENCYWIDE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	(6) Cumulative Payroll Distribution and Man-hours by program, EPA-15. Report is prepared monthly.	<u>Retention:</u> Retain 3 years. <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.
	(7) Net Check Listing Report, EPAYS-365. Report is prepared biweekly.	<u>Retention:</u> Retain 3 years. <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.
	b. <u>Other Copies.</u>	<u>Retention:</u> As below. <u>Disposition:</u> Destroy at end of pay cycle.
4.	<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-1199A, and State tax forms.	<u>Retention:</u> Retain 4 years. <u>Disposition:</u> Break file after employee terminates. Keep in office for 6 months, then transfer to the FRC. Destroy when 4 years old.
5.	<u>External Reporting.</u> Administrative reports and data relating to payroll operations and pay administrations.	
	a. <u>Official Copy.</u>	
	(1) Quarterly Report of FICA Listings and Federal Withholdings (EPAYS #941) and Statement of Corrections (EPAYS #941c) of previous report #941.	<u>Retention:</u> Retain 3 years. <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.

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AGENCYWIDE

ITEM NO NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

(2) W-2, Tax report to Federal and State governments.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.

(3) State Withholding Listing, EPAYS #354. Report is prepared biweekly.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.

(4) Federal report of Federal Civilian Employment, EPAYS #355. Report is prepared biweekly.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.

(5) U.S. Government Payroll Savings Plan Report (Bonds), EPAYS #357. Report is prepared semiannually.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.

(6) Annual Geographic Distribution of Federal Payroll, EPAYS #454.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then destroy.

(7) Yearend reconciliation of Federal and State taxes to EPAYS #453 (State Wage and Tax Listing).

Retention: Retain 4 years.

Disposition: Break file at end of year. Keep in office until audited by General Accounting Office or for 4 years, whichever is earlier, then destroy.

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SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
FINANCIAL MANAGEMENT RECORDS		AGENCYWIDE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	<p>(8) Annual Summary of Retirement Fund Transaction, SF-2807-2. Report is sent to the United States Office of Personnel Management.</p> <p>(9) Semiannual Report of Health Benefits, EPAYS #359. Report is sent to the United States Office of Personnel Management.</p> <p>b. <u>Other Copies.</u></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> As below.</p> <p><u>Disposition:</u> Destroy at end of pay cycle.</p>
6.	<p><u>Disbursements, Collection, and Refund Schedules.</u> (Note: For Superfund related documents see item 7.)</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 biweekly); 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. <u>All Other Copies.</u></p>	<p><u>Retention:</u> Retain 6 years and 3 months.</p> <p><u>Disposition:</u> Break file at end of fiscal year. Keep in office until audited by General Accounting Office or for 2 years, whichever is earlier, then transfer to Federal Records Center. Destroy when 6 years and 3 months old.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Keep in office for 3 years, then destroy.</p>

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U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE FINANCIAL MANAGEMENT RECORDS	COVERAGE OF SCHEDULE AGENCYWIDE	
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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
7.	<p><u>Records Relating to the Support of Agency Recovery Claims Under the Comprehensive Environmental Response, Compensation, and Liability Act (Superfund).</u></p> <p>The official file contains the following documents:</p> <ul style="list-style-type: none"> (1) Time and Attendance Report (EPA Form 2565-1) (2) Timesheets. (3) Redistribution of Payroll Charges (EPA Form 2550-6). 	<p><u>Retention:</u> Retain 20 years after completion of all cost-recovery litigation.</p> <p><u>Disposition:</u> Break file upon completion of all cost-recovery litigation. Keep in office for 2 years, then transfer to the FRC. Destroy when 20 years old.</p>

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	III. ACCOUNTING RECORDS	
1.	<p><u>Records Relating to the Support of Appropriation Obligations.</u></p> <p>a. <u>Official Copy.</u></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 on Budget Execution (SF-133); Report on Federal Obligations (SF-225).</p> <p>(4) End-of-Year Reporting: Section 1311 Statement of Unexpended Balances of Appropriations and Funds (TFS Form 2108); Supporting lists of unpaid obligations and reconciliation worksheets.</p> <p>b. <u>Other Copies.</u></p>	<p><u>Retention:</u> 6 years and 3 months.</p> <p><u>Disposition:</u> Break file at end of fiscal year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then transfer to FRC. Destroy when 6 years and 3 months old.</p> <p><u>Retention:</u> As below.</p> <p><u>Disposition:</u> Destroy at end of pay cycle.</p>
2.	<p><u>General Ledger Accounting and Supporting Documents.</u></p> <p>a. <u>Official Copy.</u></p>	<p><u>Retention:</u> 6 years and 3 months.</p> <p><u>Disposition:</u> Break file at end of fiscal year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then transfer to FRC. Destroy when 6 years and 3 months old.</p>

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FINANCIAL MANAGEMENT RECORDS		AGENCYWIDE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	(1) Monthly General Ledger Report (FMO-4) (2) General Ledger Trial Balance (FMO-5) (3) Travel Advance Report (FMO-7) (yearend only) (4) Travel Advance Subsidiary Cards (SF-1038) (5) Accounts Receivables; copies of supporting documents; bills (6) Documents in support of advances and prepayments (7) Letter of Credit documents and records (8) Documents supporting equipment, real property, and storeroom accounts (9) Cashier authorizations and verifications b. <u>Other Copies</u>	<p><u>Retention:</u> As below.</p> <p><u>Disposition:</u> Destroy at end of pay cycle.</p>
3.	<p><u>Records Relating to the Availability, Disbursement, Collection, Custody, and Deposit of Funds.</u> Note: For Superfund documents see item 6.</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><u>Retention:</u> 6 years and 3 months.</p> <p><u>Disposition:</u> Break file at end of fiscal year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier, then transfer to FRC. Destroy when 6 years and 3 months old.</p>

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SCHED NO

TITLE OF SCHEDULE FINANCIAL MANAGEMENT RECORDS	COVERAGE OF SCHEDULE AGENCYWIDE	
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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	<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 (TFS Form 6652)</p> <p>(6) Disbursing Fund Report (TFS Form 6653)</p> <p>(7) Undisbursed Appropriation Accounts Trial Balance (TFS Form 6654)</p> <p>(8) Receipt Accounts Trial Balance (TFS Form 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 Form 2505-3)</p> <p>(12) Schedules of Canceled Checks, undeliverable checks, Treasury Debit Vouchers, and Appropriation Adjustments (SF-1097), Treasury Journal Vouchers, and Inter-Office Transfer Voucher 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. <u>All Other Copies.</u></p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Keep in office for 3 years, then destroy.</p>

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TITLE OF SCHEDULE FINANCIAL MANAGEMENT RECORDS	COVERAGE OF SCHEDULE AGENCYWIDE	
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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	<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 (TFS Form 6652)</p> <p>(6) Disbursing Fund Report (TFS Form 6653)</p> <p>(7) Undisbursed Appropriation Accounts Trial Balance (TFS Form 6654)</p> <p>(8) Receipt Accounts Trial Balance (TFS Form 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 Form 2505-3)</p> <p>(12) Schedules of Canceled Checks, undeliverable checks, Treasury Debit Vouchers, and Appropriation Adjustments (SF-1097), Treasury Journal Vouchers, and Inter-Office Transfer Voucher 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. <u>All Other Copies.</u></p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Keep in office for 3 years, then destroy.</p>

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4.	Correspondence Files Relating to Accounting Operations, Administrative Audit, Claims, Advances, etc.	Retention: Retain 3 years. Disposition: Break file at end of year. Keep in office for 3 years, then destroy.
5.	External Reports as Required by Government-wide Regulations. File includes the following documents: (1) Statement of Financial Condition (SF 220) (2) Minority Banking Report (3) Report of International Transactions (SF 13) (4) Report on Status of Accounts and Loans Receivable Due from the Public (Schedule 9 of SF 220) (5) Statement of Income and Retained Earnings (SF-221)	Retention: Retain 3 years. Disposition: Break file when reports are completed. Keep in office 3 years, then destroy.
6.	Records Relating to the Support of Agency Recovery Claims Under the Comprehensive Environmental Response, Compensation and Liability Act (Superfund). Files contain the following documents: (1) Copies of orders, contracts, travel authorizations, grants, miscellaneous obligation documents (2) Letter-of-Credit documents and records (3) Disbursement Schedules (SF 1166, 1167, 1080, 1081, GSA 789, etc.) (4) 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	Retention: Retain 20 years after completion of all cost-recovery litigation. Disposition: Break file upon completion of all cost-recovery litigation. Keep in office 2 years, then transfer to the FRC. Destroy when 20 years old.

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Revised Item Numbers compared to Previous Item Numbers,
Schedule Number, and NARS Job Number)

Title Of Schedule: Financial Management Records

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
I. General			NCI-412-76-2
1. (New)			
2. (New)			
3. (New)			
II. Payroll		17	
1.	1.		
2.	2.		
3.	4.		
4.	5.		
5.	6.		
6.	7.		
7. (New)			
III. Accounting Records		18	
1.	1.		
2.	2.		
3.	3.		
4.	4.		
5. (New)			
6. (New)			