

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

U. S. Department of Agriculture

2 MAJOR SUBDIVISION

Farmers Home Administration

3 MINOR SUBDIVISION

Finance Office

4 NAME OF PERSON WITH WHOM TO CONFER

Olin R. Hall

5 TEL EXT

72839

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

DATE RECEIVED

DEC 9 1975

JOB NO

NC1-96-76-1

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-27-76 *James E. O'Neil*
Date *acting* 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 40 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

Dec 2, 1975 *Albert J. Geiger*
(Date) (Signature of Agency Representative)

Director, Business Services Division
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Attached is a combined filing instruction and records disposition schedule for the Finance Office of the Farmers Home Administration. The Finance Office is located in St. Louis, Missouri. This schedule is shown as Exhibit A to the filing instruction and supersedes all previously approved records schedules of the FmHA and its predecessor agencies.</p> <p>This Agency makes a variety of direct, insured, or guaranteed loans and grants to individuals, associations, partnerships, corporations, and public bodies in rural areas. It has 1,750 County Offices, 42 State Offices, and a National Office located in Washington, D. C.</p> <p>The Finance Office maintains fiscal and accounting records which are created by this Agency for controlling and processing data into the fiscal and accounting system of the Agency. This office has been designated by the General Accounting Office for site audit. The records disposition schedule provides for the length of time that the records are to be retained in office space and in the St. Louis Federal Records Center. No Finance Office records are considered permanent.</p> <p>A copy of this combined filing instruction and records disposition schedule is being submitted to the General Accounting Office for its concurrence.</p> <p><i>Copy to Agency + NCP 1-30-76</i></p>		
		<i>444 items</i>	

FINANCE OFFICE
FILE CODES, FILE HEADINGS, AND
RETENTION REQUIREMENTS

One and two digit codes are major divisions of the classification system and are shown for information purposes only. Retention requirements for individual forms and reports will be applied to any future equivalent or revised forms or reports provided they are used for similar purposes.

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
<u>0</u>		<u>ADMINISTRATION</u>				
004	14	OFFICIAL MEETINGS - CONFERENCES - COMMITTEES		2		
010	30R32	RELOCATION AND CHANGES IN COUNTY OFFICE ORGANIZATION		2		
021	30P45	PROCEDURE AND FORMS (GENERAL)		2		
021A	P45	FINANCE OFFICE INSTRUCTIONS - WORK PAPERS (By Number) *Retain 10 FY after approval date		*10		
021A1	P45	FINANCE OFFICE INSTRUCTIONS - OBSOLETE (By Number) Master manual holder will send obsolete instructions to CFU *Retain 5 FY after FY obsolete, then forward to National Office for archiving		*5		
021B	P45	FINANCE OFFICE PROCEDURE NOTICE (By Number) *Retain 5 FY after FY obsolete, then forward to National Office for archiving		*5		
021C	P45	FINANCE OFFICE BULLETINS - WORK PAPERS (By Number) *Retain 3 FY after date of bulletin		*3		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
021C1	P45	FINANCE OFFICE BULLETINS - OBSOLETE (By Number) Master manual holder will send obsolete bulletins to CFU. Maintained by classification code in ascending date order *Retain 5 FY after FY obsolete, then forward to National Office for archiving		*5		
021D	P45	FINANCE OFFICE RECOMMENDATIONS - PROPOSED FmHA PROCEDURE *Retain 2 FY after date of recommendation		*2		
021D1	P45	FINANCE OFFICE RECOMMENDATIONS - FmHA FORMS *Retain 2 FY after date of recommendation		*2		
021E	F54	FINANCE OFFICE FORMS - WORK PAPERS (By Number) *Retain 10 FY after approval of form		*10		
021E1	F54	FINANCE OFFICE FORMS - OBSOLETE (By Number) *Retain 5 FY after FY obsolete, then forward to National Office for archiving		*5		
022		DESIGNATION OF ACTING OFFICIALS Copies only		3		
022A	30A52	DELEGATION OF AUTHORITY *Retain 1 FY after expiration of delegation		*1		
024	30M7	MANAGEMENT IMPROVEMENT COST REDUCTION		3		GRS 16-10
025	D22	ADMINISTRATIVE SURETY BONDS - FINANCE OFFICE EMPLOYEES *For separated employees and employees removed from bonded positions, retain 6 FY from end of FY employee was separated or removed, all other bond records retain until 10-1-79		*		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
026		WORK MEASUREMENT (Production Reports) Retain 2 FY in Director's office				GRS 6-5a
030		BUDGETS (GENERAL)		2		GRS 5-3
031		ESTIMATES (GENERAL)		2		GRS 5-3
031A	2A27	ADMINISTRATIVE ALLOTMENT ESTIMATE BUDGET (Includes Forms FmHA 310-2 and 310-4)		3		GRS 7-4a
031B	A27	LIQUIDATED ADMINISTRATIVE OBLIGATIONS (By FY and Object Class Code) (Includes Forms FmHA 033-1, AD 38C, SF 344)		3		GRS 7-4a
032	SF 132	SF 132 APPORTIONMENT AND REAPPORTIONMENT SCHEDULE		2		GRS 5-6
032A	2A27	ALLOCATION AND ALLOTMENT STATUS (FUNDS AVAILABILITY)		2		GRS 5-3
032B	BF 35	BF 35 ADVICE OF FINANCIAL ACTION		3		GRS 7-4a
033		BUDGET CONTROL (GENERAL)		2		GRS 5-3
033A	FmHA 033-40	FmHA 033-40 PERMANENT POSITIONS FINANCED FROM APPROPRIATION OTHER THAN ADMINISTRATIVE		3		GRS 7-4a
033B	FmHA 033-42	FmHA 033-42 ALLOTMENT ADVICE		3		GRS 7-4a
033C	2A27	UNLIQUIDATED OBLIGATIONS		3		GRS 7-4a
051		AUDIT REPORTS (GAO & OA) *Retain 5 FY from end of FY in which last document is processed		*5		
052	30i16	INVESTIGATION AND/OR DEFALCATION ACCOUNT FILES (By Name) *Retain 4 FY from end of FY in which liability is satisfied		*4		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
<u>1</u>		<u>BUSINESS SERVICES</u>				
100		BUSINESS SERVICES (GENERAL)		2		
102	2C28	TD 1664R REQUEST TO REMAIL UNDELIVERABLE CHECKS AND/OR BONDS (Includes SF-1147, Request for Issuance of Replacement Check Due to Error in Name and/or Designation of Payee)		1		
105	C108	<u>RECORDS OF GOVERNMENT-OWNED MOTOR VEHICLE OPERATORS</u> (Includes Forms AD 184 "Application for Motor Vehicle Operator's Identification Card," with SF 47, "Physical Fitness Inquiry for Motor Vehicle Operators," attached, and SF-78 "Certificate of Medical Examination," if applicable CURRENT PERMIT RECORDS: *RETAIN last processed instruments pertaining to current permit. DESTROY superseded instruments one FY after renewal of permit. CLOSED PERMIT RECORDS: *RETAIN 3 FY after separation of employee or rescission of authorization to operate Government-owned vehicle, whichever is the earlier.		*		GRS 1-24
110	38S26	SPACE (GENERAL) (Includes space arrangements for FY)		2		GRS 11-1
110A	S26	SPACE AND SERVICE CONTRACTS (By Location) Retain in position 1 - Rent Contracts; position 2 - Floor Plans, Form AD 222, Space Evaluation Check Sheet and all improvements; position 3 - Service Contracts; and position 4 - All correspondence - Correspondence will be screened and destroyed when folder is retired *Retain 3 FY after FY in which contract is terminated	X	*3	3-3 mos	8GAO Chap 3 Section 12 Exhibit A Page 4

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
11CB	38S26	PART-TIME OFFICES (GENERAL)		2		GRS 11-1
110C	38S26	TELEPHONE SERVICE (GENERAL)		2		GRS 11-2
110D	38S26	AGRICULTURAL SERVICE CENTERS		4		
121		^{To} INVITATION OF BID REGISTER (Includes Requisitions) Retain in Property Management Section 1 year, then sent to CFU		3		
121A	SF 18	SF 18 REQUEST FOR QUOTATION	X	3	3-3 mos	8GAO Chap 3 Section 12
121B	20C73	CONTRACTS (By Name & Contract Number) (Includes SF 33) *Retain 3 FY after expiration of contract and final invoice is paid (Enter closed date on label)	X	*3	3-3 mos	8GAO Chap 3 Section 12
121C	20C73	MEMORANDUM OF AGREEMENT ON COMMON SERVICE SYSTEMS *Retain 1 FY after expiration of agreement		*1		
121D	20P47	FEDSTRIP SYSTEM (REQUESTS FOR CODES & CHANGE OF ADDRESS) *Retain 2 FY after Fedstrip activity codes are eliminated		*2		
121E	20P47	ORIGINAL FEDSTRIP ACTIVITY CODES (By State) *Retain 2 FY after Fedstrip activity codes are eliminated		*2		
121F	20P47	COST REDUCTION IN PROCUREMENT		2		GRS 3-3
121G	AD 38	AD 38 PURCHASE ORDER REGISTER	X	3	3-3 mos	8GAO Chap 3 Section 12
122	20i15	PROPERTY AND SUPPLY - CUSTODY (GENERAL)		2		
122A	SF 1121	SF 1121 BILL OF LADING ACCOUNTABILITY RECORD *Retain 1 FY after all entries on records are cleared		*1		GRS 9-5b
122B	20i15	INVENTORY RECORDS (GENERAL)		2		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
122B1	115	INVENTORY RECORDS--FINANCE OFFICE (By Month)		2		GRS 3-10a
122B2	115	INVENTORY RECORDS--STATE OFFICE (By Location) Retain even numbered FY in position 1 and odd numbered FY in position 3		2		GRS 3-10a
122B3	115	INVENTORY RECORDS--COUNTY OFFICE (By Location) Retain even numbered FY in positions 1 and 3 and odd numbered FY in positions 2 and 4		2		GRS 3-10a
123		PROPERTY AND SUPPLY (DISPOSITION)		2		
123A	AD 107	AD 107 REPORT OF TRANSFER OR OTHER DISPOSITIONS OR CONSTRUCTION OF PROPERTY Retain 1 FY in Finance Accounting Branch (FAB) then sent to CFU		2		GRS 7-4a
130		MONTHLY PRINTING COST REPORT		1		GRS 13-6b
142	12M3	MAIL (GENERAL)		2		GRS 12-2
142A	12M3	MAIL SURVEY REPORT		2		GRS 12-2
142B	12M4	MAILING LIST (Change of Mailing Address)		2		GRS 12-2
150	12D43	FEDERAL RECORDS CENTER ACCESSIONS (SF 135-135A - By Accession Number) Includes Correspondence *Retain until all records listed thereon have been destroyed		*		
153A		MICROFILM REGISTER INDEX (Includes Correspondence) *Retain until microfilm record is destroyed		*		
153B	FmHA 315-16	FmHA 315-16 BORROWER CASE FILE REGISTER (FORMERLY FmHA 159) *Destroy 15 FY after date of last entry (MICROFILM)		*15		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
160	42T33	TRAVEL (GENERAL)		2		GRS 9-5a
160A	42i20	ITINERARY-TRAVEL BETWEEN NATIONAL & FIELD OFFICES		1		
<u>2</u>		<u>PERSONNEL</u>				
200		PERSONNEL SERVICES AND ACTIVITIES (GENERAL)		3		GRS 1-3
220	AD 334	AD 334 EARNINGS STATEMENT (By Pay Period within each CY) *Retain until an AD 334 covering a complete payroll change for all employees has been received or 1 CY whichever is earlier		*1		
221	AD 317 & AD 321-2	AD 317 & AD 321-2 TIME & ATTENDANCE REPORTS (EXCEPT FINAL T & A) (Separate folder for each employee)		3CY		GRS 2-9a(2)
221A	AD 317 & AD 321-2	AD 317 & AD 321-2 TIME & ATTENDANCE REPORTS (FINAL) (A-Z FILE)		10CY		GRS 2-9a(1)
222	32D5	OFFICE HOURS (TOUR OF DUTY)		2		GRS 2-2
223	221-A1	REQUEST FOR APPROVAL OF IRREGULAR OR OCCASIONAL OVERTIME WORK		3		GRS 2-9a(2)
230	SF 7	SF 7 SERVICE RECORD CARD Retain in Personnel 10 CY after employee's separation or transfer				
232	12D43	FmHA 232-2 TRANSFER OF OFFICIAL PERSONNEL FILES		1		
240	32T26	TRAINING (GENERAL)		3		GRS 1-3
263	32A54	SUGGESTIONS AND AWARDS (GENERAL)		2		GRS 1-12
263A	32S48	FINANCE OFFICE EMPLOYEE SUGGESTIONS (By Name) *Retain 2 FY after closed		*2		GRS 1-12

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
263B	32S48	SUGGESTIONS SUBMITTED BY OTHER THAN FINANCE OFFICE EMPLOYEES		2		GRS 1-12
280	32S2	SAFETY-SOUND LEVEL SURVEYS (GENERAL)		2		GRS 1-22
<u>3</u>		<u>FISCAL SERVICES</u>				
303	28i24	INSURED LOANS (GENERAL)		3		GRS 6-5b
303A	FmHA 389-50	FmHA 389-50 REGISTER OF PLEDGED LOANS *Retain 3 FY after the FY in which loans were initially pledged		*3		GRS 6-5b
303B	28i24	BLOCK SALE OF NOTES		3		
303B1	FmHA 389-103	FmHA 389-103 REGISTER OF NOTES SOLD		3		
303B2	FmHA 389-117	FmHA 389-117 LIST OF LOANS INVOLVED IN SALE *Retain current list only		*		
303B3	FmHA 451-5a	FmHA 451-5a ANNUAL PAYMENTS TO INVESTORS (Formerly FmHA 451-5) (Microform) *Retain 10 CY following date of payment		*10CY		
303B4	FmHA 389-153	FmHA 389-153 BLOCK SALE ANNUAL PAYMENT LIST BY CONTRACT NUMBER *Retain current list only		*		
303B5	FmHA 323-24	FmHA 323-24 SALE OF INSURED LOANS MADE FOR LATER SALE		3		
303C	FmHA 303-1	FmHA 303-1 SALE OF CERTIFICATES OF BENEFICIAL OWNERSHIP		3		
303C1		CERTIFICATE OF BENEFICIAL OWNERSHIP SEMI-ANNUAL TRIAL BALANCE *Retain last two runs (Microform)		*		
303D	28i24	INSURED LENDER FILES (By Name of Lender) *Retain 1 FY after closed		*1		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
303E	FmHA 389-115	FmHA 389-115 LOANS PAID IN FULL OR CALLED LIST *Retain current list only		*		
303F	FmHA 389-61 A	FmHA 389-61A TRIAL BALANCE OF HOLDER ACCOUNTS (By Holder Number)* Retain last two runs (Microform)		*		
303F1	FmHA 389-61 B	FmHA 389-61B TRIAL BALANCE OF HOLDER ACCOUNTS (By Borrower Case Number)* Retain last two runs (Microform)		*		
303G		SALE FROM INSURANCE FUND (Includes related county control & holder control listings)		3		
303G1		INSURED LOANS PURCHASED BY INSURANCE FUND (Includes related holder & borrowers control listing)		3		
303H	FmHA 303-25	FmHA 303-25 JOURNAL VOUCHER - ESTABLISH NEW HOLDER NAME AND/OR ADDRESS Retain 1 FY in FAB then destroyed				
<u>32</u>		<u>ADMINISTRATIVE ACCOUNTING</u>				
320		ACCOUNTING STATION POSTING MEDIA (By FY and Pay Period)		3		GRS 7-4a
320A1		DETAIL FOR SUPPORT OF ACCOUNTING STATION POSTING MEDIA (By FY and Pay Period)		3		GRS 7-4a
320A2		MDSC PAYROLL FOLDER-ABSTRACT OF TRANSACTIONS & RELATED RECONCILIATION WORK PAPERS		3		GRS 7-4a
320A3		LISTING OF CURRENT PAY CARDS (In Allotment Code Order)		3		GRS 7-4a
320A4		MDSC PAY PERIOD WORK FILES (PAY PERIOD _____)		3		GRS 7-4a
320A5		BI-WEEKLY ALLOTMENT SUMMARY LISTING - PAYROLL (In Allotment Code Order)		3		GRS 7-4a

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
320A6	FmHA 320-18	FmHA 320-18 DISTRIBUTION OF PAYROLL VOUCHERS & OBLIGATIONS		3		GRS 7-4a
320A7	FmHA 320-27	FmHA 320-27 PAYROLL TAPE ADJUSTMENT BLOCK SHEET Retained in FAB two pay periods after pay period balanced				
320A8	FmHA 320-28	FmHA 320-28 JOURNAL VOUCHER FOR PAYROLL TAPE ADJUSTMENTS-CHANGE OR DELETION CARD Retained in FAB two pay periods after pay period balanced				
320A9	FmHA 320-29	FmHA 320-29 JOURNAL VOUCHER FOR PAYROLL TAPE ADJUSTMENTS-CHANGE OR DELETION CARD Retained in FAB two pay periods after pay period balanced				
322	V12	ADMINISTRATIVE VOUCHER (GENERAL)		3		
322A	V12	MISCELLANEOUS LOAN COSTS & ADMINISTRATIVE VOUCHERS (By State)	X	3	3-3 mos	8GAO Chap 3 Section 12
322A1	V12	REAL PROPERTY INSURANCE VOUCHERS (By State)	X	3	3-3 mos	8GAO Chap 3 Section 12
322B	V12	RECORDING FEE VOUCHERS (By State)	X	3	3-3 mos	8GAO Chap 3 Section 12
322C	V12	POST OFFICE BOX RENT VOUCHERS (By State)	X	3	3-3 mos	8GAO Chap 3 Section 12
322D	V12	WESTERN UNION VOUCHERS (By State)	X	3	3-3 mos	8GAO Chap 3 Section 12
322E	V12	TAX VOUCHERS (By State)	X	3	3-3 mos	8GAO Chap 3 Section 12

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
322F	V12	PUBLIC VOUCHERS FOR ADVERTISING (By State) (Includes Standard Forms 1143 and 1144)	X	3	3-3 mos	8GAO Chap 3 Section 12
322G	V12	SF 1047 PUBLIC VOUCHERS FOR REFUND (Alphabetical By Name of Payee)	X	3	3-3 mos	8GAO Chap 3 Section 12
322H	V12	SF 1081 VOUCHERS & SCHEDULE OF WITHDRAWALS & CREDIT (Alphabetical By Name of Payee)	X	3	3-3 mos	8GAO Chap 3 Section 12
322HL	V12	SF 1081 VOUCHERS & SCHEDULE OF WITHDRAWALS & CREDIT (By Prefix Code)		4		
322i	V12	AD 38 PURCHASE ORDERS (By Purchase Order Number)	X	3	3-3 mos	8GAO Chap 3 Section 12
322J	V12	FmHA 320-1 RENTAL CONTROL (By State)	X	3	3-3 mos	8GAO Chap 3 Section 12
322K	V12	VENDORS (Alphabetical By Name of Vendor)	X	3	3-3 mos	8GAO Chap 3 Section 12
322L	V12	GSA PURCHASE ORDERS (By GSA Regional Offices)	X	3	3-3 mos	8GAO Chap 3 Section 12
322L1	V12	GSA RECEIPTS & INSPECTION (By GSA Regional Offices In Julian Date Order)	X	3	3-3 mos	8GAO Chap 3 Section 12
322L2	V12	GSA SUPPLY VOUCHERS (By GSA Region Number Then By State of GSA Billing Office)	X	3	3-3 mos	8GAO Chap 3 Section 12
322L3	V12	GSA MOTOR POOL VOUCHERS (By GSA Region Number Then By State of GSA Billing Office)	X	3	3-3 mos	8GAO Chap 3 Section 12

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
322L4	V12	GSA TELEPHONE VOUCHERS (By GSA Region Number Then By State of GSA Billing Office)	X	3	3-3 mos	8GAO Chap 3 Section 12
322L5	V12	GSA MISCELLANEOUS VOUCHERS (By GSA Region Number Then By State of GSA Billing Office)	X	3	3-3 mos	8GAO Chap 3 Section 12
322L6	V12	GSA DUPLICATING SERVICE VOUCHERS (By GSA Region Number Then By State of GSA Billing Office)	X	3	3-3 mos	8GAO Chap 3 Section 12
322L6A		GSA DUPLICATING SERVICE VOUCHERS - FINANCE OFFICE (By Month)	X	3	3-3 mos	8GAO Chap 3 Section 12
322L7	V12	SF 344 MULTIUSE STANDARD REQUISITIONING ISSUE SYSTEM STATEMENTS (By Julian Date) Retain in Property Section, Business Services Branch for 60 days after end of FY then forward to CFU	X	3	3-3 mos	8GAO Chap 3
322M	S26V	SPACE & SERVICE CONTRACT VOUCHER (By Location)	X	3	3-3 mos	8GAO Chap 3 Section 12
322N	FmHA 320-10	FmHA 320-10 CONTRACT AUDIT CARD Retained in FAB 1 FY after card becomes inactive or completely filled				
322Ø	SF 1103A	SF 1103A U. S. GOVERNMENT BILL OF LADING ISSUING OFFICE MEMORANDUM COPY (By Alphabetical Prefix in Numerical Order)		3		GRS 9-1a
322P	V12	FmHA 389-92 CREDIT REPORT VOUCHERS (Block File) (By Block Number & Processing Date) (Includes contracts & block listings)	X	3	3-3 mos	8GAO Chap 3 Section 12

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
322P1	FmHA 389-89	FmHA 389-89 REGISTER OF CREDIT REPORT TRANSACTIONS	X	3	3-3 mos	8GAO Chap 3 Section 12
322P2	FmHA 389-90 A &FmHA 389- 90B	FmHA 389-90A PAYMENTS TO CONTRACTOR AND FmHA 389-90B SCHEDULE OF PAYMENTS TO CONTRACTOR	X	3	3-3 mos	8GAO Chap 3 Section 12
322P3	FmHA 389-90 C	FmHA 389-90C REGISTER OF CREDIT REPORTS PAID	X	3	3-3 mos	8GAO Chap 3 Section 12
322P4	FmHA 389-96	FmHA 389-96 CREDIT REPORTS-UNMATCHED PAID LIST Retained in FAB 12 months after date of listing				
322P5	FmHA 389-97	FmHA 389-97 CREDIT REPORTS-DISCREPANCY LIST (By Processing Date) Retained in FAB 12 months after date of listing				
322P6	FmHA 389-98 A	FmHA 389-98A LIST OF CREDIT REPORTS - CLOSED ACCOUNTS Retain last two lists in FAB				
322P7	FmHA 389-98 B	FmHA 389-98B LIST OF CREDIT REPORTS - OPEN ACCOUNTS Retain last two list in FAB				
322P8	FmHA 389- 104	FmHA 389-104 REGISTER OF BORROWER NOT RECEIVING LOAN-CREDIT REPORT		3		
322P9	FmHA 389- 110	FmHA 389-110 REGISTER OF APPROVED CREDIT REPORTS (R & I REPORT)		3		
322P10	FmHA 389- 177	FmHA 389-177 LISTING OF CREDIT BUREAU ORDER TICKETS (Billing Paid But Obligation Never Received)		3		GRS 7-4a

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
322Q	SF 1169A	SF 1169A U. S. OF AMERICA TRANSPORTATION REQUESTS (In TR Number Order) Issuing Office Copy Obligating Copy: Retained in FAB until obligation is processed. If not processed in 6 FY, cancel and destroy.		3		GRS 9-3
322R	V12	SF 1185 SCHEDULE OF UNDELIVERABLE CHECKS FOR CREDIT TO GOVERNMENT ACCOUNTS	X	3	3-3 mos	8GAO Chap 3 Section 12
324	C37	CLAIMS (GENERAL)		2		
<u>34</u>		<u>LOAN ACCOUNTING</u>				
340	28C41	LOAN ACCOUNTING (GENERAL) (Includes Guaranteed Loans)		3		
340A	FmHA 348-8	FmHA 348-8 JOURNAL OF LOAN TRANSACTIONS		4	6	GRS 7-2
340B		DAILY MISCELLANEOUS REGISTER (Microform)		30		
340B1	FmHA 379-11	FmHA 379-11 REGISTER OF MISCELLANEOUS TRANSACTIONS (Microform)		30		
340B2	FmHA 379-12	FmHA 379-12 REGISTER OF CHARGES/CREDITS TO LOANS RECEIVABLE (Microform)		30		
340B3	FmHA 450-11	FmHA 450-11 DETAIL ANALYSIS OF CHARGES/CREDITS TO LOANS RECEIVABLE (Active accounts 9-30-69 to present) (Microform)		30		
340B4	FmHA 370-24	FmHA 370-24 DETAIL ANALYSIS OF LOAN ACCOUNTS (PAID ACCOUNTS FOR INDIVIDUAL & ASSOCIATION LOANS - ALL TYPES) (Formerly FSA 271)(Microfilm records for period 1936 - 1967) *Retain 15 FY from end of FY in which account was closed		*15		
340B5	FmHA 370-25 ⁴	FmHA 370-24 DETAIL ANALYSIS OF LOAN ACCOUNTS (Active Direct Real Estate (DRE) accounts converted to the Computer 1-8-68) (Microform)		30		
340B6	FmHA 370-24	FmHA 370-24 DETAIL ANALYSIS OF LOAN ACCOUNTS (Active insured Farm Ownership (IFO) accounts converted to the Computer 9-6-68) (Microform)		30		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
340B7	FmHA 370-24	FmHA 370-24 DETAIL ANALYSIS OF LOAN ACCOUNTS (Active Operating Type Credit (OTC) accounts converted to the Computer 7-1-69) (Microform)		30		
340B8		LOAN STATISTICAL REGIST S (Microfilm records for period 1936 - 1967) *Retain 15 FY from end of FY in which account was closed		*15		
340C		DISCREPANCY LISTS FOR BORROWER & HOLDER REGIST S Retained in Loan Accounting Branch (LAB) until April 30 of succeeding Cy				
340D		REGIST OF EXCESS COLLECTIONS		3		GRS 6-5b
340E		REGIST OF CLOSED NOTE ACCOUNTS DELETED FROM MAST DISK FILE		3		
340F	FmHA 300-12	FmHA 300-12 REQUEST FOR STATUS OF ACCOUNTS Retained in LAB 1 month after end of months activity				
340F1	2B14	CERTIFIED STATEMENT OF ACCOUNT (GENERAL)		2		
340G	FmHA 451-26	FmHA 451-26 TRANSACTION RECORD *Retain 1 month after prepared		*1mo		
340H		LOAN ADJUSTMENTS DOCUMENTS (Block File)(By Block Number Within Register Date)		4mos	2-8 mos	
340I	28C41	BORROWER ACCOUNTS - CORRESPONDENCE (By State)		2		GRS 6-5a
340J	C41	BAD FAITH CHARGED OFF ACCOUNTS (Alphabetical) *Retain 6 FY following date of Charge Off		*6		
342	28D64	EMERGENCY LOAN DESIGNATION		2		
346	FmHA 346-7	FmHA 346-7 INVENTORY & LEASE RECORD - ACQUIRED REAL ESTATE *Retain 3 FY after FY sold		*3		
346A	FmHA 346-8	FmHA 346-8 INVENTORY & LEASE RECORD - ACQUIRED LEAL ESTATE OPERATING RECORD DURING GOVERNMENT OWNERSHIP		3		GRS 6-5b
346B	FmHA 346-12	FmHA 346-12 DISPOSITION RECORD OF ACQUIRED CHATTELS Retain 1 FY in LAB after sold or otherwise disposed of them sent to CFU		3		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
346C	FmHA 455-15	FmHA 455-15 REPORT OF INVENTORY TRANSACTIONS		3		GRS 6-5b
346D	FmHA 346-14	FmHA 346-14 BLOCK SHEET OF MISCELLANEOUS RECEIVABLES (Includes Form FmHA 455-13, Report of Sale of Chattel Security & Form FmHA 455-14, invoice attached)		3		GRS 6-5b
346E	FmHA 346-15	FmHA 346-15 OTHER REAL ESTATE ACCOUNTS WORKSHEET FOR COMPUTATION OF ANNUAL INSTALLMENT (By Name of Borrower) Retain in LAB until borrower's account is paid in full				
346F		MISCELLANEOUS ACCOUNTS RECEIVABLE (INCLUDES OTHER REAL ESTATE ACCOUNTS AND DEFALCATION ACCOUNTS) (Microfilm records for period 1936 - 1967) *Retain 15 FY from end of FY in which account was closed		*15		
346G		LOAN LEDGER CARDS (Microfilm records for period 1936 - 1967) *Retain 15 FY from end of FY in which account was closed		*15		
346H	FmHA 346-13	FmHA 346-13 MISCELLANEOUS ACCOUNTS, INDIVIDUAL LEDGER CARDS (CLOSED ACCT'S) (FORMERLY FmHA 105) (Microfilm records for period 1936 - 1967) *Retain 15 FY from end of FY in which account was closed		*15		
346I	FmHA 346-13	FmHA 346-13 MISCELLANEOUS ACCOUNTS - LOAN LEDGER CARD (Formerly FmHA 105) (Accounts converted to Computer April 1975) (Microform)		30		
346J	FmHA 389-92	FmHA 389-92 BLOCK LIST FOR CREDIT REPORT TRANSACTIONS RETRO 3M		3		
348		DEPOSIT FUND CONTROL RECORD		3		GRS 6-5b
348A		CONDITIONAL COMMITMENT REGISTER		3		GRS 6-5b
348A1	FmHA 389-108	FmHA 389-108 DEPOSIT FUND COLLECTIONS & OTHER CLEARANCES (Formerly FmHA 389-91)		3		GRS 7-4a
348A2		REVERSAL OF CLEARANCE LISTING (SF 1098 Listing)		3		GRS 6-5b
348A3	FmHA 348-4	FmHA 348-4 JOURNAL VOUCHER FOR COLLECTION & CLEARANCE Retained in LAB 1 FY				

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
348A4	FmHA 389-51	FmHA 389-51 MONTHLY CLEARANCE LIST Retained in LAB 2 FY				
348A5	FmHA 389-25	FmHA 389-25A DEPOSIT FUND BALANCE LIST (By Deposit Date) A Retained in LAB until succeeding list has been balanced				
348A6	FmHA 389-25	FmHA 389-25B DEPOSIT FUND BALANCE LIST - DETAIL B Retained in LAB until succeeding list has been balanced (Microform)				
348A7		REGISTER OF DEPOSITS TO FUND SYMBOL 12F3875(20)		3		GRS 6-5
348B		BORROWER DAILY ACTIVITY CONTROL RECORD		1		
348B1	FmHA 389-64	FmHA 389-64 BORROWER FILE BALANCES BY FUND CODE Retained in LAB 1 month after Agriculture Credit Insurance Fund worksheet has been completed				
348B2	FmHA 389-43	FmHA 389-43 FILE CONTROL BALANCING LIST Retained in LAB until monthly activity is balanced				
348B3	FmHA 389-44	FmHA 389-44 ZERO BALANCE BETWEEN BORROWER FILES Retained in LAB until after monthly activity is balanced				
348C		HOLDER DAILY ACTIVITY CONTROL RECORD		1		
348C1	FmHA 389-57	FmHA 389-57 HOLDER FILE CONTROL BALANCING LIST Retained in LAB until after monthly activity is balanced				
348C2	FmHA 389-58	FmHA 389-58A ACTIVE TOTALS HOLDER MASTER FILE A Retained in LAB until after monthly activity is balanced				
348D		NATIONAL TOTALS - DAILY REGISTER		1		
348E		DAILY JOURNAL NUMBER REGISTER Retained in LAB 1 FY				

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
348F	FmHA 340-24	FmHA 340-24 LISTING OF NUMBERS ASSIGNED TO FmHA 360-6 (By FY) Retained in LAB 12 months after month prepared				
348G	FmHA 389-54	FmHA 389-54 DAILY TABULATION OF JOURNAL ACTIVITY BY TRANSACTION		3		GRS 7-4a
348G1	FmHA 389-70	FmHA 389-70 ITEMS PROCESSED OR REJECTED BY TYPE OF TRANSACTION Retained in LAB 3 months after item process through system				
348G2	FmHA 389-81	FmHA 389-81 ENTRIES TO JOURNAL OF LOAN TRANSACTIONS Retained in LAB until monthly activity is balanced				
<u>36</u>		<u>FINANCE CONTROL ACCOUNTING</u>				
360A	SF 1166A	SF 1166A VOUCHER & SCHEDULE OF PAYMENTS (Block File) (By FY and Schedule Number) (Includes attached list of payees)	X	3	3-3 mos	8GAO Chap 3 Section 12
360B	SF 1098	SF 1098 SCHEDULE OF CANCELLED CHECKS	X	3	3-3 mos	8GAO Chap 3 Section 12
360B1	SF 1184	SF 1184 UNAVAILABLE CHECK CANCELLATION	X	3	3-3 mos	8GAO Chap 3 Section 12
360C		DOCUMENT NUMBER REGISTER Retained 1 FY in Process Control Branch (PCB)				
360D	Various	FUND ANALYSIS (All Form Numbers and Documents)		1		
360E	FmHA 492-19	FmHA 492-19 FINANCIAL CHARACTERISTICS OF APPROVED APPLICANTS (Includes related block proof listing)		1		
360F		BLOCK FILES FOR LOAN PROCESSING DOCUMENTS (By Block Number & Register Date)		4 mos	2-8 mos	GRS 6-1
361	FmHA 361-1	FmHA 361-1 ALLOTMENT LEDGER BLOCK SHEET (By FY & Block Number)		3		GRS 7-4a

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
361A	FmHA 361-1A	FmHA 361-1A ALLOTMENT LEDGER DOCUMENT BLOCK SHEET - SUPPLEMENT		3		GRS 7-4a
361B	FmHA 361-2	FmHA 361-2 ALLOTMENT LEDGER BLOCK CONTROL REGISTER		3		GRS 7-4a
361B1	FmHA 361-3	FmHA 361-3 ALLOTMENT LEDGER BLOCK CONTROL REGISTER PAYROLL		3		GRS 7-4a
361C	FmHA 370-15	FmHA 370-15 ALLOTMENT SUMMARY LISTING - ADMINISTRATIVE	X	3	3-3 mos	8GAO Chap 3 Section 12
361C1	FmHA 379-10	FmHA 379-10 ALLOTMENT SUMMARY LISTING - LOANS	X	3	3-3 mos	8GAO Chap 3 Section 12
361C2		DISCREPANCY LIST - LOANS		1		
361D	FmHA 389-72 B	FmHA 389-72B M-F-D ALLOTMENT SUMMARY TABULATION Retained in FAB until after balancing activity is completed				
361E	FmHA-361-4	FmHA 361-4 APPROPRIATION LEDGER (Detail Distribution, Master & Appropriation Cards)		3	7	GRS 7-3
361F		ALLOTMENT ADVICE REGISTER Retained in FAB 2 FY				
361G	FmHA 389-65 B	FmHA 389-65B Y-T-D TABULATION LOAN STATISTICAL FILE Retained in FAB 12 months after month balanced				
361H		BUDGET AND ALLOTMENT LEDGERS (Microfilm records for period 1936 - 1967) *Retain 15 FY from end of FY in which account was closed		*15		
362	FmHA 362-1	FmHA 362-1 GENERAL LEDGER BLOCK SHEET		3		GRS 7-4a
362A	FmHA 362-3	FmHA 362-3 GENERAL LEDGER CARD (Formerly SF 1014A)		3	7	GRS 7-2
362B		GENERAL LEDGER DOCUMENTS (INCLUDES JOURNALS, VOUCHERS, BLOCK REGISTER, BLOCK SHEETS, ETC.) (Microfilm records for period 1936 - 1967) *Retain 15 FY from end of FY in which account was closed		*15		
362C	SF 1017G	SF 1017G JOURNAL VOUCHER (By Month & Within Each Month by Entities)		3		GRS 7-4a

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
362D	FmHA 389-09	FmHA 389-09 INTEREST ACCURAL TABULATION GENERAL LEDGER & APPROPRIATION ACCOUNTING		3		GRS 7-4a
362D1	FmHA 389-09 A	FmHA 389-09A VALUATION ALLOWANCE		3		GRS 7-4a
362E		REGISTER OF ACCOMPLISHED DOCUMENTS		3		GRS 7-4a
362F	FmHA 389-63 B	FmHA 389-63B SUMMARY OF MONTHLY JOURNALS OF LOAN TRANSACTIONS JOURNAL CONTROL Retained in FAB until subsequent summary is received				
362G	FmHA 389-63 C	FmHA 389-63C SUMMARY OF JOURNAL ACTIVITY OF LOAN TRANSACTIONS JOURNAL CONTROL Retain in FAB current summary				GRS 6-5b
362G1	FmHA 389-63 D	FmHA 389-63D SUMMARY OF CUMMULATIVE JOURNAL ACTIVITY OF LOAN TRANSACTIONS (Microform)		3		
362H		MONTHLY REPORT OF CAPITALIZED EQUIPMENT INVENTORY TRANSACTIONS - GENERAL LEDGER SUPPORT FILE (By Month) (Includes Form FmHA 122-40 for National Office & Puerto Rico and Form 122-47 for state, county & Finance Office with supporting documents attached (Converted to Microform September 1975)		3		GRS 7-4a
363	FmHA 363-1	FmHA 363-1 COLLECTION MEMO BY DATE OF DEPOSIT		3		GRS 6-5b
363A		DAILY COLLECTION LISTING		3		GRS 6-5b
363A1	FmHA 363-15	FmHA 363-15 DAILY COLLECTION WORK SHEET Retained in FAB 1 FY		3		
363B	2B14	DIRECT PAYMENTS (GENERAL)		2		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
363B1	FmHA 389-78	FmHA 389-78 DAILY REGISTER OF DIRECT PAYMENTS (Microform) Hard copy retained until balanced		3		GRS 6-5b
363B2		DAILY REGISTER OF FEDERAL RESERVE BANK (Includes form: FmHA 389-194)		3		GRS 6-5b
363B3	FmHA 389-195A	FmHA 389-195A DAILY REGISTER OF 2A COUNTY OFFICE COLLECTIONS (Microform)		4		
363B4		DIRECT PAYMENT BLOCK LISTING (Microform)		4		
363B5		RURAL HOUSING DIRECT PAYMENT LIST (Microform)		4		
363B6		FmHA 314-3 RECORD OF DIRECT REMITTANCE Retained in FAB 1 FY		4		
363C		FRB LISTING		3		GRS 6-5b
363D		LIST OF UNCOLLECTIBLE ITEMS		3		GRS 6-5b
363E	2T8	SCHEDULE OF REMITTANCES (GENERAL) (By State)		3		GRS 6-5b
363E1	FmHA 451-2	FmHA 451-2 SCHEDULE OF REMITTANCES (Converted to Microform September 1975)		3		GRS 6-5b
363E2	FmHA 451-29	FmHA 451-29 SCHEDULE OF REMITTANCES TO FEDERAL RESERVE BANK		3		GRS 6-5b
363F	FmHA 104-1	FmHA 104-1 PUBLIC INFORMATION RECEIPT		3		GRS 6-5b
363F1	FmHA 451-1	FmHA 451-1 RECEIPT FOR PAYMENT		3		GRS 6-5b
363G	FmHA 363-12	FmHA 363-12 CHARGE OR CREDIT SLIP (By Month)		3		GRS 6-5b

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
363H	FmHA 363-19 A, 19B, 20A & 20B	FmHA 363-19A, 19B, 20A & 20B BLOCK SHEET		3		GRS 6-5b
363i	2049	SERVICING & COLLECTIONS (GENERAL)		2		
363J		REGISTER OF BLOCK NUMBERS ASSIGNED Retained in FAB 1 FY				
363K		MICROFILM RECORD OF REMITTANCES ITEMS (Checks) Retain 4 FY in FAB				
363L	TD 448	TD 448 BANK'S ACKNOWLEDGMENT OF CASH REDEMPTION OF UNCOLLECTIBLE CHECK		3		GRS 6-5
366	FmHA 389-04 A	FmHA 389-04A ADJUSTMENT VOUCHER OR SCHEDULE OF WITHDRAWALS & CREDITS	X	3	3-3 mos	8GAO Chap 3 Section 12
366A	FmHA 389-04 B	FmHA 389-04B ADJUSTMENT VOUCHER OR SCHEDULE OF WITHDRAWALS & CREDITS	X	3	3-3 mos	8GAO Chap 3 Section 12
366B	FmHA 360-6	FmHA 360-6 ADJUSTMENT VOUCHER OR SCHEDULE OF WITHDRAWALS & CREDITS - (Numerically By Document Number & Prefix Code)	X	3	3-3 mos	8GAO Chap 3
369	SF 1151	SF 1151 NON EXPENDABLE TRANSFER AUTHORIZATION *Retain in FAB 2 FY after termination of account then sent to CFU		*1		GRS 7-4a
<u>38</u>		<u>DATA PROCESSING</u>				
380		U. S. Vs IBM - COURT SUIT - CORRESPONDENCE *Retain 3 FY after the suit has been settled		*		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
380A		COMPUTER RUN BOOKS (Includes actual programs & data output samples) Retain in PCB until system and programs pertaining to system are discontinued				
380B		COBOL PROGRAMS (Microform)		4		
<u>39</u>		<u>FINANCIAL REPORTS</u>				
390	36	REPORTS - CORRESPONDENCE (GENERAL)		2		
390A	36	WORKING PAPERS FOR ALL REPORTS Retained 1 FY in Management Reports Staff (MRS) then sent to CFU		2		GRS 6-5b
(392 Series - Weekly Reports)						
392A1	36	204-STATUS OF ALLOTMENTS OR DISTRIBUTION A. APPROPRIATION CONTROLS B. LOAN ALLOTMENTS OR DISTRIBUTION Retained 1 FY in MRS				
392A2	36	206-OBLIGATION ACTIVITY FOR SELECTED APPROPRIATIONS Retained 1 FY in MRS				
392A3	36	217-REPORT OF SALES, ORDERS & REPURCHASES OF INSURED LOANS Retained 1 FY in MRS				
(393 Series - Bi-Weekly Reports)						
393A	36	302-REPORT OF NEW NORMAL & PAYROLL COST INFORMATION Retained 1 FY in MRS				GRS 5-4

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
393A1	36	304-TRANSMITTAL - TIME & ATTENDANCE REPORTS Retain current transmittal only in MRS				
393A2	36	306-MINORITY GROUP EMPLOYMENT CENSUS Retained 1 FY in Personnel Staff (PS) then sent to CFU		1		GRS 1-16
(395 Series - Monthly Reports)						
395A	36	500-WORK MEASUREMENT TIME STUDY Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
395A1	36	502-STATUS OF ALLOTMENT LEDGER ACCOUNTS (June 30 and December 31) (All other months) Retained 1 FY in MRS then sent to CFU		3	6	GRS 5-5b
				2		
395A2	36	503 A. REPORT OF APPROPRIATION TOTALS B. REPORT OF ACTIVITY ON PRIOR & MULTIPLE YEAR APPROPRIATION C. STATUS OF REIMBURSABLE ACCOUNTS (June 30 and December 31) (All other months) Retained 1 FY in MRS then sent to CFU		3	6	GRS 5-5b
				2		
395A3	36	504-REPORT OF LOANS & GRANTS OBLIGATED BY COUNTY (June 30 report)		1		
395A4	36	505-DISTRIBUTION TO AGRICULTURAL CREDIT INSURANCE FUND AND RURAL HOUSING INSURANCE FUND OF SELECTED ITEMS RECORDED IN THE RECORDS OF THE TRUSTEE BY GOVERNMENT NATIONAL MORTGAGE ASSOCIATION Retained 1 FY in MRS then sent to CFU		3	3	
395A5	36	506-REPORT OF LOANS MADE (June 30 and December 31) (All other months) Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b GRS 6-5a
				1		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
395A6	36	508-REPORT OF COLLECTIONS SCHEDULE Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
395A7	36	509-REPORT OF RH DISASTER AND EM LOANS MADE PERTAINING TO MAJOR DISASTERS DECLARED BY THE PRESEIDENT Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
395A8	36	511-CERTIFICATION OF BF-84, SUMMARY OF TRANSACTIONS - ALLOCATED FUNDS Retained 1 FY in MRS then sent to CFU		1	3	
395A9	36	515-REPORT ON BUDGET EXECUTION Retained 1 FY in MRS then sent to CFU		1	3	
395A10	36	516-STATEMENT OF TRANSACTIONS & LIST OF CONFIRMED CERTIFICATES OF DEPOSIT & DEBIT VOUCHERS (Includes SF-224, AD 195 & SF 219)	X	3	3-3 mos	SGAO Chap 3 Section 12
395A10A		RELATED MANUAL PROCEDURES & CORRESPONDENCE PERTAINING TO RC 516 Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
395A11	36	518-REPORT OF OBLIGATIONS FOR ADMINISTRATIVE EXPENSE (By Object Classification and Obligation and Expenditure Codes) (June 30 report) Retained 1 FY in MRS				
395A12	36	519-REPORT ON OBLIGATIONS (By Object Class Symbol) Retained 1 FY in MRS then sent to CFU		1	3	
395A13	36	521-COMPUTATION OF INTEREST PAYABLE ON BORROWED FUNDS Retained 1 FY in MRS then sent to CFU		1	3	
395A14	36	522-FINANCE OFFICE WORK LOAD REPORT Retained 1 FY in MRS then sent to CFU		1		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
395A15	36	523-GENERAL LEDGER TRIAL BALANCE Retained 1 FY in MRS then sent to CFU		3	6	GRS 7-2
395A16	36	525-REPORT OF ACTIVITY ON MORTGAGES IN PARTICIPATION POOLS Retained 1 FY in MRS then sent to CFU		3	6	
395A17	36	527-SUMMARIES OF RECEIVABLES FROM JOURNAL OF LOAN TRANS- ACTIONS & DETAIL BORROWER ACCOUNTS (Cumulative Quarterly) Retained 1 FY in MRS then sent to CFU		3	6	GRS 7-2
395A18	36	529-REPORT OF LOANS MADE BY FARMERS HOME ADMINISTRATION SUBJECT TO TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 Retained 1 FY in MRS then sent to CFU		1		
395A19	36	533-REPORT OF SALES OF FINANCIAL ASSETS (Cumulative Monthly Report) Retain June 30 report only 1 FY in MRS then sent to CFU		3	6	
395A20	36	534-REPORT OF MONTHLY ACTIVITY OF INSURED LOANS PURCHASED, SOLD OR MADE BY THE AGRICULTURE CREDIT INSURANCE FUND Retained 1 FY in MRS then sent to CFU		3	6	
395A21	36	535-INVENTORY OF PAMPHLETS Retained 1 FY in MRS				
395A22	36	537-SURVEY OF MORTGAGE LENDING ACTIVITY Retained 1 FY in MRS				
395A23	36	539-REPORT OF TRANSFERS AND/OR DEPOSITS TO REVOLVING & TRUST FUND ACCOUNTS Retained 1 FY in MRS then sent to CFU		1		GRS 5-6
395A24	36	544-REPORT OF INSURED LOAN ACTIVITY Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
395A25	36	549-DISTRIBUTION OF OBLIGATIONS FOR ADM. EXPENSE BY LOAN PROGRAM Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
395A26	36	551-REPORT OF SELECTED BALANCES FOR STATING BUDGET RESULTS ON THE ACCRUAL BASIS Retained 1 FY in MRS then sent to CFU		1	3	
395A27	36	559-CUMULATIVE OUTLAY FOR FY _____ Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
395A28	36	561-MONTHLY STATISTICAL FILE, DETAIL SUMMERIZATION LISTING Retained 1 FY in MRS then sent to CFU		5		
395A29	36	563-NUMBER & AMOUNT OF PREAPPLICATION ON HAND & APPLICATIONS AWAITING OBLIGATION OF FUNDS Retained 1 FY in MRS				
395A30	36	564-INSURED FO LOANS WHICH INCLUDE FUNDS IN TOTAL CASH COST OBTAINED FROM SOURCES APART FROM FO LOAN FUNDS Retained 1 FY in MRS				
395A31	36	566-SECTION 502 RURAL HOUSING LOANS FOR DWELLINGS AND RURAL RENTAL HOUSING LOANS (Cumulative Monthly Report) Retain June 30 report only 1 FY in MRS then sent to CFU		1		
395A32	36	569-MONTHLY REPORT OF EMPLOYMENT Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
395A33	36	570-LOANS OBLIGATED TO ASSOCIATIONS & ORGANIZATIONS Retained 1 FY in MRS				
395A34	36	573-SUMMARY OF GUARANTEED EMERGENCY LIVESTOCK LOAN ANALYSIS Retained 1 FY in MRS				

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
395A35	36	574-DIRECT SALES OF THE FARMERS HOME ADMINISTRATION Retained 1 FY in MRS then sent to CFU		2		
395A36	36	575-SYNDICATE OF ST. LOUIS POOLS COMPUTATION OF AMOUNT OF UNPAID PRINCIPAL AVAILABLE FOR SALE Retained 1 FY in MRS then sent to CFU		3		
395A37	36	577-VALUE OF ACCURED ANNUAL LEAVE Retained 1 FY in MRS then sent to CFU		1		GRS 1-16
395A38	36	580-RURAL HOUSING MONTHLY PAYMENT STATUS REPORT Retain current report in mailroom (MR)				
395A39	36	581-RURAL HOUSING MONTHLY PAYMENT DELINQUENCY REPORT Retained 1 FY in MRS				
395A40	36	592-REPORT OF MONTHLY ACTIVITY OF ACQUIRED PROPERTY Retained 1 FY in MRS then sent to CFU		1		
395A41	36	596-SUMMARIZATION REPORT OF FORMS Retained 1 FY in MRS then sent to CFU		1		GRS 3-5a
(396 Series - Quarterly Reports)						
396A	36	601-SUMMARY OF FARM MORTGAGE LENDING EXPERIENCE OF THE FmHA Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
396A1	36	602-REPORT OF OPERATING LOANS & CREDIT FROM OTHER SOURCES Retained 1 FY in MRS				
396A2	36	603-REPORT OF COMMUNITY SERVICES LOANS & GRANTS FOR WATER & WASTE DISPOSAL Retained 1 FY in MRS				

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
396A3	36	606-PERSONNEL ROSTER REPORT Retained 1 FY in MRS then sent to CFU		1		GRS 1-16
396A4	36	607-AUTOMATIC DATA PROCESSING REPORTS SYSTEMS & REMOTE UTILIZATION (DA, DI, DE, & DO CARDS) Retained 1 FY in MRS then sent to CFU		2		GRS 20-I-6
396A5	36	608-REPORT OF OUTSTANDING LOAN BALANCES BY FARMERS HOME ADMINISTRATION ACCOUNTING ENTITY Retained 1 FY in MRS then sent to CFU		1		GRS 5-6
396A6	36	610-REPORT OF ASSISTANCE PROVIDED UNDER FEDERAL AGENCIES SHARING PLAN Retained 1 FY in MRS then sent to CFU		1		GRS 3-5a
396A7	36	611-REPORT OF FEDERAL PARTICIPATION IN ENROLLEE PROGRAMS Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
396A8	36	612-INTERNATIONAL TRANSACTIONS OF THE FEDERAL GOVERNMENT Retained 1 FY in MRS then sent to CFU		1		
396A9	36	613-REPORT OF TIME SPENT BY FINANCE OFFICE EMPLOYEES FOR AGENCY FOR INTERNATIONAL EMPLOYMENT Retained 1 FY in MRS then sent to CFU		1		
396A10	36	614-REPORT OF ADP SERVICE PROVIDED TO ANOTHER AGENCY OR OBTAINED FROM A COMMERCIAL SOURCE Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
396A11	36	615-REPORT OF ACTIVE BORROWERS REPAYMENT STATUS BY COUNTY (Cumulative Quarterly Report) Retain June 30 & December 31 reports 1 FY in MRS then sent to CFU		2		GRS 6-5b

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
196A12	36	616-ACTIVE BORROWERS DELINQUENT (Cumulative Quarterly Report) Retain June 30 & December 31 reports 1 FY in MRS then sent to CFU (Converted to Microform June 1975)		2		GRS 6-5b
196A13	36	624-REPORT OF INTEREST ACCURALS & PAYMENTS ON OBLIGATIONS SUBJECT TO THE FEDERAL ASSETS LIQUIDATIONS TRUST/FEDERAL ASSETS FINANCING TRUST Retained 1 FY in MRS then sent to CFU		3	6	
196A14	36	630-PROJECTED LIABILITY FOR PREMIUM INTEREST Retained 1 FY in MRS then sent to CFU		1		
196A15	36	632-REPORT OF EM LOANS WITH UNPAID PRINCIPAL OF \$50,000 OR MORE Retained 1 FY in MRS				
196A16	36	633-EMERGENCY LIVESTOCK CHARACTERISTICS REPORT Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
196A17	36	647-FINANCIAL STATEMENTS REQUIRED BY TREASURY DEPARTMENT CIRCULAR NO. 966 Retained 1 FY in MRS then sent to CFU		2	12	
196A18	36	649-REPORT OF DEBT SETTLEMENT COLLECTIONS OVER 90 DAYS OLD Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
196A19	36	650-REPORT OF DELINQUENT ADJUSTMENT AGREEMENTS Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
196A20	36	656-ALLOWANCE FOR LOSSES Retained 1 FY in MRS then sent to CFU		1	3	

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
396A21	36	657-RECONCILIATION OF UNLIQUIDATED OBLIGATIONS (Includes Quarterly Shuttle Adding Tapes) Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
396A22	36	669-MORATORIA ON SECTIONS 502 & 504 RURAL HOUSING LOANS Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
(397 Series - Semi-Annual Reports)						
397A	36	701-REPORT OF ORGANIZATIONS RECEIVING ANNUAL ADVANCES OF \$1,000,000 OR MORE Retained 1 FY in MRS then sent to CFU		2		GRS 8-7b
397A1	36	702-SEMIANNUAL COUNTY REPORT A. BORROWERS RECLASSIFIED TO COLLECTION ONLY B. BORROWERS WHOSE LOANS HAVE BEEN SATISFIED Retained 1 FY in MRS				
397A2	36	703-SECTION 502 RURAL HOUSING LOANS AVERAGE ADJUSTED FAMILY INCOME Retained 1 FY in MRS				
397A3	36	704-REPORT OF EMERGENCY LOANS MADE PERTAINING TO DISASTERS DECLARED BY THE SECRETARY, ADMINISTRATOR OR STATE DIRECTOR Retained 1 FY in MRS then sent to CFU		2		GRS 8-7b
397A4	36	705-SEMIANNUAL CASELOAD REPORT Retained 1 FY in MRS				
397A5	36	708-REPORT OF LOAN OBLIGATIONS BY RACE Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
397A6	36	709-SEMIANNUAL LOAN REPORT Retained 1 FY in MRS then sent to CFU		1		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
397A7	36	710-DIRECT & INSURED RH LOANS - USE OF FUNDS Retained 1 FY in MRS then sent to CFU		1		
397A8	36	711-SECTION 502 INSURED INITIAL HOUSING BORROWERS LOW OR MODERATE INCOME WHO RECEIVED INTEREST CREDIT Retained 1 FY in MRS				
397A9	36	713-REPORT OF VACANT POSITIONS Retained 1 FY in PS then sent to CFU		1		GRS 1-16
397A10	36	718-RURAL COMMUNITY PROJECTS Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
397A11	36	721-REPORT OF DELINQUENT ASSOCIATION & OTHER MISC. TYPE LOANS Retained 1 FY in MRS				
397A12	36	723-INVENTORY OF ACQUIRED REAL PROPERTY Retained 1 FY in MRS then sent to CFU		2		
397A13	36	724-PROFILE OF STATE DATA - BORROWERS, LOANS & GRANTS MADE, WORKLOAD & STAFFING Retained 1 FY in MRS				
397A14	36	725-COMPARISON OF LOANS TO RURAL HOUSING BORROWERS WITH AND WITHOUT INTEREST CREDITS Retained 1 FY in MRS				
397A15	36	727-REPORT OF SECTION 502 INTEREST CREDIT LOANS WHICH RESULTED IN FORECLOSURE OF VOLUNTARY CONVEYANCE Retained 1 FY in MRS then sent to CFU		2		GRS 8-7b
397A16	36	729-REPORT ON PLANS FOR PROGRESS IN THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM Retained 1 FY in MRS then sent to CFU		1		GRS 1-16

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
397A17	36	733-OUTSTANDING PRINCIPAL BALANCES ON LABOR HOUSING LOANS & RURAL RENTAL HOUSING LOANS TO ORGANIZATIONS Retained 1 FY in MRS				
397A18	36	734-CONGRESSIONAL SUMMARY OF FmHA PROGRAMS Retain 1 FY in MRS				
397A19	36	738-REPORT ON LOANS CLOSED UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
397A20	36	739-REPORT OF LOANS MADE BY FARMERS HOME ADMINISTRATION SUBJECT TO TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
397A21	36	743-REPORT OF PRIOR YEAR UNLIQUIDATED OBLIGATIONS Retained 1 FY in MRS				
397A22	36	745-RACIAL TARGETS & ACTUAL ACCOMPLISHMENTS REPORT Retained 1 FY in MRS				
397A23	36	752-STATEMENT NUMBER 4, STATUS OF FARMERS HOME ADMINISTRA- TION LOANS SHOWING CUMULATIVE ADVANCES, REPAYMENTS, & BALANCES (June & December) Retained 1 FY in MRS then sent to CFU		5		
397A24	36	755-REPORT ON PROCUREMENT BY CIVILIAN EXECUTIVE AGENCIES Retained 1 FY in MRS then sent to CFU		1		GRS 3-5a
397A25	36	765-FINANCIAL STATEMENTS FOR INSURED LOAN PROGRAMS Retained 1 FY in MRS then sent to CFU		4		
397A26	36	768-REPORT OF PENDING INVESTIGATION CASES Retained 2 FY in MRS then sent to CFU		2		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
(398 Series - Annual Reports)						
398A	36	800-AUTOMATIC DATA PROCESSING REPORTS 1. Unit Identification Report (US Cards) 2. ADPE Inventory Report (SA, MA, and MZ Cards) 3. System Functional Use Data (SF Cards) 4. Agency Functional Use (HF Cards) 5. Unit ADP Manpower and Cost Data (FA-FE Cards) 6. Hardware System Data (GA Cards) 7. Agency Manpower and Cost Data (GB & GC Cards) Retained 1 FY in MRS then sent to CFU		2		GRS 20-I-6
398A1	36	801-REPORT OF DIRECT LOANS TO PUBLIC BODIES Retained 1 FY in MRS then sent to CFU		2		GRS 8-7b
398A2	36	802-ANNUAL REPORT OF LOANS (Other Than Operating Type) Part B-Borrowers' Accounts Part C-Borrowers' Loan Insurance Accounts Part D-Number of Borrowers Whose Accounts Have Been Satisfied Part E-Annual Installments Part F-Amounts Refinanced Part G-Recoverable Cost Charges Part J-Borrowers Whose Loan Insurance Accounts Have Been Satisfied Part M-Interest Accruals & Interest Credits on Advances From The Fund Part N-Extra Payments on Paid-In-Full Water Facilities Loans to Associations Part O-Listing of Collection-Only Accounts Retained 1 FY in MRS then sent to CFU		1		
398A3	36	803-ANNUAL REPORT OF PERSONNEL MANAGEMENT EVALUATION PROGRAM Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
98A4	36	804-ASSOCIATION LOANS - USE OF FUNDS Retained 1 FY in MRS				GRS 8-8b(3)
98A5	36	805-REPORT OF OBLIGATIONS BY OBJECT CLASSIFICATION Retained 1 FY in MRS then sent to CFU		1	3	
98A6	36	806-REPORT OF FINANCIAL CHARACTERISTICS OF APPROVED APPLICANTS Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
98A7	36	807-REPORT OF OUTSTANDING PERFORMANCE RATINGS Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
98A8	36	808-REPORT ON COSTS OF OUTSIDE TRAINING Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
98A9	36	809-PAYROLL EXPENDITURE REPORT Retained 1 FY in MRS then sent to CFU		1		
98A10	36	810-OPERATING LOAN & FARM OWNERSHIP LOAN BORROWERS PROGRESS REPORT Retained 1 FY in MRS				
98A11	36	811-REPORT OF INSURED LOANS BY INVESTORS Retained 1 FY in Finance Accounting Branch (FAB) then sent to CFU		2		
98A12	36	812-REPORT OF INTEREST CREDITS BY NOTE INTEREST RATE FOR 19____ Retained 1 FY in MRS then sent to CFU		2		GRS 8-7b
98A13	36	813-ANNUAL COUNTY REPORT-NUMBER OF BORROWERS WHOSE DEBTS HAVE BEEN REFINANCED THROUGH OTHER CREDIT SOURCES Retained 1 FY in MRS				

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
398A14	36	815-REPORT OF CUMULATIVE COLLECTIONS (Principal & Interest) BY COUNTY Retained 1 FY in MRS then sent to CFU		1		
398A15	36	818-BUSINESS-TYPE BUDGET STATEMENTS Retained 1 FY in MRS then sent to CFU		1	3	GRS 5-5a
398A16	36	819-REPAYMENTS & PROCEEDS APPLICABLE TO WATER CONSERVATION & UTILIZATION PROJECTS Retained 1 FY in MRS then sent to CFU		1		
398A17	36	821-REPORT OF GOVERNMENT OWNED LANDS UNDER LEASE Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
398A18	36	822-REPORT OF COLLECTIONS RECEIVED BY STATES Retained 1 FY in MRS then sent to CFU		3	6	
398A19	36	824-REPORT OF COMMERCIAL OR INDUSTRIAL ACTIVITIES Retained 1 FY in MRS then sent to CFU		3		
398A20	36	825-REPORT ON PAYMENT OF CALIFORNIA SALES TAX Retained 1 FY in MRS then sent to CFU		1	3	
398A21	36	826-REPORT OF DONATED ADMINISTRATIVE PROPERTY Retained 1 FY in MRS then sent to CFU		1		GRS 3-5a
398A22	36	827-MULTIPLE HOUSING-USE OF FUNDS Retained 1 FY in MRS then sent to CFU		1		
398A23	36	828-A. REPORT OF LOANS MADE-PRIOR YEAR FUNDS B. ANALYSIS OF CHANGES IN PRIOR YEAR OBLIGATIONS FOR LOANS & GRANTS TO ASSOCIATIONS Retained 1 FY in MRS then sent to CFU		1		
398A24	36	829-REPORT OF FINANCIAL MANAGEMENT IMPROVEMENT ACTIVITIES Retained 1 FY in MRS then sent to CFU		2		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
98A25	36	831-REPORT OF PAYMENTS TO OR IN AID OF STATES, TERRITORIES & POSSESSIONS Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
98A26	36	832-RURAL HOUSING USE OF FUNDS-REPORT OF AVERAGE INCOME, NUMBER IN HOUSEHOLD & PURPOSES BY RACE Retained 1 FY in MRS then sent to CFU		2		GRS 8-7b
98A27	36	834-CONSOLIDATED STATEMENTS OF FINANCIAL CONDITION & EXPENSES Retained 1 FY in MRS then sent to CFU		3	6	
98A28	36	836-STATEMENT NO. 6, SUMMARY STATEMENT OF FmHA PROGRAM BY MAJOR PURPOSES FOR ALL FUNDS ALLOCATED TO THIS ADMINISTRATION Retained 1 FY in MRS then sent to CFU		1		
98A29	36	837-REPORT UNDER SECTION 1311 OF PUBLIC LAW 663 Retained 1 FY in MRS then sent to CFU		1	3	GRS 5-5a
98A30	36	838-TRIAL BALANCE OF THE MISCELLANEOUS ACCOUNTS RECEIVABLE Retained 1 FY in MRS then sent to CFU		1		
98A31	36	839-REPORT ON EMPLOYEE SUGGESTION PROGRAM Retained 1 FY in MRS then sent to CFU		1		GRS 1-16
98A32	36	843-OTHER REAL ESTATE ACCOUNTS - TRIAL BALANCE OF INACTIVE LEASE ACCOUNTS & BALANCES OF CANCELLED LEASE & PURCHASE CONTRACTS Retained 1 FY in MRS then sent to CFU		1		
98A33	36	844-ANNUAL REPORT OF INCENTIVE AWARDS & QUALITY INCREASES Retained 1 FY in MRS then sent to CFU		2		GRS 1-13
98A34	36	845-LISTING OF ACCOUNTS WRITTEN OFF FOR ACTIVE BORROWERS Retained 1 FY in MRS then sent to CFU		1	3	

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
398A35	36	846-DIRECT & INSURED FARM OWNERSHIP LOANS-USE OF FUNDS Retained 1 FY in MRS				GRS 8-8b(3)
398A36	36	847-REPORT OF FEDERAL OUTLAYS BY GEOGRAPHIC AREA Retained 1 FY in MRS then sent to CFU		2		
398A37	36	853-DIRECT & INSURED SOIL & WATER CONSERVATION LOANS TO INDIVIDUALS - USE OF FUNDS Retained 1 FY in MRS				GRS 8-8b(3)
398A38	36	854-REPORT OF INSURED LOANS ELIGIBLE FOR REDEMPTION Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
398A39	36	855-SUPPLY ACTIVITY REPORT Retained 1 FY in MRS then sent to CFU		1		GRS 3-5a
398A40	36	856-REPORT OF ADMINISTRATIVE COSTS BY COUNTY & CONGRESSIONAL DISTRICT Retained in MRS then sent to CFU		2		
398A41	36	857-OPERATION REVIEW TALLY SUMMARY Retained 1 FY in MRS				
398A42	36	858-DISTRIBUTION OF 19__ MAN YEARS Retained 1 FY in MRS then sent to CFU		2		
398A43	36	859-STATEMENT NO. 1, STATUS OF FmHA ADMINISTRATIVE ACCOUNTS & INSURED FUND ACCOUNTS Retained 1 FY in MRS then sent to CFU		1		
398A44	36	860-BORROWER'S GRADUATION REPORT Retained 1 FY in MRS				
398A45	36	861-ANNUAL REPORT OF UTILIZATION & DISPOSAL OF EXCESS & SURPLUS PERSONAL PROPERTY Retained 1 FY in MRS				

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
398A46	36	863-ANNUAL REPORT OF VALUE OF OFFICE SUPPLY ISSUES & INVENTORY Retained 1 FY in MRS then sent to CFU		1		GRS 3-10a
398A47	36	864 A. ANNUAL REPORT OF REAL PROPERTY LEASED TO THE U. S. B. COMPARATIVE SUMMARY OF PROPERTIES LEASED TO THE U. S. Retained 1 FY in MRS then sent to CFU		1		GRS 11-2b(2)
398A48	36	866-ANNUAL REPORT OF RECORDS HOLDING Retained 1 FY in MRS then sent to CFU		2		GRS 16-6
398A49	36	868-USE OF OPERATING LOANS & OTHER CREDIT FUNDS Retained 1 FY in MRS				GRS 8-8b(3)
398A50	36	869-REPORT OF SPECIAL TRUST & GENERAL FUND RECEIPTS COVERED INTO U. S. TREASURY Retained 1 FY in MRS then sent to CFU		2		GRS 6-5
398A51	36	877-REPORT OF FUNDS DEPOSITED TO GENERAL FUND RECEIPT ACCOUNT 122469 Retained 1 FY in MRS then sent to CFU		1		GRS 5-6
398A52	36	878-REPORT OF SPACE USE BY BUILDING Retained 1 FY in MRS				GRS 11-2b(2)
398A53	36	880-REPORT OF POSITION REVIEWS UNDER SECTION 1310d OF THE WHITTEN AMENDMENT Retained 1 FY in MRS then sent to CFU		1		GRS 1-16
398A54	36	881-REPORT OF FINANCIAL TRANSACTIONS IN PUERTO RICO Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
398A55	36	883-TRIAL BALANCE OF EMPLOYEE ACCOUNTS Retained 1 FY in MRS then sent to CFU		1		

New Subject Code	Old Subject Code	File Heading	GAO	Retention Period		Authority
				CFU	FRC	
398A56	36	885-OTHER REAL ESTATE ACCOUNTS-TRIAL BALANCE FOR LEASES ON ACQUIRED FARMS Retained 1 FY in MRS then sent to CFU		2		GRS 6-5b
398A57	36	886-REPORT OF IDENTIFICATION CARDS Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
398A58	36	887-REPORT OF UTILIZATION & DISPOSAL OF PERSONAL PROPERTY PURSUANT TO EXCHANGE/SALE AUTHORITY Retained 1 FY in MRS then sent to CFU		2		GRS 4-5
398A59	36	891-ANNUAL REPORT OF LOAN & GRANT OBLIGATIONS Retained 1 FY in MRS then sent to CFU		1		
398A60	36	892-REPORT OF REAL ESTATE LOANS LIQUIDATED Retained 1 FY in MRS then sent to CFU		4		
398A61	36	893-REPORT OF LOANS LIQUIDATED THROUGH TRANSFER Retained 1 FY in MRS then sent to CFU		4		
398A62	36	895-ANNUAL WEIGHT REPORTS A. WEIGHTED TOTAL WORK UNIT REPORT BY COUNTY OFFICE B. WEIGHTED TOTAL WORK UNIT REPORT IN DESCENDING SEQUENCE Retained 1 FY in MRS then sent to CFU		1		GRS 6-5a
398A63	36	897-LISTING OF BALANCES OF INSURED LOANS HELD BY CERTAIN HOLDERS Retained 1 FY in MRS				
399A	36	NUMBERED SPECIAL REPORTS (Numbered reports beginning with #1 at the start of each fiscal year) the reports will vary as they are prepared on an as needed basis Retain 2 FY in MRS				