NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-425-80-02

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/22/2022

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1-21, 41-43 are still active

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Note: Items on N1-425-91-001 which were lined out before approval was done so to differentiate between those items that were new or modified and those which had not changed. The intention for the schedule was to supersede all items listed.

Item 1 superseded by N1-425-91-0001 item 273

Item 2 superseded by N1-425-91-0001 item 274

Item 3 superseded by N1-425-91-0001 item 275

Item 22 superseded by N1-425-91-0001 item 362 (subsequently superseded by N1-425-09-05)

Item 23 superseded by N1-425-91-0001 item 363 (subsequently superseded by N1-425-09-05)

Item 24 superseded by N1-425-91-0001 item 364   (subsequently superseded by N1-425-09-05)

Item 25 superseded by N1-425-91-0001 item 86

Item 26 superseded by NC1-425-83-01 item 1

Item 27 superseded by NC1-425-83-01 item 2

Item 28 superseded by NC1-425-83-01 item 3

Item 29 superseded by N1-425-91-0001 item 161

Item 30 superseded by N1-425-91-0001 item 162

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 31 superseded by N1-425-91-0001 item 163

Item 32 superseded by N1-425-91-0001 item 164

Item 33 superseded by NC1-425-83-01 item 4

Item 34 superseded by NC1-425-83-01 item 5

Item 35 superseded by NC1-425-83-01 item 6

Item 36 superseded by NC1-425-83-01 item 7

Item 37 superseded by N1-425-91-0001 item 169

Item 38 superseded by N1-425-91-0001 item 170

Item 39 superseded by N1-425-91-0001 item 171

Item 40 superseded by NC1-425-83-01 item 8

Item 44 superseded by N1-425-91-0001 item 452

Item 45 superseded by N1-425-91-0001 item 453

Item 46 superseded by N1-425-91-0001 item 454

Item 47 superseded by N1-425-91-0001 item 455

Item 48 superseded by N1-425-91-0001 item 456

Item 9 superseded by N1-425-91-0001 item 457

REQUEST FOR RECORD DISPOSITION AUTHORITY
(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:

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 __7__ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10/24/79	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
	Records produced by the Check Truncation System.		
1.	Original microfilm of paid and reconciled United States Government checks produced for the Check Truncation Program.		
	Destroy 6 years and 7 months after the date of payment.	~~NC1-425-80-2~~	
2.	Duplicate microfilm of paid and reconciled United States Government checks produced for the Check Truncation Program.		
	Destroy in action office when no longer needed for reference or when 6 years and 7 months old, whichever is earlier.	~~NC1-425-80-2~~	
3.	Punch cards used to obtain an original check or to refer to the location of the check image on the microfilm.		
	Destroy 6 years and 7 months after date of payment.		
4.	Microfilm Look-up Exceptions Report.		
	Destroy when 2 years old.		

115-107

Copy to Agency + WDF)
12-12-79 JE) Copy to All FRC's
12-14-79
Closeout JE

53 ITEMS

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	Intercept Daily Microfilm Distribution Report - Lists of checks which appeared on the search report and have an "intercept" notation in the requester column. Destroy when 1 year old.		
6.	Daily Truncation Microfilm Search Report - Lists of all checks for which a microfilm print is needed. They include items for which there is a paid stop, an inquiry request, an intercept, or a request from the Division of Government Accounts and Reports. Destroy when 1 year old.		
7.	Microfilm Quality Review - A record of the quality of all microfilm from the Federal Reserve Banks. Destroy when 1 year old.		
8.	Tape and Film Transmittal Report - This report identifies the cassettes forwarded from each Federal Reserve Bank, the number of checks included, and the beginning and ending document sequence numbers. Destroy when 1 year old.		
9.	Microfilm Duplication Register - A record of the cassettes which have been duplicated. Destroy when 1 year old.		
10.	Return Shipment Transmittal - A transmittal sheet used to return an unacceptable shipment of microfilm. Destroy when 1 year old.		
11.	Microfilm Search Progress Sheet - A record of individual batches of items to be searched. Destroy when 1 year old.		
12.	Microfilm Search Control Register - A control document for all batches of searched items. Destroy when 1 year old.		

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
13.	Microfilm Duplication Control Sheet - A list of microfilm cartridges to be duplicated. Destroy when 6 months old.		
14.	Microfilm Copy Request - A request sheet for additional microfilm copies for Division of Check Claims. Destroy when 6 months old.		
15.	Original Check Request - A list of checks which were requested from storage. Destroy when 6 months old.		
16.	Daily Progress Log - A summary of completed batches. Destroy when 6 months old.		
17.	Check Request Progress Sheet - A summary of completed batches. Destroy when 1 year old.		
18.	Check Request Control Register - A summary control of the check request progress sheet. Destroy when 1 year old.		
19.	Check Request Balance Control - A summary control of the check request control register. Destroy when 1 year old.		
20.	FRC Check Request Listing - A summary listing of requested checks from a FRC. Destroy when 1 year old.		

115-203   Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The following records are generated by the Treasury Financial Communications System (TFCS) for all disbursement and deposit activity processed by TFCS. Since TFCS crosses different organizational lines, the records are listed under the responsible custodial office. DIVISION OF DISBURSEMENT Effective September 17, 1976, the Division of Disbursement became responsible for the disbursement of funds over the Treasury Financial Communications System for all authorized agencies.		
21.	Daily Support Listings of EFT Payments. Transfer to FRC when 2 years old. DISPOSITION NOT AUTHORIZED AT THIS TIME Currently, the provisions of 31 USC 132 effectively prohibit the destruction of the records described in Item 21. Although this series does not have enduring historical value, a finite retention period can not be established until the law has been changed. Since all recent efforts to modify the law have failed, the Bureau anticipates a substantial delay in scheduling these records for final disposition. This item will be resubmitted to NARS for approval when 31 USC 132 is amended.		
22.	Activity Summary Report. Destroy in action office when reference needs have ended.		
23.	EFT Payment Trace Requests. Destroy when 6 years and 7 months old.		
24.	EFT Reclamation Actions, Standard Form 1184 or its equivalent. Destroy when 6 years and 7 months old.		

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GPO : 1975 O - 579-387

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	DIVISION OF GOVERNMENT ACCOUNTS AND REPORTS		
	General Ledger Branch		
25.	EFT Subsidiary Accounts - Trial Balance. Destroy when 4 years old, or 4 years after all differences are resolved, whichever is later.		
	Deposit Reconciliation Section		
26.	Daily Support List of EFT Deposits. Transfer to FRC when 3 years old. Destroy 10 years and 3 months after close of fiscal year in which created.		
27.	SF-215, Deposit Ticket. Transfer to FRC when 2 years old. Destroy when 10 years and 3 months old.		
28.	Monthly EFT Summary Listing. Site Audit - Transfer to FRC after audit by GAO or after 3 years, whichever is earlier. -Records created prior to July 1, 1975. Destroy 10 years and 3 months after the period of the account. -Records created on or after July 1, 1975. Destroy 6 years and 3 months after the period of the account.		
29.	Monthly EFT Summary Report. Site Audit - See Item 28.		
30.	Monthly JV Summary Listing. Site Audit - See Item 28.		
31.	Monthly EFT Summary Report for JV Entries. Site Audit - See Item 28.		

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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
32.	Activity Summary Report. Destroy in action office when reference needs have ended.		
33.	EFT Subsidiary Accounts - Detail Listing. Destroy when 4 years old or 4 years after all differences are resolved, whichever is later.		
34.	EFT Audit - FED Entries. Destroy when 4 years old or 4 years after all differences are resolved, whichever is later.		
35.	EFT Audit - JV Entries. Destroy when 4 years old or 4 years after all differences are resolved, whichever is later.		
36.	DRS Transaction Journal. Destroy when 4 years old or 4 years after all differences are resolved, whichever is later.		
37.	Backup Deposit Transaction Journal. Destroy when 1 year old.		
38.	DT Audit File Dump - JV Entries Only. Destroy when 1 year old.		
39.	EFT Daily Transcript Audit Report. Destroy when 1 year old.		
40.	EFT Monthly D. O. Report. Destroy when 4 years old or 4 years after all differences are resolved, whichever is later. <u>Government Accounting Systems Staff</u> <u>EFT Control Center</u>		
41.	Operator Table Display. Destroy when superseded or obsolete.		

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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.	Message File Dump.
	
	    a. Original - retain until microfilmed, then destroy.
	
	    b. Microfilm - destroy when 6 years and 7 months old.		

43.	Log Tape Dump.
	
	    a. Original - retain until microfilmed, then destroy.
	
	    b. Microfilm - destroy when 6 years and 7 months old.
	
	This certifies that the records described in Items 42 and 43 above will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.		

44.	System Access Request. Destroy when 2 years old.		
45.	Agency Location Code Listing. Destroy when superseded or obsolete.		

46.	Bank Master File Listing.
	
	    a. Alphabetic by Bank - destroy when superseded or obsolete.
	
	    b. Numeric by Transit Number - destroy when superseded or obsolete.		

47.	Statistics Report - Response Time. Destroy in action office 3 months after month to which they relate.		
48.	Statistics Report - Agencies/FED Destroy 1 year after end of fiscal year to which they relate.		
49.	Problem Report. Destroy in action office when reference needs have ended.		

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