

**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)

Department of the Treasury

2. MAJOR SUBDIVISION

Bureau of Government Financial Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

James O. Varner

5. TEL. EXT.

566-8711

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 6 MAR 1978	JOB NO. NC 1 425 '78 1
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.	
9-5-78 (Date)	<i>James B. Rhoads</i> 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 90 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

MAR 6 1978

James O. Varner
James O. Varner

Paperwork Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>On January 14, 1974, the Secretary of the Treasury announced a reorganization of the Fiscal Service effective February 1, 1974, merging complementary operating functions of the Bureau of Accounts and the Office of the Treasurer of the United States, forming a new Bureau of Government Financial Operations.</p> <p>The functions of the bureau are Governmentwide in scope. It provides for the management of the Government's cash resources; administers certain U.S. Currency matters such as directing the various aspects of the redemption of mutilated currency, settles claims involving loss or forgery of Treasury checks; manages the Government's central accounting and financial reporting system by drawing appropriation warrants and other funding authorizations, by maintaining a system of accounts for integrating Treasury cash and funding operations with the financial operations of disbursing and collecting officers and of Government program agencies including subsystems for the reconciliation of check and deposit transactions, and by compiling and publishing reports of budget results and other Government financial operations; provides central direction for various financial programs and practices of Government agencies; and directs a variety of other fiscal activities.</p>	<p>See attached <u>conversion list for references to previously approved disposal jobs and item numbers.</u></p>	

NMF, NAR, Agency 9/6/78

850 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>In discharging these functions, the program records of the Bureau of Government Financial Operations are grouped into the following major subject categories:</p> <ol style="list-style-type: none"> 1. GENERAL 2. ADMINISTRATION 3. BANKING AND CASH MANAGEMENT 4. AUDITS AND FINANCIAL MANAGEMENT 5. DISBURSEMENTS AND CLAIMS 6. GOVERNMENTWIDE ACCOUNTING <p><u>GENERAL</u></p> <p>All operating elements in the Bureau accumulate records of a general nature. This section of the schedule is prepared for all offices generating such records as described herein.</p> <p>1. Central Correspondence Files</p> <p>a. Central Correspondence Files of the Bureau of Government Financial Operations.</p> <p>Arranged under an alphabetical-numerical code.</p> <p>Correspondence, internal memoranda, copies of legislation, publications of other Federal agencies, reports, studies, and other records documenting all phases of the work of the Bureau. Major subject headings include Subject and Miscellaneous (A); Foreign Fiscal (B); Administration (C); Departments and Establishments (D); and Operational Planning and Research (E).</p> <p>(1) Code designations containing records which reflect the major policies and procedures of the Bureau.</p> <p>Permanent: Transfer to FRC when 10 years old. Offer to NARS when 20 years old.</p> <p>(2) Code designations relating to routine administrative matters or containing voluminous printed matter such as copies of legislation or publications of Federal agencies. All files in category c, Administration, are included in this subpart.</p> <p>Destroy when 10 years old.</p>		<p><u>WITHDRAWN</u></p>

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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>b. Central Correspondence Files of the Division of Disbursement.</p> <p>Arranged under an alphabetical-numerical code.</p> <p>Correspondence, internal memoranda, copies of legislation, publications of other Federal agencies, reports, studies, and other records documenting the functions of the Division of Disbursement. Major subject headings include Subject and Miscellaneous (A); Departments and Establishments (B); Special Subjects (C-50); Disbursing Centers (C); Foreign Disbursing offices (D); and Central Disbursing Office (E).</p> <p>(1) Code designations in categories A, B, and D which document major policies and procedures of the Division of Disbursement.</p> <p>Permanent: Transfer to FRC when 10 years old. Offer to NARS when 20 years old.</p> <p>(2) Code designations in categories A, B, and D which relate to routine administrative matters or contain voluminous printed matter such as copies of legislation or publications of Federal agencies. All files in categories C, C-50, D-50, and E are included in this subpart.</p> <p>Destroy when 10 years old.</p> <p>c. Central Correspondence Files of the Domestic Banking Staff and the Foreign Banking Staff.</p> <p>Arranged under two broad categories, Subjects and Miscellaneous and Departments and Establishments, and thereunder alphabetically by subject or Federal agency.</p> <p>Correspondence, internal memoranda, copies of legislation, publications of other Federal agencies, reports, studies, and other records documenting all phases of the work of these two separate staffs.</p> <p>(1) Subjects containing records which reflect the major policies and procedures of the Domestic and Foreign Banking Staffs.</p> <p>Permanent: Transfer to FRC when 15 years old. Offer to NARS when 25 years old.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>

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	<p>(2) Subjects documenting routine administrative matters or containing voluminous printed matter such as copies of legislation or publications of Federal agencies.</p> <p>Destroy when 10 years old.</p> <p>NOTE: THE SELECTION OF PERMANENT POLICY AND PROCEDURAL RECORDS IDENTIFIED IN ITEMS 1A (1), 1B (1), AND 1C (1) WILL BE MADE JOINTLY BY REPRESENTATIVES OF THE NATIONAL ARCHIVES AND RECORDS SERVICE AND THE BUREAU OF GOVERNMENT FINANCIAL OPERATIONS.</p> <p>2. <u>Administrative Files.</u> Correspondence, memoranda and other file material of a housekeeping nature consisting of budget, fiscal, personnel, supply and other operations common to all offices as distinguished from the records relating to the specific programs of an individual Division or Branch.</p> <p>Destroy when 1 year old.</p> <p>3. <u>Chronological Files.</u> Copies of outgoing correspondence arranged by date and maintained for periodic review by staff members or for convenient reference.</p> <p>Destroy when 1 year old.</p> <p>4. <u>Working papers.</u> Includes rough drafts, notes, and materials accumulated in the development of a final product.</p> <p>Destroy upon completion of project or action or after 1 year if purpose has been served.</p> <p>5. <u>Committees, Conferences and Meetings.</u> Copies of documents pertaining to office participation in or association with committees, conferences, meetings and related activities, not covered elsewhere in this schedule.</p> <p>Destroy when 1 year old or when purpose has been served.</p> <p>6. <u>Reports (General).</u> This file includes trip reports, narrative reports, activity reports and similar reports maintained for reference, not covered elsewhere in this schedule.</p> <p>Destroy when 2 years old. Earlier destruction is authorized.</p>		

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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
7.	<p><u>Transitory Files.</u> Correspondence, messages and other documents maintained for reference; copies of documents which require no official action; letters of transmittal; routine requests for information and replies thereto involving no administrative or policy decisions and no special compilations or research. Note: To maximum extent practicable, transitory papers should be destroyed without filing. File only when needed for more than 30 days.</p> <p>Destroy when 1 year old. Earlier destruction is authorized.</p>		
8.	<p><u>Site Audit Records</u> though created by the different agencies are considered to be records of the General Accounting Office. Reports so identified will be disposed of according to the GAO schedule.</p> <p>Transfer to the Federal Records Center after audit by GAO or after 3 years, whichever is sooner.</p> <ul style="list-style-type: none"> - Records created prior to July 1, 1975. <p>Destroy 10 years and 3 months after the period of the account.</p> <ul style="list-style-type: none"> - Records created on or after July 1, 1975. <p>Destroy 6 years and 3 months after the period of the account.</p>		
9.&10.	(Reserved)		

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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
13.	<p>Privacy Act.</p> <p>All records pertaining to the Privacy Act, including requests for notification and access to records, requests for amendments of records, appeals of initial determinations refusing to amend records, statements of disagreements, and other related papers.</p> <p>See General Records Schedule 14, Items 25 through 30.</p>		
14.	<p>Manuals, directives, plans, reports and correspondence reflecting policies and procedures developed in the administration and direction of national security programs.</p> <p>Destroy in action office when obsolete or when revisions are provided.</p>		
15.	<p>EEO Case Files.</p> <p>Formal equal employment opportunity complaints from Headquarters and field offices and related correspondence.</p> <p>Destroy 4 years after final adjustment.</p>		
16.	<p>Programs for Progress Reports.</p> <p>Reports of training given and promotions received in each Division in Headquarters and field offices.</p> <p>Destroy when 1 year old.</p>		
17.	<p>Pre-Complaint Counseling Reports. Reports of the pre-complaint activities for Headquarters and field offices.</p> <p>Destroy when 1 year old.</p>		
18.	<p>Incentive Awards Program Files.</p> <p>a. Incentive Awards Program Case Files including both performance awards and suggestion cases.</p> <p>Destroy 2 years after case has been closed.</p> <p>b. Reports on Incentive Awards Program.</p> <p>Destroy 3 years after date of report.</p>		
19.25.	(Reserved)		

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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><u>Division of Facilities Management</u></p> <p>This division administers a complete range of office services programs for the entire Bureau. The major areas of concern are: material resources, including contracting and procurement, property management and currency verification; building management, including space, furnishings, maintenance and repair, physical security, cafeteria facilities, communications, energy conservation and conference rooms; paperwork management, including mail and distribution, files, records retention and disposal, forms, reports, directives and relocation; employee programs, including safety, Savings Bonds drives, charity campaigns and Civil Defense.</p> <p>26. Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.</p> <p style="padding-left: 40px;">Destroy 2 years after file is closed.</p> <p>27. Records relating to the allocation, utilization and release of space under agency control, and related papers to General Services Administration.</p> <p style="padding-left: 40px;">a. Building plan files and related agency records utilized in space planning, assignment and adjustment.</p> <p style="padding-left: 80px;">Destroy 2 years after termination of assignment, or when lease canceled, or when plans are superseded or obsolete, whichever is sooner.</p> <p style="padding-left: 40px;">b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p style="padding-left: 80px;">(1) Agency reports to General Services Administration regarding space occupied in "Metropolitan Washington," and "Outside the District of Columbia," and related papers.</p> <p style="padding-left: 120px;">Destroy 2 years after date of report.</p> <p style="padding-left: 80px;">(2) Copies in subordinate reporting units and related work papers.</p> <p style="padding-left: 120px;">Destroy 1 year after date of report.</p>		

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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
28.	Correspondence, forms and other records relating to the compilation of directory service listings. Destroy 2 months after issuance of listing.		
29.	Identification credentials and related papers. a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials. Destroy credentials 3 months after return to issuing office. b. Receipts, indices, listings and accountable records. Destroy after all listed credentials are accounted for.		
30.	Requests for building and equipment maintenance services, excluding fiscal copies. Destroy 3 months after work performed or requisition canceled.		
31.	Parking Management Files. Completed parking applications for allotting parking spaces to GFO employees and related file material. Destroy when 2 years old.		
32.	Telephone statements, toll slips and related telephone records. Destroy 3 years after period covered by related account.		
33.	Civil Defense Cards and files pertaining thereto. Destroy when holder retires or is transferred from the Department, whichever is sooner.		
34.	File material pertaining to fund raising campaigns. Destroy when 3 years old.		

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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
35.	Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule. Destroy when 2 years old.		
36.	Reports of surveys and inspections of Government-owned facilities conducted to insure adequacy of protective measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.		
37.	Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. Destroy when 2 years old.		
38.	Property pass files, authorizing removal of property or materials. Destroy 3 months after expiration or revocation.		
39.	Reports on contact of outside police with building occupants. Destroy when 1 year old.		
40.	Reports, loss statements, receipts and other papers relating to lost and found articles. Destroy when 1 year old.		
41.	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule. Destroy when 2 years old.		

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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
42.	Motor vehicle operating and maintenance records. Destroy when 3 years old or when audited by GAO, whichever is sooner.		
43.	Motor vehicle ledger and work sheets providing cost and expense data. Destroy 3 years after discontinuance of ledger or date of work sheet, whichever is sooner.		
44.	Reports on motor vehicles (other than accident, operating and maintenance reports). Destroy 3 years after date of report.		
45.	Records relating to motor vehicle accidents, maintained by transportation offices. Destroy 6 years after case is closed.		
46.	Vehicle release files. Destroy 4 years after vehicle leaves agency custody.		
47.	Records relating to individual employee operation of Government owned vehicles, including driver tests, ID cards, driver register information, operator's license, safedriving awards and related file material. Destroy 3 years after separation of employee or 3 years after recession of authorization to operate Government owned vehicles, whichever is sooner.		
48.	Registered mail receipts. Destroy when 1 year old.		
49.	Register of currency and securities received for redemption. Destroy when 10 years old.		
50.	Currency Verification files. Forms, reports, and records prepared in connection with currency cancellation, verification and destruction operations. Destroy 2 full years after the end of the calendar year to which these records relate.		

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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
51.	<p>Paperwork Management Records</p> <p>Correspondence, request forms and other records relating to changes in mailing lists for publications.</p> <p>Destroy when 1 year old.</p>		
52.	<p>Card index and mailing lists for publications.</p> <p>Destroy when canceled or revised.</p>		
53.	<p>Records disposition files, including descriptive inventories, disposal authorizations, schedules for the retirement of records and correspondence or memoranda relating to revisions.</p> <p>Transfer to inactive file when superseded or obsolete. Destroy 20 years after transfer.</p>		
54.	<p>Files documenting transfer of records to the Federal Records Center for disposal.</p> <p>Destroy 5 years after records listed thereon have been destroyed.</p>		
55.	<p>Numerical History Forms File containing the master copy of the form, the request for reproduction, the directive requiring the form and related papers.</p> <p>Destroy 3 years after form has been declared obsolete.</p>		
56.	<p>Interagency Reports. Those reports prepared by one or more departments or independent agencies for use by another department or agency.</p> <p>Destroy 2 years after report has been discontinued.</p>		
57.	<p>Surveys, Paperwork Management and Equipment. Reports on surveys conducted to monitor and develop methods for improving paperwork management practices and files equipment utilization.</p> <p>Destroy when 6 years old.</p>		
58.	<p>Statistical reports of records holdings.</p> <p>Destroy when 3 years old.</p>		

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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
59.	<p>Vital records status report.</p> <p>Destroy when 3 years old.</p> <p>Procurement Records</p>		
60.	<p>Procurement files (as described in item 62 below) involving transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurements or to major procurement programs.</p> <p>Place in inactive file after final payment. Destroy 25 years after final payment.</p>		
61.	<p>Correspondence files of procurement operating units pertaining to their internal operation and administration that are not covered elsewhere in this schedule.</p> <p>Destroy when 2 years old.</p>		
62.	<p>Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration receipt, inspection, and payment (other than those covered in items 60 and 61).</p> <p>See GRS 3 item 4.</p>		

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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
63.	<p>Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature.)</p> <p>a. Copies received from other units for internal purposes or for transmission to staff agencies.</p> <p>Destroy when 2 years old.</p> <p>b. Copies in other reporting units, and related work papers.</p> <p>Destroy when 1 year old.</p>		
64.	<p>Bid files.</p> <p>a. Successful bids.</p> <p>Destroy in accordance with provisions for item 62.</p> <p>b. Unsuccessful bids.</p> <p>Destroy in accordance with provisions for item 62.</p> <p>c. Lists or cards of acceptable bidders.</p> <p>Destroy when new list or card is made.</p>		
65.	<p>Records relating to requisitions on the Public Printer, and supporting papers.</p> <p>a. Printing procurement unit copy of requisition, invoice specifications, and related papers.</p> <p>Destroy 3 years after completion or cancellation of requisition.</p> <p>b. Accounting copy of requisition, Government Printing Office invoice, Transfer of Funds Voucher and Receiving Report.</p> <p>Destroy 3 years after period covered by related account.</p>		

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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
66.	<p>Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts).</p> <p>Destroy when 1 year old.</p> <p>Supply and Property Records</p>		
67.	<p>Requisitions for supplies and equipment from current inventory.</p> <p>a. Stockroom copy.</p> <p>Destroy 2 years after completion or cancellation of requisition.</p> <p>b. All other copies.</p> <p>Destroy when 6 months old.</p>		
68.	<p>Inventory files</p> <p>a. Inventory lists.</p> <p>Destroy 2 years from date of list.</p> <p>b. Inventory cards.</p> <p>Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.</p> <p>c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the General Records Schedules.</p> <p>Destroy when 3 years old or when audited by GAO, whichever is sooner.</p>		

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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
69.	<p>Correspondence files maintained by operating units responsible for property disposal, pertaining to their operation and administration, not otherwise provided for.</p> <p style="padding-left: 40px;">Destroy when 2 years old.</p>		
70.	<p>Reports of excess personal property.</p> <p style="padding-left: 40px;">Destroy when 3 years old.</p>		
71.	<p>Case files on sales of surplus personal property, comprising invitations, bids, acceptances, list of materials, evidence of sales, and related correspondence.</p> <p style="padding-left: 40px;">See GRS 4 item 6.</p>		
72.	<p>Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided:</p> <p>(a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of use for historical purposes.</p> <p style="padding-left: 40px;">Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p>		

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73.-85.	<p>(Reserved)</p> <p><u>Personnel Administration Staff</u></p> <p>This Staff directs and coordinates activities concerned with the personnel management program for the Bureau, including staffing, classification position management, and pay administration; employee relations, labor-management relations; personnel management evaluation; and employment development.</p> <p>All records relating to Personnel management are scheduled in the General Records Schedule No. 1. Apply GRS 1 to BGFO Personnel Records.</p>		

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	<u>ASSISTANT COMMISSIONER, BANKING AND CASH MANAGEMENT</u>		
	<u>Division of Currency Claims</u>		
	<p>The Division of Currency Claims, formerly called the Division of Cash Services, the Cash Division, and originally known as Cashier's Office provides the following services: transfer funds by wire; cancels currency that is determined unfit and is processed for eventual destruction; and redeems mutilated currency.</p>		
86.	<p>TUS-2502, Teller's Transfer of Funds to each other.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p>		
87.	<p>TUS-2517, Teller's Daily Settlement Sheets.</p> <p style="padding-left: 40px;">Destroy when 5 years old.</p>		
88.	<p>TUS-2521, Bank Authorization Card.</p> <p style="padding-left: 40px;">Destroy when canceled or obsolete.</p>		
89.	<p>TFS-2540, Currency Received from Vault.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p>		
90.	<p>TFS-2543, Coin Received from Vault.</p> <p style="padding-left: 40px;">Destroy when 3 months old.</p>		
91.	<p>TUS-2545, Receiving Teller's Daily Settlement Sheets.</p> <p style="padding-left: 40px;">Destroy when 5 years old.</p>		
92.	<p>TUS-2546, Ledger Kept By Vault Teller of Daily Transactions.</p> <p style="padding-left: 40px;">Destroy when 5 years old.</p>		
93.	<p>TUS-2608, Cash Ticket Prepared by Receiving Teller.</p> <p style="padding-left: 40px;">Destroy when 3 months old.</p>		
94.	<p>TFS-2643, Vault Tellers Settlement Sheet.</p> <p style="padding-left: 40px;">Destroy when 5 years old.</p>		

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95.	TUS-2674, Transfer of Currency to Federal Reserve Banks. Destroy when 5 years old.		
96.	Records documenting the movement of monies and actions transpired relating to these movements. Destroy when 7 years old.		
97.	Report of Paper Currency Redeemed. Destroy when 6 months old.		
98.	TFS-5333, Redemption and Exchange of Currency and Coin. Destroy when 5 years old.		
99.	Identification Files. Power of Attorney records for identifying individuals who transact business involving negotiation of U.S. Checks and Bonds for other individuals and Firms. Destroy when 1 year old.		
100.	Individual Letters on File for the purposes of identification to enable individuals to be identified for the purpose of check cashing. Destroy when 1 year old.		
101.	Correspondence regarding overages and shortages. Destroy when 3 years old.		
102.	Signature authorizations for local bank representatives and armored carriers. Destroy when rescinded.		
103.	SF-1103, U.S. Government Bill of Ladings. Destroy when 3 years old or when audited by GAO, whichever is sooner.		
104.	Counterfiet Notices from Secret Service. Destroy when superseded or no longer needed.		

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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
105.	TFS-12, Debit and Credit Vouchers pertaining to transfer of funds. Destroy when 5 years old.		
106.	Supporting Documents of daily transcript of accounts cash deposits. Destroy when 5 years old.		
107.	TFS-184, Unidentified Remittances received, processed or forwarded to proper agency. Destroy when 10 years old.		
108.	SF-1081, Voucher and Schedule of withdrawals and credits. Destroy when 5 years old.		
109.	SF-1166, Internal Revenue Deposit Reports, Voucher and Schedule of Payments. Destroy when 5 years old.		
110.	TUS-2527, Unidentified Remittances. Destroy when 3 years old.		
111.	Daily Reports of Public Debt Classified Sales Credits, Charges and Credits - Recapitulation. Destroy when 5 years old.		
112.	TUS-5151, Credit Vouchers (Overages and Shortages). Destroy when 2 years old.		
113.	TFS-5401, Payment Vouchers on Letters of Credit. Destroy when 3 years old or when audited by GAO, whichever is sooner.		
114.	TFS-5523, Credit Vouchers on Public Debt Principal. Destroy when 3 years old.		
115.	TFS-9000, Coin Reports (Monthly to Bureau of the Mint). Destroy when 1 year old.		

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116.	Correspondence case files on Unidentified Remittances, Letters of Inquiry and records of deposits and withdrawals. Destroy when 10 years old.		
117.	Reserved.		
118.	Records of Transcript Items and Certificates of Deposits prepared. Destroy when 3 years old.		
119.	Record Book of individual teller's Overages and Shortages. Destroy when 3 years old.		
120.	Record Book of the number of checks cashed monthly. Destroy when 3 years old.		
121.	Daily Reports of Internal Revenue Collection Activities, Funds in process of Collection and miscellaneous items. Destroy when 3 months old.		
122.	Ledgers and trial balance documents pertaining to the preparation of daily Transcripts showing the accountability of the U.S. Treasury relative to the Division of Cash Services. Ledgers and trial balances show amounts of cash, checks and bonds, letters of credits, electronic funds transfers and amounts of shipment of currency to and from local banks. Destroy when 5 years old.		
123.	Deposit slip-The Royal Bank of Canada. To Credit The Account of the Department of the Treasury, Bureau of GFO, Division of Disbursement. Destroy when 3 years old.		
124.	Treas. Form 4 - Certificate of Deposits for Customs Collections. Destroy when 5 years old.		

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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
125.	SF-201, Certificate of Deposit. Destroy when 5 years old.		
126.	Money Order Transfer Vouchers - Symbol 17-899. Charges relating to Cashed U.S. Postal Money Orders. Destroy when 5 years old.		
127.	TFS-6537, Returned Check Ticket. Destroy when 5 years old.		
128.	TUS-5188, Credit Voucher-Credit to the U.S. Treasury General Accounts. Destroy when 5 years old.		
129.	TUS-5315, Debit Voucher and advice of Debit - Symbol 17-197. Destroy when 5 years old.		
130.	Records and forms pertaining to the exchange of foreign checks into U.S. Dollars. These checks are drawn on foreign banks in U.S. Currency by American citizens in foreign countries for payment of taxes, etc., to the United States. Destroy when 5 years old.		
131.	Ledgers and records pertaining to regulations, procedures, internal control and operating of the Collection Branch. Destroy when 5 years old.		
132.	Return Deposits - Any deposit returned for any reason is recorded in this book; and No Return Check-the return of our C.D. 2796 without a check. Destroy when 5 years old.		
133.	IMC Book - Any check that is given immediate credit-the number assigned to the check and the amount; and Debit Voucher Book-the debit voucher numbers and what depositor each number was assigned to be charged back. Destroy when 5 years old.		
134.	IBM 1260 - Machine tapes. Destroy when 5 years old.		

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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
135.	Photocopies of Checks and Certificate of Deposits. Destroy when 5 years old.		
136.	Copies of Wire. Destroy when 5 years old.		
137.	Service Invoice. Destroy when 5 years old.		
138.	Despositor's tape off of Work. Destroy when 5 years old.		
139.	Register Mail Receipt Card PS Form 3811, Nov. 1973. Destroy in action office when reference needs have been ended.		
140.	GSA Form 687, Register of Remittances Received - These are contracts on which Gold Checks are received. Destroy when 3 years old.		
141.	Bond book - Any Checks received for the purchase of Bonds in the Cash Services Branch are recorded in this book. Destroy 1 year after internal audit.		
	<p><u>Currency and Coin Services</u></p> <p>The functions of this office includes the settlement of all claims against the U.S. for the proceeds of burned and otherwise mutilated U.S. paper currency. Verification and protection of paper currency and coin deposited by local banks with the Treasury for exchange, redemption and retirement. Reimbursement by Federal Reserve banks to the Treasury for value of Federal Reserve notes redeemed and retired locally. Receiving, verifying and preparing for redistributing currency and coin submitted local banks. Maintenance of accounts pertaining to the work performed by the Mutilated Currency Branch, Whole Note Branch, Coin Branch, and that part of the Cash Branch located in the Bureau of Engraving and Printing Annex and the preparation of related reports.</p>		

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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
142.	TFS-100, Establishment of changes or retention periods for records or reports of forms made obsolete. Destroy in action office when superseded or obsolete.		
143.	TFS-125, Form Design and Approval Request. Destroy when 1 year old.		
144.	TFS-126, Form Stock Level Notice. Destroy when 1 year old.		
145.	TFS-2002, Letter Concerning Mutilated Currency. Destroy when 2 years old.		
146.	TFS-2013, Receiving Teller's report of adjustment of overs and shorts Symbol 17-859. Destroy when 1 year old.		
147.	TUS-2075, Analysis of Balance by Classes and Denominations (For Monthly Statement of U.S. Currency and Coin). Destroy when 6 years old.		
148.	TFS-2092, To request claimant to furnish complete name. Destroy copy upon receipt of name.		
149.	TFS-2113, Form Letter requesting Letters of Administration. Copy returned to file with case. Destroy when 7 years old.		
150.	TUS-2138, Register of Payments for Currency Redeemed. Destroy original when 2 years old.		
151.	TFS-2143, Weekly report (Report of Backlog). Destroy copy when 1 year old, original to Director.		
152.	TFS-2444, Form Letter for inquiries on mutilated currency. Destroy when 7 years old.		

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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
153.	TFS-5004, Letter referring inquiry to another office. Destroy when 7 years old.		
154.	All correspondence relating to claims for mutilated currency submitted to U.S. Treasury for redemption. Correspondence includes affidavits, tracers, wills, death certificates and other legal papers, congressional inquiries, and other papers relating to a specific case. File with related case and destroy when 7 years old.		
155.	TFS-9040, Bank of Issue Breakdown of sorted unfit Federal Reserve notes. Original forwarded to F. R. Board, destroy copy when 5 years old.		
156.	SF-14, Telegraphic Message. Destroy copy when 1 year old.		
157.	SF's 209 and 219, Certificate of Deposit. Office copy filed with related case. Destroy when 7 years old.		
158.	Audit Reports of Currency Trucks for the paying and receiving tellers. Destroy when 1 year old.		
159.	Daily Statement of U.S. Treasury Deposits & Withdrawal of Operating Cash. Destroy when 1 year old.		
160.	Monthly Statement of the Public Debt of the United States. Destroy when 1 year old.		
161.	Statement of U.S. Currency & Coin. Destroy when 1 year old.		
162.	Claim for Reimbursement for Expenditures on Official Business, SF-1164. Destroy 1 year after internal audit.		

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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
163.	Tax Deposit - FRB Richmond, Tax Deposits from the U.S. Senate and House of Representatives. Destroy when 3 years old.		
164.	Vault Passes, Passes for assigned space in Vault No. 1 GFO Form 2989 & 2443. Destroy when canceled or obsolete.		
165.	Form TFS-2003, Records of Transfer of Incoming Funds, SF-1166, Schedule of Payment, and Letters Requesting Transfer of Funds. Destroy when 6 years old.		
166.	SF-219, 209, TFS-5504, TFS-12 and related Electronic Fund Transfer Documents. Destroy when 6 years old.		
167.	TFS-12, Debit Voucher Symbol 17-210 Salmon Copy. Destroy when 1 year old.		
168.	TFS-2013, Report of Overs and Shorts (Account 17-859). Destroy when 1 year old.		
169.	TFS-2015, Counter's Currency Work Report. Destroy when 6 months old.		
170.	TFS-2038, Report of Overs and Shorts found in currency shipments. Destroy when 1 year old.		
171.	TUS-2060, Record of Number of notes and amounts of money processed. Destroy 5 years after last entry.		
172.	TUS-2075, Analysis of Cash holdings by classes and denomination. Destroy when 2 years old.		

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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
173.	TUS-2095, Receipt for Counterfeit Currency sent to S.S. Original to remittor. Destroy copy when 1 year old.		
174.	Bank Error Report (identifiable and unidentifiable error). Destroy after internal audit.		
175.	TFS-2102, Temporary Receipt for transmittal of Counterfeit Notes to Secret Service. Destroy after Secret Service confirms receipt.		
176.	TFS-2430, Teller's Daily Settlement. Destroy when 4 months old.		
177.	TFS-2432, Cancellation Unfit Worksheet. Destroy when work is completed.		
178.	TFS-2438, (Test) Employees participating in Cancellation Operations. Destroy 1 month after internal audit.		
179.	TFS-2439, Observer's Checklist. Destroy 1 month after internal audit.		
180.	TUS-2502-A, Teller's Debit Supporting Document. Destroy when currency is cleared & Destroyed.		
181.	TFS-2505, Shadowgraph Counter's Charge Sheet. Destroy when 4 months old.		
182.	TFS-2508, Record of Employee Testing. Destroy when 1 year old.		
183.	TFS-2814, Currency received for redemption and credit from city banks, and Cash Branch. Destroy when 4 years old.		
18.			

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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
184.	TUS-2985, Vault & Control Teller Settlement. Destroy when 1 year old.		
185.	TFS-2987, Cash Account Control (Whole Note Branch). Destroy when 4 years old.		
186.	TUS-2991, Vault 3-V-4 Inventory Sheet. Destroy when 6 months old.		
187.	TFS-2992, Record of Vault Entry. Destroy when 1 month old.		
188.	TUS-2993, Receiving Teller Work Sheet. Destroy when 6 months old.		
189.	TUS-5133-A, B, C, & D Debit Voucher redeemed U.S. paper currency. Destroy when 4 years old.		
190.	TUS-5151, Credit Voucher, TUS-5152, Debit Voucher and TFS-9002, Advice of New Series Federal Reserve Note Redeemed. Destroy when 4 years old.		
191.	TUS-9036, Memo of Federal Reserve Currency Delivered for Verification. Destroy when 1 month old.		
192.	TUS-9039, Distribution Control Sheet for Federal Reserve Notes. Destroy when 6 months old.		
193.	TFS-184, Mail Register Sheet APO Over Seas Deposit. Destroy when 4 years old.		
194.	PD-165, Deposit from Over Seas Receipt of Deposit. Destroy when 4 years old.		

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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
195.	TFS-209, Certificate of Deposit. Destroy when 4 years old.		
196.	Money Straps from Banks. Destroy when deposit is completed.		
197.	Money Tags and other related material from Bank Deposits. Destroy when deposit is completed.		
	<u>Examining Branch</u> This Branch is responsible for receiving for identification, currency mutilated and mixed foreign debris from Federal Reserve Banks, Commercial Banks and the general public; identifying individual notes as to issue, denomination and genuineness; examining evidence of ownership and determining whether missing portions of notes can be presumed to be totally destroyed; certifying the value of notes and authorizing full or partial payment.		
198.	TFS-184, Register of Mutilated Currency received for redemption. Destroy when 7 years old.		
199.	TUS-2012, Receipt for mail returned to Mail Room. Destroy 6 years and 7 months after last entry.		
200.	GFO-2019, Schedule for discontinued issues of U.S. Currency redeemed and destroyed. Destroy when 1 year old.		
201.	TUS-2073, Analysis of Balance of Currency. Destroy when 1 year old.		
202.	TFS-2129, Receiving & Make-up Teller's Balance (Daily balance record, Bound Book). Destroy 1 year after last entry.		
203.	TFS-2143, Condition of Work (Report of backlog of work). Destroy when 1 year old.		

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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
204.	TFS-2248, Examiner's Report - Mutilated Currency Claims Cases. Destroy when 7 years old.		
205.	TFS-2250, Statement of Checks issued. Destroy when 1 year old.		
206.	TFS-2251, Register of Money Counted. Destroy when 7 years old.		
207.	TFS-2296, Teller's Cash Balance. Destroy when 1 year old.		
208.	TFS-2510, Receipt for \$1.00 envelopes sent to Mail Room for mailing. Destroy receipt copy when 1 year old.		
209.	TFS-2992, Record of Entry to Vaults. Destroy 1 year after audit.		
210.	TFS-5004, Form used for referral to correct organization (Coin, food stamps, etc.). Destroy with case when 7 years old.		
211.	TUS-5133, Redeemed U.S. Currency sent to Verification. Original to transcript. Destroy copy when 1 year old.		
212.	TFS-9002, Advice to New Series Federal Reserve Notes Redeemed. Destroy copy when 1 year old.		
	<p><u>Coin Branch</u></p> <p>This Branch receives coin for redemption and exchange from local banks and business concerns. Removes mutilated, counterfeit and foreign coin and adjusts all irregularities in depositors' accounts. Prepares coin in rolls or bags for recirculation or for retirement by the Bureau of the Mint.</p>		

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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
213.	TFS-2156, Statement of coin or currency rejected and differences detected in shipment. Forwarded to settlement Teller when 1 week old. Destroy when 1 year old.		
214.	TFS-2335, Daily Operator assignments in the Coin Branch. Destroy when 1 year old.		
215.	TFS-2424, Summary of Coins received from Banks (Breakdown listing of denominations of coins rec'd. from banks). Destroy when 1 year old.		
216.	TUS-2502, Teller's debit supporting document (1 Blue copy to be retained by Teller's receiving money, 1 Yellow copy to be receipted by Receiving Teller and returned to sender). Destroy when 1 year old.		
217.	TFS-2506, Report of Coin Overs and Shorts. Destroy 1 full fiscal year after date of report.		
218.	TUS-2800, Report of Coins received from city banks and others (breakdown of denominations of coins received daily). Destroy when 1 year old.		
219.	TFS-2801, Report of Monies received and delivered to Cash Vault (used daily & forwarded to Vault Teller with counted & uncounted coins). Destroy when 1 year old.		
220.	TFS-2803, Coin Counter daily work report. Destroy when 1 year old.		
221.	TFS-2805, Coin Adjustment Fund Discrepancy Receipt (Receipt issued Adjustment Clerk covering differences found by operators). Destory when 1 week old.		

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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
222.	TFS-2824, Coin received for exchange or redemption (used as General Ledger schedule of shipment of coins rec'd. this day). Destroy when 6 years and 7 months old.		
223.	TFS-2824-A, Coin received daily for exchange or redemption (Supporting Document) GPO D.C. Treasurer deposits. Destroy when 1 year old.		
224.	TFS-2872, Deposit Ticket, Coin for exchange or redemption (Forwarded with coin to Vault Teller). Destroy when 1 year old.		
225.	TUS-2890, Receipt for Counterfeit Coin. Forwarded to Secret Service with Counterfeit coin.		
226.	TFS-5333, Deposit of U.S. Currency & Coin (this document is received in Coin Branch along with shipment of coin copy 5333-Credit Voucher Symbol 17-042, 5333-A-Debit Voucher forwarded to Vault Teller, copy 5353-B-retained Coin Branch, 5333-C signed copy received to Bank). Destroy when 1 year old.		
227. - 245.	(Reserved)		
<u>Foreign and Domestic Banking Staffs</u>			
<p>The Domestic Banking Staff establishes, reviews, adjusts, and terminates arrangements with banks on behalf of all Federal agencies for the performance of various essential Government services, such as: the movement of funds from Government officers to Treasury accounts at Federal Reserve Banks and Branches, handling unemployment accounts, and operating banking facilities on Government installations.</p>			
<p>The Foreign Banking Staff reviews and audits the reports submitted by financial institutions covering the operation of overseas U.S. banking requirements to determine the accuracy of reports and balances required to support such activity; and adjusts compensatory Treasury balances on the basis of these reviews.</p>			

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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
246.	(Reserved).		
247.	<p>Case Files:</p> <p>a. Active case files on domestic and foreign banks designated as depositaries.</p> <p>Transfer to Federal Records Center 10 years after last entry (i.e., file is marked "Closed"). Destroy 15 years after last entry.</p> <p>b. Inactive case files on domestic and foreign banks designated as depositaries, but which have no current authorizations (Retain Agreements and Resolutions, Forms BA-5902 and 5903).</p> <p>Transfer to Federal Records Center 3 years after last entry in file folder. Destroy 8 years after last entry.</p>		
248.	<p>Analysis and reports from banks of essential Government business.</p> <p>a. Forms TFS-5910 and TFS-5911 (formerly Forms 386 and 386-B) including reports of cash and drafts furnished and checks cashed.</p> <p>Transfer to Federal Records Center 3 years after last entry (i.e., file is marked "Closed"). Destroy 8 years after last entry.</p> <p>b. Forms 404, Quarterly Report of Banking Facilities at Military Post and similar cost reports.</p> <p>Transfer to Federal Records Center 3 years after last entry. Destroy 13 years after last entry.</p> <p>c. Forms TFS-5908 and TFS-5909 (formerly 4b-DD and 4e-DD), Forms ES 107 and 108, Monthly analyses - Benefit Payment Account - Clearing Account - State Unemployment Compensation Funds.</p> <p>Transfer to Federal Records Center 3 years after last entry. Destroy 8 years after last entry.</p>		

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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>d. Form TFS-5906 (formerly 7-c) Balance on Deposit with Depositories of Public Money of the United States in foreign countries and similar statements.</p> <p>Destroy when 1 year old, except December reports. December reports destroyed when 5 years old.</p> <p>e. Form TFS-5907 (formerly BA-5907) Statement of Activity in the Treasury's General Account.</p> <p>Transfer to Federal Records Center when 4 years old. Destroy when 9 years old.</p>		
249.	<p>Files relating to routine operations, exclusive of policy and Central Files.</p> <p>Destroy when 5 years old.</p>		
250.- 259.	(Reserved)		
	<p><u>Special Financing Staff</u></p> <p>Oversees the Letter of Credit System, Federal Tax Deposit System, and the advance financing procedures of Federal agencies. Monitors cash held outside the Treasury.</p> <p>This requires examining of Letters of Credit and related material received from Federal agencies and transmittal to Federal Reserve Banks and Branches; examination of payment vouchers from Federal Reserve Banks and Branches and transmittal to appropriate Government Agency; on-site review of both Federal Tax Deposit operations at Federal Reserve Banks and Federal Reserve Banks reimbursable cost. The staff serves as a focal point for all fiscal relations with Federal Reserve Banks and Branches, except those concerned with the public debt.</p>		
260.	<p>SF-1193, Letter of Credit, and various in lieu of forms, such as Department of State Form DS-1603-B; including amendments - COPIES.</p> <p>Destroy 3 years after the end of the fiscal year in which revoked.</p>		

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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
261.	<p>Voided (rejected) TUS Form 5401, Payment Vouchers on Letter of Credit, or various approved in lieu of forms - COPIES.</p> <p>Destroy 3 years after the end of the fiscal year in which voided (rejected).</p>		
262.	<p>SF-183 (Formerly TFS-7578), Request for Payment on Letters of Credit and Status of Funds Report - COPIES.</p> <p>Destroy 6 months after the end of the fiscal year on which voided (rejected).</p>		
263.	<p>SF-210, Signature Card for Certifying Officer (authority to certify letters of credit), - ORIGINALS.</p> <p>Maintain in action office until reference needs have been met and then destroy.</p>		
264.	<p>Correspondence between Treasury Department and Federal Reserve Banks (includes transmittal letters) - COPIES and correspondence between Treasury Department and agencies.</p> <p>Destroy 18 months after fiscal year in which correspondence is dated.</p>		
265.	<p>Correspondence files (subject case files) concerning agencies, including semiannual reports, work papers, and general materials.</p> <p>Destroy 6 years after the end of the fiscal year in which material is dated.</p>		
266. -			
275.	(Reserved)		

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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
	<u>ASSISTANT COMMISSIONER, COMPTROLLER</u>		
	<u>Audit Staff</u>		
	<p>The total program encompasses (a) the audit of the Bureau's fiscal and management activities, (b) the qualification of surety companies as acceptable sureties on Federal bonds, (c) the review of operations involved in the verification and destruction of unfit currency at Federal Reserve Banks and Branches, and (d) the direction of certain audits of a departmental character which does not fall within the jurisdiction of any particular Treasury bureau. The Staff also maintains liaison between the Bureau and the audit staffs of both the Treasury Department and the General Accounting Office.</p>		
276.	<p>Annual Report to the Secretary covering the activities of the Audit Staff.</p> <p style="padding-left: 40px;">Transfer to Federal Records Center when 3 years old. Destroy when 7 years old.</p>		
277.	<p>Audit Reports pertaining to the Exchange Stabilization Fund.</p> <p style="padding-left: 40px;">Destroy when 60 years old.</p>		
278.	<p>Working papers pertaining to the Exchange Stabilization Fund.</p> <p style="padding-left: 40px;">Destroy when 15 years old.</p>		
279.	<p>Audit Reports and working papers pertaining to:</p> <p style="padding-left: 40px;">a. Operational Audits - Bureau of Government Financial Operations.</p> <p style="padding-left: 80px;">Transfer to Federal Records Center when 3 years old. Destroy when 7 years old.</p> <p style="padding-left: 40px;">b. Financial Audits - Bureau of Government Financial Operations.</p> <p style="padding-left: 80px;">Transfer to Federal Records Center when 3 years old. Destroy when 7 years old.</p> <p style="padding-left: 40px;">c. Operational & Financial Audits - Outside of the Bureau of Government Financial Operations.</p> <p style="padding-left: 80px;">Transfer to Federal Records Center when 3 years old. Destroy when 7 years old.</p>		

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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>d. Reviews of Unfit currency operations at Federal Reserve Banks.</p> <p>(1) Inspection Reports.</p> <p>Transfer to Federal Records Center when 3 years old. Destroy when 7 years old.</p> <p>(2) Reports from Federal Reserve Bank auditors.</p> <p>Transfer to Federal Records Center when 3 years old. Destroy when 7 years old.</p> <p>(3) Correspondence files.</p> <p>Transfer to Federal Records Center when 10 years old. Destroy when 14 years old.</p>		
280.	<p>Documentation and settlement of illegal, improper, or incorrect payments affecting the accounts of accountable officers.</p> <p>Transfer to Federal Records Center when 10 years old. Destroy when 20 years old.</p>		
281.	<p>General Accounting Office audit reports pertaining to Government agencies other than Treasury received by the Audit Staff.</p> <p>Destroy when 1 year old.</p>		
282.	<p>General Accounting Office audit reports pertaining to Treasury functions and bureaus.</p> <p>Destroy when 4 years old.</p>		
283.	<p>Surety bonds of accountable officers, and related papers (including one copy of card index described in Item 286). Bonds for period 1789 circa 1915 transferred to Archives 1937 - 45. Bonds for periods circa 1915 - 25 - 1955 transferred to FRC 1957 - 1960. No current creation of these bonds.</p> <p>Destroy when 50 years old.</p>		

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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
284.	Closed surety bond files of the former office of Civilian Defense. Destroy when 50 years old.		
285.	Closed surety bond files of the Farmers Home Administration and Farm Credit Administration. Destroy when 50 years old.		
286.	Closed subsistence expense bond files. Destroy when 50 years old.		
287.	Index cards to inactive bond files transferred to the Federal Records Center. Destroy when 50 years old.		
288.	Note: 284, 285, 286, & 287 transferred to FRC 1957-60 (same type bonds as in item 283). No current creation of these bonds. Correspondence with surety and insurance companies including process agent files of active companies and authority files. (Files contain letters and legal documents regarding companies authority to do business with the Government; Annual renewals of such authority; correspondence and memoranda regarding rejection of applications for authority and terminations of authority). Transfer to FRC 1 year after last action on cases. Destroy when 50 years old.		
289.	Schedule of Excess Risks (listing of large bonds or policies written by certificated insurance companies) and related quarterly financial statements. Transfer to FRC when 1 year old. Destroy when 6 years old.		

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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
290.	<p>Annual financial statements of companies authorized as reinsurers (statements showing financial condition of insurance companies authorized to reinsure written by certificated companies).</p> <p>Transfer to FRC when 1 year old. Destroy when 6 years old.</p>		
291.	<p>Annual financial statements and supporting data of companies holding Certificates of Authority as acceptable sureties on Federal bonds.</p> <p>Transfer to FRC when 1 year old. Destroy when 6 years old.</p>		
292.	<p>Reports submitted to the Treasury by the various Government agencies, for the purpose of preparing the annual report required by law to be sent to Congress.</p> <p>Destroy 10 years after last report required under PL 92-310.</p>		
293.	<p>Reports of State examination of surety companies (State examiners describe financial condition of the specific company).</p> <p>Destroy when 4 years old. (Provided 2 subsequent reports are on file).</p>		
294. - 303.	(Reserved)		
	<p><u>Defense Lending</u></p> <p>The Reconstruction Finance Corporation (RFC) was established in 1932 to extend financial aid to Agriculture, Commerce and industry by means of direct loans to banks and other credit agencies and upon approval by the Interstate Commerce Commission, to railroads or their receivers. Later legislation authorized the purchase of insurance companies, capital stocks of banks, and National Mortgage Association, etc. In 1940 legislation was enacted and approved which gave RFC responsibilities in connection with the national defense programs, which were greatly expanded during World War II.</p> <p>An RFC Liquidation Act approved July 30, 1953, terminated its lending powers effective September 28, 1953, and liquidation of its assets began. Under the provisions of this act the RFC continued as an independent agency until</p>		

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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
304.	<p>June 30, 1954. Thereafter, the Secretary of the Treasury assumed all powers, duties, and authority previously given to the Administrator of RFC. On June 30, 1957, the RFC was abolished under Reorganization Plan No. 1 of 1957.</p> <p>The Secretary of the Treasury by his order no. 181-3, dated December 7, 1954 established the Defense Lending Division under the Assistant Secretary of Treasury effective January 1, 1955. This Division conducts all lending activities authorized under Section 409 of the Federal Civil Defense Act of 1950 and Section 302 of the Defense Production Act of 1950, as amended.</p> <p>Records Supporting Reconstruction Finance Corporation and Defense Lending Loans.</p> <p>Files documenting various financial loan programs made by the former Reconstruction Finance Corporation. These unpaid charged-off loan records were transferred to Treasury for ultimate disposition. While being designated as "charged-off loans" the Federal Government has the legal right to attempt collection of these outstanding loan balances. The records have continuing value for adequate documentation in case of Government collection and congressional inquiry regarding unpaid charged-off loan information.</p> <p>Destroy 3 years after final payment.</p>		
305. - 309.	<p>(Reserved)</p> <p><u>Division of Finance and Management Information</u></p> <p>This division is responsible for a variety of financial activities, including the financial systems to control accounting aspects of the Federal Financing Bank and Environmental Financing Authority; liquidation of fiscal affairs of terminated agencies; International Claims Programs; and performs accounting, budget, and financial management reporting functions for the Bureau. It also handles liquidating functions for the former Postal Savings System and certain other Government programs, and provides guidance to Federal agencies on a wide range of financial matters.</p>		

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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									
310.	<p>Foreign Claims.</p> <p>a. International Claims Case Files - Claims of U.S. Nationals against foreign gov'ts for damages or loss of property in the following countries:</p> <table border="0" data-bbox="289 443 1093 542"> <tr> <td>(1) Bulgaria</td> <td>(4) Italy</td> <td>(7) Rumania</td> </tr> <tr> <td>(2) Czechoslovakia</td> <td>(5) Mexico</td> <td>(8) Soviet</td> </tr> <tr> <td>(3) Hungary</td> <td>(6) Poland</td> <td>(9) Yugoslavia</td> </tr> </table> <p>b. Mixed Claims Commission - US & Germany Files - Claims of US Nationals against Germany for losses during WWI.</p> <p>c. War Claims Case Files - War damages during WWII.</p> <p>d. Blocked Accounts Case Files - Vested Alien property held because claimant in restricted country. (Bulgaria, Hungary and Rumania).</p> <p>e. Withheld Foreign Checks - Funds withheld, due individuals residing in restricted country.</p> <p>Paid in Full Cases - Destroy 10 years after paid in full.</p>	(1) Bulgaria	(4) Italy	(7) Rumania	(2) Czechoslovakia	(5) Mexico	(8) Soviet	(3) Hungary	(6) Poland	(9) Yugoslavia		
(1) Bulgaria	(4) Italy	(7) Rumania										
(2) Czechoslovakia	(5) Mexico	(8) Soviet										
(3) Hungary	(6) Poland	(9) Yugoslavia										
311.	<p>Government Losses in Shipment - Claims by Gov't. agencies for losses of valuables during shipment.</p> <p>a. Processed Case File under Gov't. Losses in Shipment.</p> <p>Destroy 10 years after payment or settlement.</p> <p>b. Agreement of Indemnity - copies of Agreement of indemnity issued by Treasury.</p> <p>Destroy 10 years after issuance.</p>											
312.	<p>Postal Savings Deposits - Files on Liquidation of Postal Savings System from FY 1968.</p> <p>a. Paid Case Files.</p> <p>Destroy 10 years after payment date.</p> <p>b. Correspondence - Miscellaneous, More Information, Duplicates Issued and No Account.</p> <p>Destroy when 2 years old.</p>											

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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>c. Payment Schedules (SF-1166) Copies Reissued Checks (SF-1147) Copies Canceled Checks (SF-1185 & 1098).</p> <p>Destroy when 10 years old.</p>		
313.	<p>Judgment Cases Processed and paid by Treasury.</p> <p>a. Case Files of Judgments over \$100,000 & Indian Claims.</p> <p>Destroy 10 years after payment is made (GAO has case files).</p> <p>b. Private & Public Relief Bills - Case Files.</p> <p>Destroy 10 years after paid.</p> <p>c. Judgment Cases - GAO Certificates of Settlement (Copies).</p> <p>Destroy when 2 years old.</p> <p>d. Transmittals from GAO (Copies).</p> <p>Destory when 2 years old.</p>		
314.	<p>Unclaimed Partial Payment of U.S. Savings Bonds case files. Funds transferred to Treasury by Private firms of undeliverable partial payments made by individuals towards U.S. Savings Bonds purchase.</p> <p>Destroy in action office when amount deposited is paid.</p> <p><u>Trust & Revolving Funds Branch</u></p>		
315.	<p>Statement of Accountability and Statement of Transactions covering all funds certified for payment (copies).</p> <p>Destroy when 4 years old.</p>		
316.	<p>Certificates of Deposit relating to transactions in the Unemployment Trust Fund allotted to States.</p> <p>Site Audit - See item 8.</p>		
317.	<p>Authorization letters (originals) pertaining to investments and other operations affecting trust funds, including related documents.</p> <p>Site Audit - See item 8.</p>		

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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
318.	Lists of unemployment trust fund certificates of deposit covering funds allotted to the States. Site Audit - See item 8.		
319.	Special deposit accounts, correspondence, and related papers pertaining to the receipt, accounting and maintenance of funds in special deposit accounts. Destroy when 4 years old. <u>Finance and Analysis Branch</u>		
320.	SF-224, Statement of Transactions, Disbursement schedules, vouchers, and supporting documents. Collections documents. Site Audit - See item 8.		
321.	TFS-36, Statement of Disbursing cost by major agency, TFS-49, Report on Operating Expense Budget control Office, BA-R 50, Report on Operating Expense Budget Field Offices, Summaries related to Operating Expense Budget. Destroy when 7 years old.		
322.	Budget submissions and supporting schedules. Destroy when 7 years old.		
323.	International Loans, Supporting documents. Destroy in action office when no longer needed for reference.		
324.	Requests, donations and contributions (conscience fund) made to the U.S. Government through the U.S. Treasury, correspondence and related papers. Destroy 10 years after receipt.		
325. -			
335.	(Reserved)		

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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
	<u>DISBURSEMENTS AND CLAIMS</u>		
	<p><u>Division of Check Claims</u></p> <p>These records pertain to the adjudication and settlement of claims against the United States resulting from the theft, loss, or forgery of Government checks; the endorsers, or other parties as a result of erroneous negotiation of Government checks; and the administration of regulations governing the endorsement and payment of checks drawn on the Treasurer.</p>		
336.	<p>Closed and outstanding check claims cases.</p> <p>Destroy when 7 years old.</p>		
337.	<p>Computer listing transcript receivables.</p> <p>Destroy when 4 years old.</p>		
338.	<p>Records pertaining to reclamation suspense and check forgery insurance accounts.</p> <p>a. Check copies.</p> <p>Destroy when 7 years old.</p> <p>b. Register of checks issued.</p> <p>Destroy when 7 years old.</p>		
339.	<p>Notices of stop payment requests and related records of check stoppages.</p> <p>a. SF-1180, Request for Stop Payment "Pending and Outstanding Blues".</p> <p>Destroy when microfilmed. Maintain microfilm in action office until reference needs have been met and then destroy.</p> <p>b. SF-1180-A, Request for Stop Payment.</p> <p>Destroy when 7 years old.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>c. SF-1180, Blues returned from WDC after items have been scheduled.</p> <p>Destroy when microfilmed. Maintain microfilm in action office until reference needs have been met and then destroy.</p>		
340.	<p>TFS-65361D, Credit Advice (Reclamations) also known as open items.</p> <p>Destroy 4 years after credit item has cleared.</p>		
341.	<p>Paid and reconciled U.S. Government Checks, pertaining to closed claims cases.</p> <p>Destroy when 6 years and 7 months old.</p> <p style="text-align: center;"><u>CHECK PAYMENT RECORDS</u></p> <p>Bookkeeping files.</p> <p>These records pertain to the management of the accounts of Government disbursing officers, servicing of the Treasurer's reclamation suspense and check forgery insurance fund accounts, and the preparation of statements of the Postmaster General's surplus money order account.</p>		
342.	<p>Form TFS-17, Transcript of the General Account of the Treasurer of the U.S., Form TFS-17c, Abstract of receipts, and TFS-17m, Abstract of Charges.</p> <p>Destroy when 4 years old.</p>		
343.	<p>SF-219, Certificate of Deposit.</p> <p>Destroy when 7 years old.</p>		
344.	<p>Form TFS-1707, Reports of certificates of deposit cleared.</p> <p>Destroy when 1 year old.</p>		
345.	<p>SF-1166 & SF-1167 (CR), Voucher and Schedule of Payments.</p> <p>Destroy when 7 years old.</p>		
346.	<p>SF-1081, Voucher and Schedule of Withdrawals and Credits.</p> <p>Destroy when 7 years old.</p>		

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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
347.	SF-224, Stament of Transaction of Accounts. Destroy when 7 years old.		
348.	TFS-1608, Credit Voucher, Treasurer's Accounts Receivable. Destroy when 7 years old.		
349.	Treasurer's Relief Cases. Decision is pending on requirement for retention.		WITHDRAWN
350.	Daily credit report. Destroy when 6 months old.		
351.	Debit voucher report. Destroy after audit by GAO or when 3 years old, whichever is sooner.		
352.	Journal vouchers. Destroy when 7 years old.		
	<u>Questioned Document Records.</u> These records pertain to the examination made on Government checks or other obligations with respect to the genuineness of the documents:		
353.	Control Cards & Log Books listing case name (payee, etc.), suspects, types of examination requested, & name of requesting agency, (DCC, USSS, IRS, Customs, Public Debt, etc.). Destroy in action office after reference needs have ended.		
354.	Copies of formal reports that were submitted to the requesting agencies. Destroy in action office after reference needs have ended.		
355.	Subject Files consisting of reference materials, training materials, research papers, professional papers technical papers, etc. Destroy in action office after reference needs have ended.		

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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
356.	Closed court files - Files pertaining to cases that developed into court actions requiring testimony and/or the preparing of exhibits. Destroy in action office after reference needs have ended.		
357.	Financial Activities Branch - Intercepted Check Transcripts. Destroy when 6 years old.		
358.	Agency Double-pay Chargebacks. Destroy when 2 years old.		
359.	TFS-1188, Check Redrawal Schedules (Substitute Checks) used as voucher for scheduling payments. Destroy when 7 years old.		
360.	Closed unjacketed files in which substitute checks have been issued. Destroy when 7 years old.		
361.	Disbursing Officer symbol cards. Destroy when superseded. Destroy outdated copies when no longer needed.		
362.	Regular Schedule Log Book and SSI Log Book in which records of schedules sent to WDC are recorded. Destroy when 7 years old.		
363.	Outstanding Listing including SF-1184 Listing. Destroy when 4 years old.		
364.	Paid Listings. Destroy when 4 years old.		
365.	Exception Listings. Destroy when 4 years old.		

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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
366.	Mass Loss Listings. Destroy when 2 years old.		
367.	Reports Internal. Internal reports relating to analysis studies, input to budget reports, daily and monthly status reports, reporting systems, etc. Destroy when 2 years old.		
368.	Employee Suggestions - Evaluations and Recommendations. Destroy in action office when reference needs have ended.		
369.	Evaluations, Employees and Supervisors. Destroy when 1 year old.		
370. - 379.	(Reserved)		
	<p><u>Division of Disbursement</u></p> <p>This division performs central disbursing services for most of the civilian agencies in the Executive Branch of the Federal Government. Included among these services are the issuance of checks and U.S. Savings Bonds, the preliminary handling of check claims, and other matters such as administering imprest cashier activities and rendering official accounts through eight disbursing centers and three regional offices. It arranges, with the Department of State, to provide foreign disbursing services for all agencies of the United States Government, except for the Department of Defense.</p> <p>Additionally, the division exercises technical supervision over disbursement operations for (a) foreign disbursing offices and branches of United States embassies and consulates abroad; (b) assistant disbursing officers attached to agencies in the United States, Trust Territories, and foreign countries; and (c) cashiers who make cash payments in the United States, Trust Territories, and foreign countries. It also prepares and disseminates Federal Tax Deposit Forms to a worldwide community or employers for use in paying withheld Income, FICA, Corporation, Excise and Railroad Retirement Taxes. Finally, it provides Fiscal Service Payroll services to small agencies.</p>		

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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
380.	Subject files pertaining to routine Operations exclusive of policy and central files. Destroy when 2 years old.		
381.	Central Departmental files pertaining to disbursements and related functions other than policy files. Transfer to FRC when 7 years old. Destroy when 22 years old.		
382.	Progress sheets and Cards used in accounting and disbursing operations. a. Originals. Microfilm in 6 month cycles then destroy. b. Microfilm copies. Permanent - Ref: 31 USC 132.		WITHDRAWN
383.	Accounts current and summary notifications to agencies of fiscal transactions: (copies) Destroy when 4 years old.		
384.	Certificates of settlement of accounts. Destroy when 4 years old (if cleared).		
385.	Copies of Indemnity bonds on lost World War I Adjusted Service Certificates. Destroy when original bond has been found.		
386.	Microfilm copies of checks and related indexes. Permanent - Ref: 31 USC 13z.		WITHDRAWN
387.	Treasury checks - copies. Destroy when final payment has been made.		
388.	Check withdrawal cards and issuance requests. Destroy 6 months from date of issue.		
389.	Blank check requisitions and related papers. Destroy when 2 years old.		

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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
390.	Overpayment and underpayment case files (Closed cases). Destroy 3 years after end of fiscal year of case.		
391.	Authorization to remail returned checks and bonds and request for issuance of replacement check (SF-1147). Destroy when 3 years old.		
392.	Bonds of indemnity and applications submitted in connection with lost, stolen and mutilated check cases and related papers. Destroy 15 years after close of file.		
393.	Certified authority for the issuance of substitutes for lost, stolen and mutilated checks. Destroy 10 years after close of file.		
394.	Records of stoppages of payment on checks. Destroy 3 years after date of document.		
395.	Receipts from foreign consular officers acknowledging the receipt of checks. Destroy 1 full fiscal year after year of check issue.		
396.	Listings of foreign checks mailed. Destroy 1 full fiscal year after year of check issue.		
397.	Request for payment and issuance of drafts in foreign currency. Destroy 3 years after end of fiscal year.		
398.	Voucher for Income Tax Refunds - continuation sheet - Form 7809 - W (T). Destroy 3 months after preparation of checks.		
399.	Bond Issuance Schedule, United States Savings Bonds, Series E - carbon. Destroy when 3 years old or when audited by GAO, whichever is sooner.		

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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
400.	SF-1014, General Ledger. Destroy when 4 years old.		
401.	All forms on which subsidiary detailed accounts have been kept. (Various forms are used by Regional Disbursing Offices). Destroy when 4 years old.		
402.	Statement concerning inscribed or unscribed U.S. Savings Bonds - Lost, Stolen, or Destroyed prior to Receipt by Owner, Co-owner or Beneficiary - copy P.D. 3062 (formerly P.D. 1901 and 1902). Destroy when 6 years and 3 months old. Transfer to Federal Records Center when 3 years old.		
403.	Treasury Form 1746, Check Issuance Request. Destroy after microfilming with progress sheets.		
404.	Schedule of cancelled checks - SF 1098 (copies). Destroy 4 years after end of fiscal year.		
405.	Recapitulation of Block Level Totals of Checks issued and supporting tabulated listings SF 1179 (copies). Destroy when 4 years old.		
406.	Voucher Schedules and comparable forms (SF 1166). a. Originals and "second" originals Site Audit - See item 8. b. Copies. Destroy when 3 years and 1 month old beyond the month to which they relate.		
407.	Inventory Reports, Checks, Bonds and Related Correspondence. Destroy when 2 years old.		
408.	Inventory of checks from Assistant Disbursing Officers and related correspondence. Destroy when 2 years old.		

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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
409.	Statement of Transaction (SF 1220 and 1221). Site Audit - See item 8.		
410.	Statement of Accountability (SF 1218 and SF 1219). Site Audit - See item 8.		
411.	Statement of Transactions - SF 224 - Copy. Destroy when 4 years old.		
412.	Production and/or Cost Report. Destroy when 3 years and 1 month old.		
413.	Disbursing Officer Ledgers (Form R0-1650). Destroy when 3 years old or when audited by GAO, whichever is sooner.		
414.	Request for Reissue and/or Cancel U.S. Savings Bonds. Destroy when 3 years old.		
415.	Statement of Designated Depository Account (SF 1149 and FS 440). a. Originals. Site Audit - See item 8. b. Copies. Destroy when 2 years old.		
416.	Daily listings of check Form R0 1055. Destroy 1 full year after year of check issue.		
417.	Routine correspondence in Regional Disbursing Offices pertaining to authorization or revocation of certifying officers. Destroy when 2 years old.		
418.	SF-210, Active Authorized Certifying Officers Signature Cards. Destroy when advice of revocation is received on		

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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
419.	<p>appropriate written notice signed by the head of the agency, or when 3 years old or when audited by GAO, whichever is later.</p> <p>SF-210, Revoked Certifying Officers Signature Cards.</p> <p>Destroy when 3 years old or when audited by GAO, whichever is sooner.</p>		
420.	<p>Agent cashier designations Revoked Designations.</p> <p>Destroy when 3 years old or when audited by GAO, whichever is sooner.</p>		
421.	<p>SF-1129, Reimbursement Voucher.</p> <p>a. Active Cashier.</p> <p>Site Audit - See item 8.</p> <p>b. Revoked Cashier.</p> <p>Retain as site audit documents or destroy after account of RDO has been settled by GAO through the month of revocation, whichever is later.</p>		
422.	<p>Record of Checks Cashed by the Cashier - copy.</p> <p>Destroy 2 years after end of fiscal year.</p>		
423.	<p>Register of Registered Mail.</p> <p>Destroy when 1 year old.</p>		
424.	<p>Notices of Exception from GAO.</p> <p>Destroy 1 year after account of accountable officer is settled.</p>		
425.	<p>Savings Bonds Sales Reports and Supporting Documents.</p> <p>Destroy when 3 years old or when audited by GAO, whichever is sooner.</p>		
426.	<p>Foreign Currency Reports - Collections, Balances Held by Disbursing Officers, Currencies Purchased With Dollars and Estimate of Currency Requirements.</p> <p>Destroy 3 years after end of fiscal year.</p>		

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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
427.	Magnetic tape file of Check and Bond Inscriptions. The tape files are to be effaced two years after the date of creation.		
428.	Magnetic tape file of Inventory of Financial Organizations participating in Composite Check Operations. The tape files are to be effaced two years after the date of creation.		
429.	Gains and Deficiencies in accommodation exchange transactions. Destroy 5 years after end of fiscal year.		
430.	Reports of Check Issue Discrepancies, Overpayments, Shortages, Overdrafts, Losses (Does not include individual case files). Destroy 3 years after end of fiscal year.		
431.	Bonds of Indemnity and Supporting Documents for Depository Checks. Retain 3 years by Chief Disbursing Officer. Then transfer to Federal Records Center. Destroy when 7 years old.		
432.	Shortage in Disbursing Officers Accounts and Cashiers Fund - closed case. Destroy 7 years after close of case.		
433.	TFS-6601, Advice regarding 8-Digit Agency Accounting Station Code(s). Destroy after receipt of updated advice.		
434.	FS-404, Comprehensive Listing of Employee Master File. Transfer to NPRC, St. Louis, Mo. when 3 years old. Destroy 56 years after date of last entry.		
435.	Punched Transaction Cards and Related Abstract Worksheets. Destroy 2 pay periods after preparation.		

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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
436.	FS-493, Progress Control Card and FS-491, Control Register for Progress Control Card. Destroy 1 pay period after preparation.		
437.	Magnetic tape file from which the payroll record, Comprehensive Listing of Employee Master File, is produced biweekly. Payroll records for employees of various Treasury and Non-Treasury agencies are contained in the tape file. The tape files are to be effected two years after the date of creation.		
438.	FS-486, Reconciliation of Computer Produced Totals Bi-weekly Operations. Destroy when audited by GAO or when 3 years old, whichever is sooner.		
439.	FS-488, Predetermined and Computer Produced Control Totals. Destroy when audited by GAO or when 3 years old, whichever is sooner.		
440.	FS-487, Health Plan Control register. Destroy when audited by GAO or when 3 years old, whichever is sooner.		
441.	FS-489, Time and Attendance Control Register, Distribution Control. Destroy when audited by GAO or when 3 years old, whichever is sooner.		
442.	FS-490, Time and Attendance Report, Cost Center Control. Destroy when audited by GAO or when 3 years old, whichever is sooner.		
443.	FS-494, Facility Control Register. Destroy when audited by GAO or when 3 years old, whichever is sooner.		
444.	FS-495, Payroll Documents Transmittal. Destroy when audited by GAO or when 3 years old, whichever is sooner.		

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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
445.	FS-430, Time and Attendance Report. Destroy after GAO audit or when 3 years old, whichever is sooner.		
446.	FS-426, Payroll Change Slip. Destroy when audited by GAO or when 3 years old, whichever is sooner.		
447.	FS-483, Miscellaneous Deductions and Allotment Control. Destroy when audited by GAO or when 3 years old, whichever is sooner.		
448.	FS-476, Control Totals for Savings Allotments and Net Pay to Financial Organizations. Destroy when audited by GAO or when 3 years old, whichever is sooner.		
449.	EDP-1205 and EDP-1205A, Production Control Report. Destroy when 1 year old.		
450.	EDP-1206, Receiving, Balance and Clearance Register. Destroy when 3 years and 1 month old.		
451.	EDP-1208, Payment Control Card. Destroy when microfilmed. Maintain microfilm until reference needs have been met and then destroy.		
452.	EDP-1209, Redrawal Control Card. Destroy when 3 years and 1 month old.		
453.	EDP-1212, Systems Log. Destroy when 3 years and 1 month old.		
454.	EDP-1213, EDP-1214 and EDP-1215, File History Log. Destroy when 1 year old.		
455.	EDP-1217, Tape Library Issues and Returns. Destroy when 1 year old.		

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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
456.	EDP-1221, Computer Utilization and Production Report. Destroy when 3 years and 1 month old.		
457.	EDP-1228, Replacement and/or Correction Check Control Register. Destroy when 3 years and 1 month old.		
458.	EDP-1229, Electronic Operations Hold Check Request. Destroy when 3 years and 1 month old.		
459.	EDP-1232, Receipt and Analysis for Hold and Redirection Action. Destroy when 2 years old.		
460.	EDP-1233, Progress Card for Social Security Hold Check Requests. Destroy when 2 years old.		
461.	EDP-1234, Lot Control Register. Destroy when 1 year old.		
462.	EDP-1237, Tape Inventory Sheet. Destroy when 2 years old.		
463.	EDP-1238, Lot Control Sheet (Payment Distribution Unit). Destroy when 1 year old.		
464.	EDP-1242, Transmittal of Magnetic Tape Reels for Security Storage. Destroy when 3 years old.		
465.	EDP-1243, Electronic Microfilm Transmittal Form and Control Sheets. Destroy when 1 year old.		
466.	EDP-1244, Check Redrawal Control Card. Destroy when microfilmed. Retain microfilm until reference needs have been met and then destroy.		

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467.	EDP-1245, Advice of Program Change. Retain for the duration of the computer program and 90 days thereafter.		
468.	EDP-1247, Annual Inventory of Magnetic Tape. Destroy when 1 year old.		
469.	EDP-1248, Electronic Microfilm Production and Utilization Report. Destroy when 3 years and 1 month old.		
470.	EDP-1250, Recommendation for Program - Change. Destroy when 1 year old.		
471.	EDP-1251, Patch Card - Coding Sheet. Destroy when 1 year old.		
472.	EDP-1255, Advice of Digiprint Microfilm Error(s). Destroy when 3 years old.		
473.	EDP-1257, Replacement Control Register. Destroy when 3 years and 1 month old.		
474.	EDP-1261, File History Log-Matrix Tapes. Destroy when 1 year old.		
475.	EDP-1262, Savings Bond Batch Control and Progress Card. Destroy when microfilmed. Retain microfilm until reference needs have been met and then destroy.		
476.	EDP-1265, Control and Clearance Record (FTD). Destroy when 1 year old.		
477.	EDP-1267, Processing Record (FTD). Destroy when 2 years old.		
478.	EDP-1275, Magnetic Tape Disposal. Destroy when 2 years old.		

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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
479.	EDP-1277, Tape/Card Record Layout. Destroy when new record layout is provided.		
480.	Reserve Fund Office Files. a. Active. Retain until closed. b. Closed. Destroy on site after account of Chief Disbursing Officer has been settled by GAO through the month closed, or after 3 years, or when audited by GAO, whichever is later.		
481.	Disbursing Officer Designations. a. Active. Retain until closed. b. Closed. Destroy on site after account of Chief Disbursing Officer has been settled by GAO through the month closed, or after 3 years, or when audited by GAO, whichever is later.		
482.	Listing of U.S. Dollar checks converted to foreign currency (excess currency countries). Destroy when 3 years and 1 month old.		
483.	Nonreceipt cases for payees living in excess currency countries (paid checks). Destroy when 2 years old.		
484.	Uncollectible check case file (closed). Destroy 3 years after end of fiscal year.		
485.	Certification to Government-wide Accounting Concerning Destruction of Canceled Checks (DDPM Exhibit 4510.6). Destroy when 3 years old.		

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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
486.	R0-94, Visitors Identification Badge Register. Destroy when 1 year old.		
487.	R0-106, Lost or Forgotten Security Pass Record. Destroy when 1 year old.		
488.	R0-90, Security Pass (Permanent Employees). Destroy 1 year after turned in.		
489.	R0-91, Security Pass (Temporary Employees). Destroy after turned in.		
490.	R0-92, Security Pass (Visitors). Retain until no longer useable.		
491.	R0-51, Waste Paper Inspection Log. Destroy when 1 year old.		
492. - 500.	(Reserved)		

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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 style="text-align: center;"><u>ASSISTANT COMMISSIONER, GOVERNMENTWIDE ACCOUNTING</u></p> <p>The responsibilities of the Assistant Commissioner, Governmentwide Accounting are described in the functional statements of the Division of Data Processing, Government Accounting Systems Staff and the Division of Government Accounts and Reports.</p> <p><u>Division of Data Processing</u></p> <p>The division is a central Government activity, dealing with all Federal agencies, disbursing and collecting officers, and Federal Reserve Banks and Branches. Major Governmentwide applications, each of which is an essential component of the Government's system of internal control over cash operations, include: (1) an automated central accounting system embracing all cash financial operations of the Government; (2) the electronic payment and reconciliation of all Treasury checks issued world-wide by civilian and military disbursing officers; and (3) the compilation of data on deposits reported by the banking community and Federal agents to insure that all cash claimed to have been deposited has in fact reached the U.S. Treasury. The division also processes 37 million tax deposits annually for the Internal Revenue Service, and maintains an automated system, accommodating 600,000 stop pay actions annually, to support the operations of the Division of Check Claims.</p>		
501.	<p>TFS-3560, Daily Clearance Report for Checks and FTD's, and TFS-3563, Daily Status Report.</p> <p style="padding-left: 40px;">Destroy after 1 full fiscal year.</p>		
502.	<p>TFS-3503, Computer Usage-By Function.</p> <p style="padding-left: 40px;">Destroy when 2 full fiscal years old.</p>		
503.	<p>Master List of D/O Symbols by Department and Agency.</p> <p style="padding-left: 40px;">Destroy when new list is developed.</p>		
504.	<p>DDP Programming/Operations Bulletins.</p> <p style="padding-left: 40px;">Destroy when new Bulletins are provided.</p>		

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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
505.	Programming documents including Forms TUS-3622, 3507, 3509, 3514, 3014, and TFS-3508. Destroy when replaced by new documents.		
506.	Program Listings. Destroy upon development of new listings.		
507.	Program Decks (Cards). Destroy when new Decks are developed.		
508.	Program Block Diagrams. Destroy when new Diagrams are provided.		
509.	Treasury Typewriter Logs. Destroy when 3 full fiscal years old.		
510.	TUS-3520, Operators Console Manual. Destroy when new Manual is provided.		
511.	TUS-3502, Record of Check Shipments Received. Destroy when 2 years old.		
512.	TUS-3513, Check Transmittal (To FRC). Destroy when 1 year old.		
513.	TUS-3518, Records of FTD's Received. Destroy when 2 years old.		
514.	TFS-3624, Treasury Checks on Hand in GAO Building. Destroy when 1 year old.		
515.	TFS-3632, SSI Check Transmittal. Destroy when 1 year old.		
516.	Tape/Disk/Card Record Layout (Honeywell). Destroy when new Layout is provided.		

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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
517.	TUS-3016, Corrections or Changes Stored in Computer Records. Destroy when 2 years old.		
518.	TFS-3510, Magnetic Tape Control Record. Destroy when 3 years old.		
519.	TUS-3515, Chart of Locator Numbers. Destroy upon development of new Chart.		
520.	Equipment Failure Record. Destroy when 1 year old.		
521.	TFS-3548, Daily Control of Transactions. Destroy when 3 full fiscal years old.		
522.	TFS-3569, Magnetic Tape Transmittal Sheet. Destroy when 1 full fiscal year old.		
523.	TFS-3572, Magnetic Tape Histroy. Destroy 1 year after tape becomes unfit.		
524.	TFS-3588, Outstanding Check Block Card. Destroy when 1 month old.		
525.	TUS-3605, Transmittal and Receipt of Reports. Destroy when 3 months old.		
526.	TFS-6406, Check Receipt Card (GSA Record Center). Destroy when 6 years and 7 months old.		
527.	TFS-5212, File Locator Number (Checks). Destroy when 7 years old.		
528.	Budget Office tab cards. Destroy 3 months after close of fiscal year.		

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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
529.	Administrative Accounts. Destroy 2 months after close of month to which they relate.		
530.	Records of monies appropriated and not used but transferred into surplus accounts and made available for restoration. Destroy in action office when no longer needed.		
531.	Account Master File: a. Monthly Update. Destroy when 3 years old. b. Final Fiscal Year. Destroy when 12 years old.		
532.	Monthly Treasury Statement Final for each month. Destroy when 1 year old.		
533.	MTS Title Tape-June Final. Destroy when 1 year old.		
534.	Appropriation, Fund and Receipt Account Transactions. Destroy when 1 year old.		
535.	Transactions for Analysis of SF-1151's, and Columns 2, 3 and 5 of the Combined Statement: a. Monthly. Destroy when 90 days old. b. Year-End Final. Destroy when 1 year old.		
536.	Detail for Undistributed Disbursing Office Transactions Audit. Destroy when 90 days old.		

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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
537.	Detail for Comparison of Checks Issued Audit. Destroy when 90 days old.		
538.	Detail for Direct Deposit Audit. Destroy when 90 days old.		
539.	Combined Statement Final Print Tapes. Destroy when 1 year old.		
540.	Accrual Master File. Consists of account symbols, classification codes and amounts for records pertaining to the accrual master file. a. Monthly Update. Destroy when 3 years old. b. Final Fiscal Year. Destroy when 12 years old.		
541.	Monthly Accrual Balance Tape for Updating the Accrual Master File. Destroy when 90 days old.		
542.	SF-225, Obligation Reports. Destroy 1 full fiscal year after close of current fiscal year.		
543.	Combined Statement Master (Final). Destroy when 5 years old.		
544.	Combined Statement Titles (Final). Destroy when 5 years old.		
545.	Deposit in Transit Detail. Destroy when 90 days old.		
546.	Monthly Detail Bank Transcripts. Destroy when 1 year old.		

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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
547.	Letters of Credits Reported by FRB. Destroy when 3 months old.		
548. - 557.	(Reserved)		
	<p><u>Government Accounting Systems Staff</u></p> <p>This Staff furnishes technical assistance and serves as consultant to the Assistant Commissioner, Government-wide Accounting on matters relating to accounting systems, data and management systems, and Treasury regulations. It provides alternate Treasury representation on the steering committee for the Joint Financial Management Improvement Program.</p>		
558.	<p>Survey and Project Study Files.</p> <p>All records within the office documenting systems project studies. Files consist of correspondence, forms, reports and other related material.</p> <p>Destroy when superseded or no longer needed.</p>		
559.	<p>State Tax Agreements.</p> <p>File material documenting agreement made with States for deduction of State and City taxes.</p> <p>Destroy when superseded.</p>		
560. - 565.	<p>(Reserved)</p> <p><u>Division of Government Accounts and Reports</u></p> <p>This division maintains a system of central summary accounts which discloses the monetary assets and liabilities of the United States Treasury, and which provides for integrating Treasury cash and funding operations with the financial operations of disbursing and collecting officers and of Government program agencies. The accounts include sub-systems for reconciling checks, letters of credit and deposit transactions. Additionally, the division compiles and publishes daily, monthly, quarterly and annual reports to show budget results, other financial operations and financial status of Government.</p>		

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	<p>It draws appropriation warrants and other funding authorizations, and assigns official Treasury account symbols and titles. It also provides investment and loan services for Government funds, including investment of the major Government Trust Funds such as Social Security and Civil Service Retirement.</p> <p><u>Special Reporting Branch</u></p>		
566.	(Reserved).		
567.	<p>Subject files relating to routine operations, exclusive of policy and central files.</p> <p style="padding-left: 40px;">Destroy when 2 years old.</p>		
568.	(Reserved).		
569.	<p>Work sheets and papers pertaining to the preparation of the Financial Organization Directory, foreign currency reports, the Secretary's Annual Report, the Treasury Bulletin, and other financial reports.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p>		
570.	<p>Corporation and business-type enterprise balance sheets and related reports submitted by agencies.</p> <p style="padding-left: 40px;">Transfer to Bureau storage when 2 years old, transfer to the Federal Records Center when 4 years old. Destroy when 30 years old.</p>		
571.	<p>Foreign currency reports submitted by agencies, Foreign Currency Accounts Current, (FS-488) Foreign Currency Ledgers (FS-6909) and Summary Sheets (SF-6909-A) and related reports submitted by disbursing officers, and foreign currency documents initiated by SRB.</p> <p style="padding-left: 40px;">Site audit - See item 8.</p>		

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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
572.	Foreign currency agreement files, conversion files, and country instructions files. Destroy when 30 years old.		
573.	Reports on obligations (SF-225) submitted by agencies. Site audit - See item 8. <u>Appropriation and Investment Branch</u>		
574.	(Reserved).		
575.	Ledger maintained to summarize the payments, collections, and fiscal operations of the various investments functions. a. Originals-Microfilm. Destroy paper record when microfilm has been verified and determined to be accurate. b. Microfilm-Destroy in action office when administrative needs have ended.		
576.	Investment transactions and related accounting documentation, including SF-224, Statement of Transactions and BA-6652, Statement of Differences (copies). Site audit - See item 8.		
577.	Authorization letters (originals) pertaining to investments. a. When approved by the President. 1. Originals-Microfilm. Destroy paper record when microfilm has been verified and determined to be accurate. 2. Microfilm-Destroy in action office when administrative needs have ended. b. All others. Site Audit - See item 8.		
578.	Subject files relating to routine operations, exclusive of policy and central files. Destroy when 2 years old.		
579.	Audit of securities deposited with U.S. Treasury. Destroy when 3 years old.		

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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
580.	Request by administrative agencies for sale or other disposition of commercial securities. Destroy when 3 years old.		
581.	Copies of accounting documents (certificates of deposit, investment memorandums to Public Debt, etc.), original and copies of letters from administrative agencies requesting investment transactions. Destroy when 4 years old.		
582.	Proceeds of the estates of patients who died intestate - no legal heirs (example - General Post Fund). Destroy when 4 years old.		
583.	(Reserved).		
584.	Ledgers maintained to summarize the advances, repayments, and fiscal operations of the various loan functions. Destroy in action office when obsolete or when no longer needed for information or reference purposes.		
585.	Working files consisting of basic notes relating to the establishment of new accounts and the Federal Accounts Symbols and Titles Booklet. Destroy in action office when obsolete or when no longer needed for information or reference purposes.		
586.	TFS-6200, Appropriation and Restoration Warrants (Formerly Treasury Form 523). Destroy in action office when obsolete or when no longer needed for information or reference purposes.		
587.	TFS-6202, Surplus Warrants (Formerly Treasury Form 524). Destroy in action office when obsolete or when no longer needed for information or reference purposes.		

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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
588.	SF-1151, Appropriation Transfer Authorization. Destroy when 12 years old.		
589.	TFS-2108, Annual Report of Unexpended and Unobligated Balances. Destroy when 12 years old.		
590.	<u>General Ledger Branch</u> Statements of Transactions and Accountability and all supporting accounting documents, including Forms SF-1218, SF-1219, SF-1220, SF-1221 and FS-440. a. Originals - Site Audit - See item 8. b. Copies - Destroy 3 full fiscal years after year in which prepared.		
591.	Transcripts of the General Account of the U.S. Treasury and Gold Custody Account and all supporting Abstracts and Statements, including Forms TUS-17, TUS-18, and TFS-5176. a. Originals - Site Audit - See item 8. b. Copies - Destroy 3 full fiscal years after year in which prepared.		
592.	Depository Checks. Destroy when 6 years and 7 months old.		
593.	All Ledger Pages. Site Audit - See item 8.		
594.	Funding Authorizations for Checking Accounts. Destroy when 4 years old.		
595.	Recap. of Block Control Level - Totals of Checks Issued SF-1179. Destroy when 4 years old.		
596.	Requests for Special Entries. Destroy when 3 years old.		
597.	Collection and check issue reports. Destroy when 3 years old.		

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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
598.	Status of Foreign Currency Balances in U.S. Equivalency. Destroy when 3 years old.		
599.	Annual Report of FSA and FT Balances in U.S. Equivalency; Foreign Depository Quarterly Report; Reports of Receipts, payments and Balances; and Reports of Balances with Accounts of the U.S. Treasury TFS-5144. Destroy when 3 years old.		
600.	Balance in Treasury Account D&T Branch and Foreign Currency Bank Balances. Destroy when 3 years old.		
601.	Deferred Balance - Treasury's General Account Symbol 17-900. Destroy when 10 years old.		
602.	All Debit and Credit Vouchers. Destroy when 10 years old.		
603.	Daily Clearance of Funds in Transit. Destroy when 3 years old.		
604.	Work Volume and Tax Classification Recap. Destroy when 3 years old.		
605.	Symbol 17-867 Control for FRB's. Destroy when 3 years old.		
606.	Special Register of Transactions - FTD. Destroy when 3 years old.		
607.	Railroad Retirement Classifications. Destroy when 3 years old.		
608.	Reconciliation of form TUS-4134 with 521 Report. Destroy when 3 years old.		

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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
609.	TUS-4134, Reports of FTD - Dept. Circ. 1079. Destroy when 3 years old.		
610.	Reconciliation Letters. Destroy when 3 years old.		
611.	Bank Transcript - Register of Transactions. Destroy when 1 year old.		
612.	Examiner Letters. Destroy when 5 years old.		
613.	Special Entries, Adding Machine Tapes, and all Computer Listings (Special Registers of Transactions 17-169 & 17-210). Retain until related Ledgers are sent for binding. Then destroy.		
614.	Central General Ledger and Central General Ledger-Trial Balance. Destroy when 10 years old.		
615.	TF-1028, Statement of U.S. Currency and Coin. Destroy when 10 years old.		
616.	Statement of Dollar Value of U.S. Notes and Silver. Destroy when 10 years old.		
617.	U.S. Treasury General Ledger, Journal Voucher and Balance Sheet. Destroy when 10 years old.		
618.	TFS-6654, Undisbursed Appropriation Accounts - Trial Balance. Destroy when 3 years old or when audited by GAO, whichever is sooner.		
619.	TFS-6655, Receipt Accounts Trial Balance. Destroy when 3 years old or when audited by GAO, whichever is sooner.		

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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
620.	Consolidated Summary Proof and Detail of Accountability. a. Records created before July 1, 1975. Destroy when 10 years and 3 months old. b. Records created on or after July 1, 1975. Destroy when 6 years and 3 months old.		
621.	TUS-2984, Balances of U.S. Currency in Reserve. a. Records created before July 1, 1975. Destroy when 10 years and 3 months old. b. Records created on or after July 1, 1975. Destroy when 6 years and 3 months old.		
622.	Population Estimates. Same as item 621.		
623.	Currency Held by FRB's, Federal Reserve Notes Outstanding & Collateral Pledged. Same as item 621.		
624.	Monthly Reports of Paper Currency on Hand. Same as item 621.		
625.	TUS-2541, Report of U.S. Coin Outstanding, Credit Vouchers (U.S. Coins). Same as item 621.		
626.	Account of the U.S. Treasury. Same as item 621.		
627.	Balances of Funds in Transit. Same as item 621.		
628.	TUS-2075 & TUS-2655, Analysis of Balances by Classes and Denominations. Same as item 621.		

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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
629.	Currency Report by Kinds and Denominations. Same as item 621.		
630.	TFS-4321, Balances in Treasury's Account. Same as item 621.		
631.	Summary of Paper Currency Issued, Redeemed, and Received. Same as item 621.		
632.	Statement of Federal Reserve Agents FR 44. Same as item 621.		
633.	BEP Form 1908, Activity of Stock Balance Report. Same as item 621.		
634.	TFS-9029, Advice of Transactions in Federal Reserve Notes. Same as item 621.		
635.	BEP Form 1905, Schedule of Delivery for Federal Reserve "Currency Notes". Same as item 621.		
636.	BEP Form 1907, Letter of Advice of Shipment of U.S. Notes. Same as item 621.		
637.	Deposit in Gold Certificate Fund. Same as item 621.		
638.	Certificate of Deposit of Interest Collections for Public Debt Securities. Same as item 621.		
639.	Statement of Transactions - Letter of Credit. Same as item 621.		
640.	TFS-5567, Monthly Statement of Accounts of Gold Certificate Fund. Same as item 621.		

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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
641.	TUS-4361, Treasury Statement of Accountability. Same as item 621.		
642.	Classification on Receipt Clearing Accounts and Government Receipt Charges. Destroy when obsolete.		
643.	BA-6141, Quarterly Administrative Expenses to Social Security Trust Fund and Unemployment Trust Fund. Destroy when 5 years old.		
644.	Quarterly Adjustment, and Annual Adjustment and Summary of Administrative Expenses to Social Security Trust Funds. Destroy when 5 years old.		
645.	Statement of Transactions Relative to Authorizations to Expend from Public Debt Receipts. Destroy when 5 years old.		
646.	Letters of Requests for Preparation of Form BA-6716, Loan Authorization Journal. Destroy when 5 years old.		
647.	Status of Soldiers & Airmen's Home Permanent Fund. Destroy when 5 years old.		
648.	TFS-4010, Summary of \$1.00 Silver Certificates. Destroy when 5 years old.		
649.	Report of U.S. Notes and Silver Certificates. Destroy when 5 years old.		
650.	Balances of Unissued U.S. Currency. Destroy when 5 years old.		
651.	Table of paper Currency Issued and Redeemed and Report of Paper Currency Produced, Issued and Retired. Destroy when 5 years old.		

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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
652.	FRB Audit Request for Balances. Destroy when 5 years old.		
653.	FR-276, Combined Unfit Federal Reserve Notes Redemptions. Destroy when 5 years old.		
654.	TFS-9032, Statement of Federal Reserve Notes, New Series, Redemptions, Reissues, Original Issues. Destroy when 5 years old.		
655.	Funding Authorizations for Checking Accounts, and the Federal Control Register for BA-6641. Destroy when 10 years old.		
656.	Monthly Warrant Transactions Summary. Destroy when 4 years old.		
657.	Special Agent Account Balances. Destroy when 4 years old.		
658.	Securities Held in Government Accounts. Destroy when 4 years old.		
659.	Estimate of Taxes for OASF & FDFHI. Destroy when 4 years old.		
660.	TFS-168, Transfer of Funds - U.S.D.O. Destroy when 10 years old.		
661.	TFS-1134, Investments of Non-Budgetary Accounts, TFS-1132, Holdings of Trust Funds, and TFS-1138, Budgetary and Non-budgetary Accounts. Destroy when 4 years old.		
662.	Quarterly Report of Certified Wages. Destroy when 4 years old.		

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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
663.	Detail Listing of Transactions. Destroy when 4 years old.		
664.	Requests for Appropriation (Quarterly adjustment to Social Security Trust Fund). Destroy when 4 years old.		
665.	BA-6695, Reconciliation and Proof Statements. Destroy when 4 years old.		
666.	FUTA Receipts Recorded in Central Accounts. Destroy when 4 years old.		
667.	Budget Clearing Account Letter. Destroy when 4 years old.		
668.	Item Proof Listing of Warrant Transactions. Destroy when 4 years old.		
669.	Listing of Monthly Code 55 Transactions from Register 11. Destroy when 4 years old.		
670.	TFS-6655, Unappropriated Receipts Ledger, Trial Balance and Accounts Sheets. a. Records created before July 2, 1975. Destroy when 10 years old. b. Records created on or after July 2, 1975. Destroy when 6 years old.		
671.	Unmatched Listing for Unappropriated Receipts Ledger. Destroy when 4 years old.		
672.	Proof Sheet for Control Area 20. Destroy when 4 years old.		

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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
673.	GFO-6717, Loan Authorization Journal. Destroy when 4 years old.		
674.	Listing of Monthly "P" Accounts. Destroy when 4 years old.		
675.	BA-6633, Capital Transfer Receipts Ledger and Trial Balance. Destroy when 4 years old.		
676.	Monthly Summary of U.S. Notes and Silver Certificates Destroyed by FRB's. Destroy when 4 years old.		
677.	Memo to Verify Balance of Canceled Currency on Hand. Destroy when 4 years old.		
678.	Letter for Certifying Amount of Canceled Unfit Paper Currency by FRB's from FRB's. Destroy when 4 years old.		
679.	GFO-2019, Report of Paper Currency Destroyed-Pieces, Dollar Value of Paper Currency Destroyed, and Schedule of Discontinued Issues of U.S. Currency Redeemed and Destroyed, Destroy when 4 years old.		
680.	Memo to Verify Cash Services Accounts. Destroy when 4 years old.		
681.	Reconcilement of TUS-4361 to Central General Ledger. Destroy when 4 years old.		
682.	TFS-4013, Worksheet for Special Reports and Daily Treasury Statement. Destroy when 4 years old.		
683.	Monthly Schedule of Funding Authorizations. Destroy when 4 years old.		

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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
684.	Memo to Reconcile Central Summaries List with TUS-4361. Destroy when 4 years old.		
685.	Schedule of Payment Vouchers on Letters of Credit. Destroy when 4 years old.		
686.	Monthly Letter of Credit Activity Report. Destroy when 3 years old.		
687.	MTS Check List. Destroy when 3 years old.		
688.	Daily Report of Transactions Relating to Certain Trust Accounts. Destroy when 3 years old.		
689.	FR-60, Summary of Unfit FR Notes Shipped for Destruction. Destroy when 3 years old.		
690.	Federal Reserve Telegram, Advice to New Series of FR Notes. Destroy when 3 years old.		
691.	TUS-9001g and TUS-9000, Advice of Delivery to Verification Unit (FR Notes Redeemed) Certificate of Destruction (FR Notes Redeemed). Destroy when 3 years old.		
692.	Letter to Request Audit to FRB. Destroy when 3 years old.		
693.	Daily Clearance of Funds in Transit. Destroy when 3 years old.		
694.	Special Register of Transactions - G. L. Destroy when 3 years old.		
695.	Daily Summary of Receipts and Payments. Destroy when 3 years old.		

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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
696.	Report of FAD Items. Destroy when 3 years old.		
697.	Investment Transactions - Funded and Unfunded Accounts. Destroy when 3 years old.		
698.	Report for Account Symbol 891-803. Destroy when 3 years old.		
699.	Central Accounting Instructions. Destroy when superseded or no longer needed.		
700.	Letter of Credit Reconciliation. Destroy when 2 years old.		
701.	Listing of Out-of-Balance Condition of General Ledger JEVS. Destroy when 2 years old.		
702.	SF-1017G, Journal Voucher. Destroy when 4 years old.		
703.	MTS Printout, Analysis, and Comparison. Destroy when 2 years old.		
704.	BA-6652, Statement of Differences for Letters of Credit, and Letter of Credit Reconciliation. Destroy when 2 years old.		
705.	BA-R 1123, List of Investments of Goy't Accounts in Federal Securities, and List of Investments of Certain Agencies. Destroy when 2 years old.		
706.	Letter About Estimate of Wages Subject to Refund. Destroy when 5 years old.		

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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
	<u>Reconciliation Branch</u>		
707.	TFS-5401, Payment Voucher on Letters of Credit. Site Audit - See item 8.		
708.	D.O. Daily Report. Destroy 3 full fiscal years after year in which prepared.		
709.	SF-209, Funded Certificates of Deposit. Transfer to Federal Records Center when 3 years old. Destroy 12 years after close of FY in which prepared.		
710.	TFS-5207-1, Statement of Funded Checking Accounts, and SF-1178. Destroy when 7 years old.		
711.	SF-1179 and SF-1017G, Recapitulation of Block Control Level Totals of checks issued and Journal Voucher. Destroy when 7 years old.		
712.	Adjustment Entry Affecting checks payable at designated Banks. Destroy when 2 years old.		
713.	Paid Checks Locator Statements. Destroy 6 years and 9 months after date of Statements.		
714.	Purge - Strip Reports. Destroy 6 years and 9 months after date of report.		
715.	Plate signature authorizations. Destroy when revoked or related account closed.		
716.	Acknowledgment of designation of deputy disbursing officers. Destroy when 2 years old.		

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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
717.	Notices of emergency designation of deputy. Destroy when 2 years old.		
718.	Signature cards and Signature mutilation reports. Destroy when 2 years old.		
719.	Specimen signature sheets. Destroy when superseded or no longer needed.		
720.	Files pertaining to assignment of card check symbols. Destroy 2 years after account closed.		
721.	Closed account card. Destroy when 3 years old or when audited by GAO, whichever is sooner.		
722.	Correspondence acknowledging receipt of designation of deputy to sign checks. Destroy when 10 years old.		
723.	Correspondence acknowledging recognition of appointment of deputy disbursing officer in advance of submission of formal instruments of designation. Destroy when 10 years old.		
724.	Correspondence acknowledging receipt of specimen of facsimile signature plates and informing addressee of approval. Destroy when 10 years old.		
725.	Correspondence requesting or furnishing information per- taining to the establishment of accounts and authority for persons to sign. Destroy 10 years after account closed.		
726.	Records of designation and appointment of deputies to disbursing officers. Destroy 10 years after related account is closed.		

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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
727.	Mutilated facsimile signature plate card. Destroy when 5 years old.		
728.	Notices of Checks Delivered. Destroy when 2 years old.		
729.	Reproductions of requisitions for the printing of disbursing officer's checks. Destroy when 10 years old.		
730.	Schedules of card check symbols assigned. Destroy when 10 years old.		
731.	Specimen of facsimile signature plates. Destroy 10 years after related accounts are closed.		
732.	Symbol assignment cards. Destroy when 10 years old.		
733.	Symbol assignment notices. a. Records created before July 2, 1975. Destroy when 10 years old. b. Records created on or after July 2, 1975. Destroy when 6 years old.		
734.	Telegrams requesting information from or furnishing information to disbursing officers and Federal Reserve Banks. Destroy when 1 year old.		
735.	Teletype detail reports. Destroy when 3 months old.		
736.	Records of symbol assigned to disbursing officers of Division of Disbursement, Symbol assignment record books, and Symbol record cards. Destroy when 10 years old.		

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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
737.	Disbursing Officers' check issue listing and related Spoiled checks. Destroy when 1 year old.		
738.	Check Issue adjustments & payment adjustments. Destroy 3 full fiscal years after year in which prepared.		
739.	Withheld Check Custody Files. Transfer to Check Claims Division when 2 years old. Destroy when 7 years old.		
740.	D.O. Funded Report. Destroy when 1 year old.		
741.	Mail Registry Sheets. Destroy when 90 days old.		
742.	Matrix-Outstanding Exception Reports, Printout Summary Report and supporting printouts, Rejected Items & Suspense Report, and Stop Pay Exception Report. Destroy 3 full fiscal years after year in which produced.		
743.	TFS-1184B, Unavailable Check Cancellation Charge Ticket Filed With Checks. Destroy when 7 years old.		
744.	GFO-3067, Void Checks forwarded to EDP Division. Destroy when 1 year old.		
745.	Abstract of Checks Paid and Adjustment Entries. Destroy when 9 months old.		
746.	Correspondence with FRB's. Destroy when 9 months old.		
747.	Daily Transcripts, checks. Destroy when 1 year old.		

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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
748.	Work reports. Destroy when 6 months old.		
749.	Convertor Proof Sheets, checks. Destroy when 9 months old.		
750.	Federal Tax Deposit Convert Proof Sheets, Control Sheets, Adjustments relating to F.T.D., Certificate Deposit (SF-215, TUS-15) and Miscellaneous F.T.D. Computer Reports. Destroy 3 full fiscal years after date of document.		
751.	TFS-17, Transcript of the General Account of the Treasurer of the United States. Destroy when 1 year old.		
752.	TFS-17c, Abstract of Receipts - Continued, and TFS-17M, Abstract of Charges - Continued. Destroy when 1 year old.		
753.	TFS-834, Redeemed Food Stamps Coupons - Document. Destroy when 6 years and 9 months old.		
754.	Charge Ticket-Account Post Office Department (Symbol 5226). Destroy when 6 years and 9 months old.		
755.	TFS-6536, Credit Ticket-Reclamation (Symbol 4823). Forwarded to Check Claims-daily. Destroy when 1 year old.		
756.	TFS-3001, Batch Control Register, Miscellaneous Transactions. Destroy when 18 months old.		
757.	TFS-3008, Progress Sheet for Checks Rejected During Conversion. Destroy when 1 year old.		
758.	TFS-3029, Work Sheet for Checks Rejected During Conversion. Retain in Section until work is balanced, then to Bank Rec. for filing. Destroy when differences are reconciled.		

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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
769.	TFS-5211, Batch Control Register for Fit Government Checks (for banks) and TFS-5223, Batch Control Register for Mutilated Checks. Destroy when 1 year old.		
770.	TFS-6537, Return Check Memorandum. Destroy when 1 year old.		
771.	GF0-6712, Receipt for transferring Local Bank checks to Treasury Department. Destroy when 1 year old.		
772.	Correspondence with Federal Reserve Banks. a. Pertaining to Procedures matters. Destroy when 3 years old. b. All other correspondence. Destroy when 1 year old.		
773.	General and Procedural memoranda. Destroy when superseded or no longer needed.		
774.	Requests for all Bank adjustments. Destroy when 1 year old.		
775.	Undisbursed Appropriation Trial Balance and Undisbursed Appropriation Account. Transfer to Federal Records Center when 2 years old. Destroy when 8 years and 3 months old.		
776.	Receipt Account Trial Balance and Receipt Account. Transfer to Federal Records Center when 2 years old. Destroy when 8 years and 3 months old.		
777.	SF-215, Certificates of Deposit/Deposit Ticket (Original Document). Transfer to Federal Records Center when 2 years old. Destroy when 10 years and 3 months old.		

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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
759.	TFS-3049, Daily Control Local Bank Checks. Destroy when 1 year old.		
760.	FRB Mutilated Checks-Rejected Reels. Destroy when 1 year old.		
761.	TFS-17A, Abstract of Checks Forwarded to the Treasurer of the U.S. for payment. Destroy when 1 year old.		
762.	TFS-3081, Check Replacement Tabulating Card. Destroy when 6 years and 9 months old.		
763.	TFS-3087, Batch Identification Card. Destroy when 6 years and 9 months old.		
764.	TFS-3100, Transfer to Charges Relating to Card Checks (Debit Voucher). Copy retained until balanced.		
765.	TFS-3104, Daily Work Count, and TFS-3152, Daily Work Report. Destroy when 1 year old.		
766.	TFS-3152, Batch Register for Federal Taxes. Destroy when 3 years old.		
767.	TFS-3214 and TFS-3214A, Payment Adjustment Voucher (Symbol 8999). Original transferred to FRC when 3 years old. Destroy when 6 years and 7 months old. Maintain copy in Reconciliation Branch for 3 full fiscal years after year in which prepared, then destroy.		
768.	TFS-5208, Debit and Credit Voucher, and TFS-5209, Debit and Credit Voucher (Transfer of charges relating to Card Checks). Destroy when 1 year old.		

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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
778.	TFS-5504, Debit Voucher. Transfer to Federal Records Center when 2 years old. Destroy when 10 years and 3 months old.		
779.	Daily Register of Consolidated Abstracts - Direct Deposits. Destroy when 4 years old.		
780.	Daily Register of Certificates of Deposit - Direct Deposits. Transfer to Federal Records Center when 2 years old. Destroy when 10 years and 3 months old.		
781.	Report of Selected Balances for Stating Budget Results on the Accrual Basis Appropriation & Fund Accounts (TFS-6727), Accrual Basis General, and Special and Trust Fund Report Accounts (TFS-6728). Site Audit - See item 8.		
782.	BA-6732, Transmittal Letter, Accrued Revenue and Expenditure. Site Audit - See item 8.		
783.	SF-1017G, Journal Vouchers. Destroy when 4 years old.		
784.	Register of Deposits in Transit Adjustment for Differences of \$5.00 or less, Register of check Issue Adjustment for Differences of \$5.00 or less, and Register of Transactions. Destroy when 4 years old.		
785.	Undistributed Disbursing Office Transactions - All Tabulations including Subsidiary Ledger and Trial Balance. Destroy when 4 years old.		
786.	Deposits in Transit and Direct Deposit - All Tabulations including Subsidiary Ledgers and Trial Balances and Special register of transactions (sensimatic listings). Transfer to Federal Records Center when 2 years old. Destroy when 8 years old.		

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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
787.	Checks Issued - All Tabulations including comparisons. Destroy when 8 years old.		
788.	Correspondence - Deposits-in-Transit, Direct Deposits and Checks Issued. Destroy when 4 years old.		
789.	Special Cases - Deposits-in-Transit. Destroy when 4 years old.		
790.	Area Controls - DD, DIT, Checks Issued and Undistributed. Destroy when 1 year old.		
791.	Statistical Report - Deposits-in-Transit, Checks Issued, Direct Deposit, and Undistributed. Destroy when 1 year old.		
792.	Statement of Differences. Destroy when 1 year old.		
793.	IRS - Certificates of Deposit, Debit Vouchers. Destroy when 1 year old.		
	<u>Government Reports Branch</u>		
794.	TUS-4004, Memorandum of figures telephoned by Division of Public Debt Accounts and Audit. Destroy when 5 days old.		
795.	TUS-4006, Work Sheet for ounces shown on page 1 of the Daily Treasury Statement. Destroy when 3 months old.		
796.	TFS-4008, Report showing transcripts cleared and classified as Treasury Offices, etc. Destroy when 3 months old.		

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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
797.	TFS-4011, Investments of Government agencies in public debt securities. Destroy when 1 year old.		
798.	GFO-4012, Sales and redemptions of obligations of Government agencies in market. Destroy when 1 year old.		
799.	TFS-4013, Worksheet for special reports and summaries. Destroy when 1 year old.		
800.	TUS-4014, Posting sheet for investment transactions - <u>unfunded accounts</u> . Destroy when 1 year old.		
801.	TUS-4018, Transmittal slip to have printers copy of Daily Treasury Statement photostated. Destroy when 1 year old.		
802.	All Debit and Credit Vouchers. Site Audit - See item 8.		
803.	Daily report of United States paper currency redeemed (GA-58). Destroy when 6 months old.		
804.	TUS-4349, Posting sheet for investment transactions - funded accounts (GA-349). Destroy when 3 months old.		
805.	TUS-4355, Printer's copy for DTS (GA-355). Destroy when 3 years old.		
806.	All Ledger Sheets. Transfer to Federal Records Center when 2 years old. Destroy when 15 years old.		

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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
807.	All Securities. Transfer to Federal Records Center when 2 years old. Destroy when 10 years old.		
808.	Document - Redeemed United States Paper Currency, Symbol 17-164 (7 part snap out - 5533, a,b,c,d,e,f). Destroy when 10 years old.		
809.	TFS-5567, Monthly Statement of Account - Treasurer, U.S., as special agent. Destroy when 10 years old.		
810.	All Special Entries. Transfer to Federal Records Center when 2 years old. Destroy when 15 years old.		
811.	TUS-5693, Daily Statement of Assets and Liabilities (mints and assay offices). Destroy when 10 years old.		
812.	Sensimatic Listings used to balance transcripts (computer printouts). Transfer to Federal Records Center when 1 year old. Destroy when 5 years old.		