

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-507-11-001**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 08/05/2024

### **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These items, unless subsequently superseded, may be used by the agency to disposition records.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 1-30, 32-88, 90-100, 101-154, 156-379, 381-385, 387-455 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### **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Item 31 was superseded by DAA-0507-2015-0001-0001.

item 89 is superseded by DAA-GRS-2016-0016-0001

Item 101 was superseded by DAA-GRS-2013-0007-0006

Item 155 superseded by DAA-0507-2013-0001-0001

Item 380 was superseded by DAA-0507-2016-0001-0001.

Item 386 was superseded by N1-507-12-001, item 1 (which was subsequently superseded by DAA-0507-2016-0001-0001).

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Request for Record Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number <b>N1-507-11-1</b>	
1. From: (Agency or establishment) Department of Defense		Date Received <b>December 23, 2010</b>	
2. Major Subdivision Defense Finance and Accounting Service (DFAS)		<b>Notification to Agency</b> In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision Entire Agency			
4. Name of Person with whom to confer Leona Jacob, DFAS Records Manager	5. Telephone (include area code) 317-212-5041	Date <b>31 Jan 11</b>	Archivist of the United States <i>[Signature]</i>
<b>6. Agency Certification</b> I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies: <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>[Signature: Leona Jacob]</i>		Title DFAS Records Program Manager  Date (mm/dd/yyyy) 12/09/2010	
7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Multiple DFAS Records Retention Schedule items (attached). This request is for NARA recognition as media-neutral specific NARA authorized temporary retentions for DFAS-specific items.  Note that the <del>temporary</del> items included in this request are only those not lined through in the attached listing. The other schedule items are provided for context purposes only and have been lined through for clarification.  The content and functions of the records covered by these schedules have not significantly changed. DFAS still has requirements for these retentions which are the appropriate length of time, but our agency now maintains many of these records in digital media.   <div style="text-align: center; margin-top: 20px;"> <i>The word "temporary" removed twice above per Leona Jacob email dated January 25, 2011.</i> </div>		

**SCHEDULE 1025**  
**TECHNICAL TRAINING**

This schedule governs disposition of records pertaining to specialized training, such as professional education obtained from various schools and vendors, training for operation of technical equipment, formal training programs, and similar types of training.

<b>SCHEDULE 1025</b>				
<b>TECHNICAL TRAINING</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
<del>1.</del>	<del>TRAINING RECORDS</del>	<del>Specialized training records to include records relating to availability of training and employee participation</del>	<del>Personnel/ Training Offices</del>	<del>Cut off at end of calendar or fiscal year (as appropriate). Destroy 5 years after cutoff. AUTH: (GRS 1, Item 29b) (1025/R1)</del>
1	2. TRAINING PLANNING RECORDS	Records used to plan a course of instruction including training standards, training plans and course syllabi.	Any office responsible for conducting training	Cut off and destroy on revision, obsolescence, or discontinuance of related course. AUTH: (N1-507-93-2, Item 1) (1025/R2)
2	3. INSTRUCTIONAL MATERIALS	Records used to conduct a class, such as lesson plans, tests, films, charts, study guides, workbooks, handouts, and similar material.		Cut off and destroy on revision, obsolescence, or discontinuance of related course. AUTH: (N1-507-93-2, Item 2) (1025/R3)
<del>4.</del>	<del>COURSE ESTABLISHMENT RECORDS</del>	<del>General correspondence, agreements, authorizations, reports, requirement reviews, plans and objectives relating to the establishment and operation of agency-sponsored training courses and conferences.</del>	<del>Site Training Offices</del>	<del>Cut off at end of calendar or fiscal year (as appropriate). Destroy 5 years after cutoff. AUTH: (GRS 1, Item 29a(1)) (1025/R4)</del>

**SCHEDULE 1100**  
**MANPOWER AND ORGANIZATION**

This schedule governs disposition of records pertaining to authorizing, allocating, utilizing, and programming for military and civilian personnel. It includes management engineering and productivity enhancement records.

<b>SCHEDULE 1100</b>				
<b>MANPOWER AND ORGANIZATION</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAIN IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	MANPOWER AUTHORIZATION FILE	Paper or electronic records which contain detailed unit and position manpower authorization data for all fiscal periods in the current manpower program.	DFAS Arlington (Agency-wide responsibility)	Cut off at end of each calendar quarter. Destroy 5 years after close of the quarter. AUTH: (N1-507-00-1) (1100/R1)
1.01			DFAS Sites	Cut off at end of each calendar quarter. Destroy 2 years after close of the quarter. AUTH: (N1-507-97-1 ) (1100/R1.01)
2.	APPROVED MANPOWER CHANGE REQUESTS	Correspondence, forms, or machine listings that identify the changes requested and contain justification, coordination, and approval statements.	Manpower Office	Cut off at end of calendar year in which change was implemented. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 4) (1100/R2)
2.01		DISAPPROVED MANPOWER CHANGE REQUESTS		Cut off at end of calendar year in which disapproved. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 5) (1100/R2.01)
3.	REPORTS	Reports documenting all aspects of the management engineering program		
		MANAGEMENT ENGINEERING REPORTS		Cut off at end of calendar year. Destroy 3 years after cutoff. AUTH: (N1-507-93-2, Item 6) (1100/R3)
<del>4.</del>	<del>PRODUCTIVITY MEASUREMENT AND EVALUATION.</del>	<del>Data and information in correspondence, reports, and other sources used to prepare annual productivity reports to establish internal productivity goals, or to assess internal productivity.</del>		<del>Cut off at end of calendar year in which superseded. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 1) (1100/R4)</del>
5.	INDIVIDUAL REQUESTS	Summary records, status reports, and general correspondence for capital investment programs justified through increases in productivity.		



**SCHEDULE 1100****MANPOWER AND ORGANIZATION**

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAIN IN	CUTOFF/ DISPOSITION/ AUTHORITY
		CAPITAL INVESTMENTS - APPROVED	Comptroller functional area	Cut off at end of fiscal year in which approved project was amortized. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 8) (1100/R5)
5.01		CAPITAL INVESTMENTS - DISAPPROVED		Cut off at end of fiscal year in which request was disapproved. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 9) (1100/R5.01)
6.	COMMERCIAL ACTIVITY PROGRAM RECORDS	Information accumulated as a result of conducting studies to determine the feasibility of performing commercial activities either in- house or by contract. Included are feasibility studies, 5-year review of functions, cost analyses, justifications, approvals, new start proposals, annual CA inventories, and supporting functions.	DFAS Headquarters (Agency-wide A-76 responsibility)	Cut off at the end of the fiscal year. Destroy 6 years after cutoff. AUTH: (N1-507-00-1) (1100/R6)
6.01		Annual CA Inventory	DFAS Site offices	Cut off at the end of the fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-00-1) (1100/R6.01)
6.02		Remaining information.	Manpower Office	Cut off upon completion of review. Destroy upon completion of next 5-year review. AUTH: (N1-507-00-1) (1100/R6.02)
7.	COMMERCIAL ACTIVITIES COST RECORDS	Performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records.	Comptroller functional area	Cut off when study is completed. Destroy 5 years after cutoff or upon completion of next study. AUTH: (N1-507-93-2, Item 10) (1100/R7)

**SCHEDULE 1300**  
**MILITARY PERSONNEL RECORDS**

This schedule pertains to records accumulated at the Site-level office charged with administering military personnel assigned to that DFAS Site. The records are administrative or informative in nature. The record copy is controlled by the member's branch of military service.

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<b>SCHEDULE 1300</b>				
<b>MILITARY PERSONNEL RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	ADMINISTRATION OF MILITARY PERSONNEL	Various reports, listings, registers, and other records received from the military services that contain information necessary to manage military personnel at the local level.	DFAS orderly rooms/Personnel Offices	Cut off and destroy on supersession or obsolescence. AUTH: (N1-507-93-2, Item 11) (1300/R1)

**NOTE:** Records accumulated in the office to which the military person is assigned are filed under Schedule 5010, Rule 4, Administration of Office Personnel (GRS 23, Item 1).

**SCHEDULE 1400**  
**CIVILIAN PERSONNEL FILES**

This schedule governs disposition of records maintained by the servicing personnel office while managing and administering the civilian personnel program (unless otherwise indicated).

<b>SCHEDULE 1400</b>				
<b>CIVILIAN PERSONNEL FILES</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	CIVILIAN PERSONNEL PROGRAM RECORDS	Records created during the development of personnel programs that pertain to the establishment, implementation, and administration of DFAS-wide programs.	Servicing Personnel Office	Cut off when design of program is complete. Destroy 10 years after cutoff. AUTH: (N1-507-93-2, Item 12) (1400/R1)
2.	OFFICIAL PERSONNEL FOLDERS (OPFs)	Records filed on the right side of the OPF containing information on civil service employment which reflect qualifications, efficiency, promotions, awards, certificates of clearance and/or security determinations, and similar information		
		Transferred employees		SEE CHAPTER 7 of The Guide To Personnel Recordkeeping for instructions relating to folders of employees transferred to another agency. AUTH: (GRS 1, Item 1a) (1400/R2)
2.01		Separated employees		Cut off upon separation of employee. Transfer OPF to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. NPRC will destroy 65 years after separation from federal service. AUTH: (GRS 1, Item 1a) (1400/R2.01)
2.02		Temporary Records filed on the left side of the OPF	Servicing Personnel Office	
		All copies of correspondence maintained in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, EXCLUDING the Immigration and Naturalization Service (INS) Form I-9		Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF. AUTH: (GRS 1, Item 10a) (1400/R2.02)
2.03		INS Form I-9, Immigration and Naturalization Service		Destroy 3 years after employee separates from service or transfers to another agency. AUTH: (GRS 1, Item 10b) (1400/R2.03)

**SCHEDULE 1400****CIVILIAN PERSONNEL FILES**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
3.	SUPERVISOR'S EMPLOYEE RECORD	Records maintained by employee's supervisor for informational and managerial purposes.	Any DFAS office	Cut off on separation or transfer of employee. Destroy within 1 year after separation or transfer of employee. (See <b>NOTE 1</b> ) AUTH: (GRS 1, Item 18a) (1400/R3)
4.	PERSONNEL CORRESPONDENCE FILES	Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.	Servicing Personnel Offices	Cut off at end of calendar year. Destroy 3 years after cutoff. AUTH: (GRS 1, Item 3) (1400/R4)
5.	STAFFING CORRESPONDENCE – ACCEPTED OFFERS	Correspondence offering appointment to potential employees; applicant acceptance.		Cut off when action is complete. Destroy when appointment is effective. AUTH: (GRS 1, Item 4a) (1400/R5)
6.	DECLINED OFFERS - OPM ELIGIBLES	Correspondence offering appointments to persons on the OPM certificate of eligibles and the offer is declined.		Cut off when action is complete. Return to OPM with reply and application. AUTH: (GRS 1, Item 4b(1)) (1400/R6)
7.	DECLINED OFFERS - TEMPORARY OR EXCEPTED APPOINTMENT	Correspondence offering appointments to temporary or excepted positions and the offer is declined.	Servicing Personnel Office	Cut off when action is complete. Destroy upon receipt of OPM inspection report or 2 years after cutoff, whichever is earlier. AUTH: (GRS 1, Item 4b(2) and GRS 1, Item 15) (1400/R7)
8.	DECLINED OFFERS - OTHERS	Correspondence pertaining to any declined offer not listed in preceding Rules 6 and 7.		Cut off and destroy immediately when action is complete. AUTH: (GRS 1, Item 4b(3)) (1400/R8)
9.	STAFFING PLAN FILES	Civilian personnel status and improvement plans.		Cut off at end of calendar year. Destroy 3 years after cutoff. AUTH: (N1-507-93-2, Item 14) (1400/R9)

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	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
10.	EMPLOYMENT APPLICATIONS	Applications, including Optional Form (OF) 612, resumes, and any other application that an Agency may develop for unique jobs with specialized requirements, and related records EXCLUDING records related to appointments requiring Senatorial confirmation and applications resulting in appointments which are filed in the OPF.		Cut off when action is complete. Destroy upon receipt of OPM inspection report or 2 years after cutoff, whichever is earlier. AUTH: (GRS 1, Item 15) (1400/R10)
11.	VETERANS PREFERENCE RECORDS	Records pertaining to entitlement, administration of preference and preference preserved, lost, or changed.		Cut off when action is complete. File on right side of OPF. AUTH: (GRS 1, Item 1) (1400/R11)
12.	EXCEPTED SERVICE FILES	Files relating to employment programs and functions of excepted positions.		Cut off at end of calendar year. Destroy 3 years after cutoff. AUTH: (GRS 1, Item 3) (1400/R12)
13.	CERTIFICATE OF ELIGIBLES	OPM certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.	Servicing Personnel Office	Cut off at end of calendar year. Destroy 2 years after cutoff. (See NOTE 2) AUTH: (GRS 1, Item 5) (1400/R13)
14.	APPLICATION OF CLASSIFICATION STANDARDS	Correspondence and other records relating to application of standards for classification of positions.		Cut off when position is abolished or superseded. Destroy 5 years after cutoff. AUTH: (GRS 1, Item 7a(2)(a)) (1400/R14)
15.	POSITION DESCRIPTIONS	Record copy of official position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.	Servicing personnel office	Cut off when position is abolished or superseded. Destroy 2 years after cutoff. AUTH: (GRS 1, Item 7b) (1400/R15)
16.	CLASSIFICATION SURVEY REPORTS	Reports on various positions prepared by classification specialists, including periodic reports.		Cut off at end of calendar year. Destroy 3 years after cutoff. AUTH: (GRS 1, Item 7c(1)) (1400/R16)
17.	PROGRAM EVALUATIONS	Correspondence relating to program evaluations and inspections performed by review teams.		Cut off when position is abolished or superseded. Destroy at cutoff. AUTH: (GRS 1, Item 7d(2)) (1400/R17)

<b>SCHEDULE 1400</b>				
<b>CIVILIAN PERSONNEL FILES</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
18.	CLASSIFICATION APPEALS	Case files of classification appeals		Cut off when case is closed. Destroy 3 years after cutoff. AUTH: (GRS 1, Item 7d(1)) (1400/R18)
19.	OPM CERTIFICATES OF CLASSIFICATION	Certificates of classification issued by OPM.		Cut off and destroy when position is abolished or superseded. AUTH: (GRS 1, Item 7d(2)) (1400/R19)
20.	PERFORMANCE RATING BOARD FILES	Copies of case files forwarded to OPM relating to performance rating board reviews.		Cut off when case is closed. Destroy 1 year after cutoff. AUTH: (GRS 1, Item 9) (1400/R20)
21.	RESERVED			
22.	POSITION IDENTIFICATION RECORDS	Records used to provide summary data on each position.		Cut off upon approval or disapproval. Destroy 1 year after cutoff. AUTH: (GRS 1, Item 12b) (1400/R22)
23.	EMPLOYEE PERFORMANCE AWARD CASE FILES	Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Servicing Personnel Office	Cut off upon approval or disapproval. Destroy 2 years after cutoff. AUTH: (GRS 1, Item 12a(1)) (1400/R23)
24.	LENGTH OF SERVICE AWARDS	Records including correspondence, reports, computations of service, and list of awardees.		Cut off upon approval or disapproval. Destroy 1 year after cutoff. AUTH: (GRS 1, Item 12b) (1400/R24)
25.	SICK LEAVE AWARDS	Records including correspondence, reports, computations of sick leave, and list of awardees.		Sick leave awards. Cut off upon approval or disapproval. Destroy 1 year after cutoff. AUTH: (GRS 1, Item 12b) (1400/R25)
26.	AWARD LISTS OR INDEXES	Lists of nominees and winners and indexes of nominations.		Cut off and destroy when superseded or obsolete. AUTH: (GRS 1, Item 12d) (1400/R26)
27.	NOTIFICATION OF PERSONNEL ACTIONS	Chronological file of Standard Form 50, including fact sheets, documenting all individual personnel actions, such as employment, promotion, transfer, separation, etc.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (GRS 1, Item 14a) (1400/R27)

SCHEDULE 1400				
CIVILIAN PERSONNEL FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
28.	PERSONNEL OPERATIONS STATISTICAL REPORTS	Statistical reports relating to personnel.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 1, Item 16) (1400/R28)
29.	RETENTION REGISTERS - RIF	Registers and related records used to effect reduction-in-force actions.		Cut off when all RIF actions are complete. Destroy 2 years after cutoff. AUTH: (GRS 1, Item 17b(1)) (1400/R29)
30.	RETENTION REGISTERS - NON-RIF	Registers from which no reduction-in-force actions have been taken, and related records	Servicing Personnel Office	Cut off and destroy when superseded or obsolete. AUTH: (GRS 1, Item 17b(2)) (1400/R30)
31.	PERFORMANCE APPRAISALS - ACCEPTABLE	Forms and related records documenting performance which is acceptable or above.		Cut off at end of calendar year. Destroy 4 years after cutoff. AUTH: (GRS 1, Item 23a(4)) (1400/R31)
32.	PERFORMANCE APPRAISALS - UNACCEPTABLE	Forms and related records documenting performance which is unacceptable but which is not accompanied by demotion or removal action.		Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH: (GRS 1, Item 23a(1)) (1400/R32)
33.	PERFORMANCE APPRAISALS - PROPOSED ADVERSE ACTION	Forms and related records documenting a rating of unacceptable where demotion or removal is proposed but not effected.		Cut off on completion of written notice of proposed action. Destroy when employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade. AUTH: (GRS 1, Item 23a(1)) (1400/R33)
34.	PERFORMANCE APPRAISALS - REMOVAL	Forms and related records documenting a rating of unacceptable performance where removal is effected.		Cut off when removal action is complete. Place records on left side of OPF and send to NPRC. AUTH: (GRS 1, Item 23a(3)(a)) (1400/R34)
35.	PERFORMANCE APPRAISALS - DEMOTION	Forms and related records documenting a rating of unacceptable where demotion is effected.		Cut off when demotion action is complete. Destroy 4 years after appraisal. AUTH: (GRS 1, Item 23a(4)) (1400/R35)
36.	PERFORMANCE APPRAISALS - SES	Forms documenting ratings of members of the Senior Executive Service.		Cut off at end of calendar year. Destroy 5 years after cutoff. AUTH: (GRS 1, Item 23b(3)) (1400/R36)

**SCHEDULE 1400****CIVILIAN PERSONNEL FILES**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
37.	LABOR/ MANAGEMENT NEGOTIATIONS	Records documenting negotiations including correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions.	Servicing Personnel Office	Cut off on expiration of agreement. Destroy 5 years after cutoff. AUTH: (GRS 1, Item 28a(1)) (1400/R37)
38.	ARBITRATION CASE FILES	Correspondence, forms, and background papers relating to labor arbitration cases.		Cut off on resolution of case. Destroy 5 years after cutoff. AUTH: (GRS 1, Item 28b) (1400/R38)
39.	GRIEVANCE CASE FILES	Records pertaining to grievances (EXCLUDING EEO complaints) including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.		Cut off when case is closed. Destroy 4 years after cutoff. AUTH: (GRS 1, Item 30a) (1400/R39)
40.	ADVERSE ACTION CASE FILES	Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents, statements of witnesses, employee's reply, hearing notices, reports and decisions, reversal of action and appeal records EXCLUDING letters of reprimand which are filed in the OPF.		Cut off when case is closed. Destroy 4 years after cutoff. AUTH: (GRS 1, Item 30b) (1400/R40)
41.	PROMOTIONS	Records of individual promotion actions including work records, job analysis, qualification standards, evaluation methods, selection procedures, evaluation of candidates, and similar records.	Servicing Personnel Office	Cut off when promotion action is complete or upon completion of an OPM formal evaluation. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 21) (1400/R41)



**SCHEDULE 1400****CIVILIAN PERSONNEL FILES**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
42.	<del>EEO CASE FILES</del>	<del>Official discrimination case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and similar records.</del>		<del>Cut off upon resolution of case. Destroy 4 years after cutoff. AUTH: (GRS 1, Item 25a) (1400/R42)</del>
43.	EEO BACKGROUND FILES <sup>n</sup>	Files containing background records not related to the official discrimination complaint case files.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (GRS 1, Item 25c(1) (1400/R43)
44.	WAGE ADMINISTRATION	Wage schedules and other pay adjustment authorization resulting from legislation or other across-the-board administrative action which constitute the basis for personnel actions which may require reconstruction at a later date.		Purge file annually of individual documents no longer needed. AUTH: (N1-507-93-2, Item 24) (1400/R44)
45.	APPLICANT SUPPLY FILE	Employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications, and related data.		Dispose of according to the federal personnel manual and other OPM guidance. AUTH: (N1-507-93-2, Item 25) (1400/R45)
46.	AFFIRMATIVE EMPLOYMENT	Committee minutes, program activities, records of community contacts, reports, and supporting papers regarding status of employment.	DFAS EEO offices and/or EEO complaint management offices	Cut off at end of fiscal year in which superseded or obsolete. Destroy 3 years after cutoff. AUTH: (N1-507-93-2, Item 26) (1400/R46)
47.	PRIORITY PLACEMENT ACTION FILES	"Stopper lists" received and records of any position in the pay category series and grades on the "stopper list" during the time lists are in force; case files of employees affected by priority placement action.	Servicing Personnel Office	Cut off when registrant is removed from the program. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 27) (1400/R47)
48.	LEAVE SHARING RECORDS	Information submitted or resulting from a request or contribution of leave.		Cut off at end of year in which leave transfer effort is completed or terminated. Destroy 1 year after cutoff. AUTH: (GRS 1, Item 37) (1400/R48)

<b>SCHEDULE 1400</b>				
<b>CIVILIAN PERSONNEL FILES</b>				
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	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
49.	DISCRIMINATION COMPLAINT CASE FILES	Originating Agency file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 C.F.R. Part 1614. Cases resolved within the agency, by EEOC, or by a US Court.	DFAS EEO offices and/or EEO complaint management offices	Cut off at end of year of case resolution. Destroy 4 years after cutoff. AUTH: (GRS 1, Item 25a) (1400/R49)
50.	PRELIMINARY FILES	Records documenting complaints that do not develop into Official Discrimination Complaint Cases.		Cut off at end of year. Destroy 2 years after cutoff. AUTH: (GRS 1, Item 25c(2)) (1400/R50)
51.	COMPLIANCE REVIEW RECORDS	Reviews, background documents, and correspondence relating to contractor employment practices.		Cut off at end of year. Destroy 7 years after cutoff. AUTH: (GRS 1, Item 25d(1)) (1400/R51)
52.	EMPLOYMENT STATISTICS FILES	Employment statistics relating to race and sex.		Cut off at end of year. Destroy 5 years after cutoff. AUTH: (GRS 1, Item 25f) (1400/R52)
53.	FEDERAL DRUG-FREE WORKPLACE PROGRAM FILES	Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat.468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Pub. L. 100-71, 503 (f).	Human Resources Office	
53.01		Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.		Destroy when 3 years old or when superseded or obsolete. (See Notes 3 and 4) AUTH: (GRS 1, Item 36a) (1400/R53.01)

<b>SCHEDULE 1400</b>				
<b>CIVILIAN PERSONNEL FILES</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
53.02		Employee acknowledgment of notice forms. Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.		Destroy when employee separates from testing-designated position. <b>(See Notes 3 and 4)</b> AUTH: (GRS 1, Item 36b) (1400/R53.02)
53.03		Selection/scheduling records. Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.		Destroy when 3 years old. <b>(See Notes 3 and 4)</b> AUTH: (GRS 1, Item 36c) (1400/R53.03)
53.04		Test results. Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.		<b>Positive Results:</b> Destroy when employee leaves the agency or when 3 years old, whichever is later. <b>Negative Results:</b> Destroy after 3 years. <b>(See Notes 3 and 4)</b> AUTH: (GRS 1, Item 36e) (1400/R53.04)

**NOTES:**

1. If the transfer of the employee is internal, follow local procedures for transfer or destruction of the record.
2. Original is returned to OPM.
3. Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered under Schedule 1400, Rule 40, which authorizes destruction of records 4 years after the case is closed.
4. Any records covered by rule 53.01 – 53.04 that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).

**SCHEDULE 3000**  
**PLANNING**

This schedule governs disposition of records accumulated in connection with planning DFAS actions. It includes records accumulated in planning the development and execution of programs for the performance of the DFAS missions. It also includes records pertaining to planning for the wartime role of DFAS as well as records pertaining to planning for unusual situations such as natural disasters.

SCHEDULE 3000				
PLANNING				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	PROGRAMMING	Documents relating to program planning, review and analysis to include program guidance documents, operations plans and programs, policies and related background material, documents created to revise or adjust existing programs, and similar documents.	DFAS Arlington	Permanent. Cut off at end of calendar year. Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old. AUTH: (N1-507-93-2, Item 29) (3000/R1)
1.01			DFAS Site offices	Permanent. Cut off at end of calendar year. Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old. AUTH: (N1-507-93-2, Item 30) (3000/R1.01)
2.	PROGRAM REVIEW	Documents created during review of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress, accomplishment, deficiencies, and problems in relation to program goals.		Permanent. Cut off at end of calendar year. Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old. AUTH: (N1-507-93-2, Item 33) (3000/R2)
2.01			DFAS Site offices	Permanent. Cut off at end of calendar year. Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old. AUTH: (N1-507-93-2, Item 32) (3000/R2.01)

SCHEDULE 3000					
PLANNING					
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY	
26	3.	DFAS COUNCIL ACTIONS	Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of formal councils, including significant background and supporting documents accumulated and/or created by the council in fulfilling its mission relative to program review and analysis.	DFAS Arlington	Permanent. Cut off at end of calendar year. Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old. AUTH: (N1-507-93-2, Item 33) (3000/R3)
27	3.01		DFAS Site offices	Permanent. Cut off at end of calendar year. Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old. AUTH: (N1-507-93-2, Item 34) (3000/R3.01)	
28	4.	HQ WAR AND MOBILIZATION PLANS	Master set of DFAS war and mobilization plan, planning concepts, continuity of operations plan, survival, recovery and reconstitution plans, augmentation plans, and other related plans; essential source material, annexes, appendices, tabs, and all changes.	DFAS planning or program management offices, as indicated	Permanent. Cut off when superseded or obsolete. Transfer to National Archives in 5-year blocks when latest record in block is 20 years old. AUTH: (N1-507-93-2, Item 35) (3000/R4)
29	5.	SITE WAR AND MOBILIZATION PLANS	Basic wartime plans, operations plans and orders, augmentation plans, continuity of operations plans, and similar media with essential source material.		Permanent. Cut off when superseded or obsolete. Transfer to National Archives in 5-year blocks when latest record in block is 20 years old. AUTH: (N1-507-93-2, Item 36) (3000/R5)
30	6.	CONTINGENCY PLANS	Contingency master plans, operational plans and orders, augmentation plans, and similar media which provide essential guidance and requirements for continuity of operations in the event of destruction or major damage to a DFAS component.	DFAS planning offices	Permanent. Cut off when superseded or obsolete. Transfer to National Archives in 5-year blocks when latest record in block is 20 years old. AUTH: (N1-507-93-2, Item 37) (3000/R6)
	7.	CONTINGENCY TRAINING FILES	Records pertaining to planning and conducting training to ensure the successful execution of a contingency; includes individual training documents.		Cut off when superseded or obsolete. Destroy 5 years after cutoff. AUTH: (GRS 1, Item 29a(1)) (3000/R7)

<b>SCHEDULE 3000</b>				
<b>PLANNING</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
8.	NATURAL DISASTERS	Reports, messages, and other data describing the situation, such as accomplishments and results, loss of personnel, equipment, material and related cost expenditure data.	DFAS office providing assistance	Cut off when all action regarding the disaster has been completed. Destroy 2 years after cutoff. (See <b>NOTE</b> ) AUTH: (N1-507-93-2, Item 39) (3000/R8)

**NOTE:** If a "Lessons Learned" summary document is created when the disaster is over, file with documents covered in Rule 1 or 1.01.

**SCHEDULE 3001**  
**COMMITTEES, BOARDS, AND CHARITABLE CAMPAIGN RECORDS**

This schedule governs disposition of records pertaining to special committees and boards which are appointed or convened at DFAS Arlington or DFAS Sites to study a problem, situation, or opportunity with at least Agency or Site-wide impact. Committees referred to here should not be confused with routine, ad hoc working groups, total quality management teams, or similar groups.

**SCHEDULE 3001****COMMITTEES, BOARDS, AND CHARITABLE CAMPAIGN RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
32	1. COMMITTEE RECORDS	Recorders' records which consist of case files of each approved committees, including (but not limited to) directive or executive approval establishing the committee, charter, listing of members and all changes, resume of major points of interest concerning committee hearings and its general operations, waivers in committee rules, studies, analyses, final committee report and findings, terminating directive and similar papers relating to the establishment, accomplishments, or termination of formal committees.	DFAS Site offices	Permanent. Cut off upon termination of the committee. Transfer to the National Archives in 5-year blocks when latest document is 20 years old. AUTH: (N1-507-93-2, Item 40) (3001/R1)
33	2. ADMINISTRATIVE SUPPORT RECORDS	Records that facilitate and support the responsibility of the chairman/recorder and staff activities designated as representatives for or to boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations.		Cut off upon termination of the committee. Destroy no later than 2 years after cutoff. AUTH: (N1-507-93-2, Item 41) (3001/R2)
34	3. REPORTS OF EXISTING COMMITTEES - DFAS Arlington	Annual reports of DFAS committees in existence accumulated at DFAS Arlington.	DFAS Arlington	Permanent. Cut off at end of calendar year to which report pertains. Transfer to the National Archives in 5-year blocks when latest document is 20 years old. AUTH: (N1-507-93-2, Item 42) (3001/R3)

**SCHEDULE 3001****COMMITTEES, BOARDS, AND CHARITABLE CAMPAIGN RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
4.	REPORTS OF EXISTING COMMITTEES - SITE LEVEL	Annual reports of existing DFAS committees accumulated at DFAS Site which may be feeder reports to DFAS Arlington.	DFAS Site offices	Cut off at end of calendar year to which report pertains. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 43) (3001/R4)
5.	<del>FUND RAISING CAMPAIGNS</del>	<del>Records accumulated while administering the Combined Federal Campaign (CFC), including correspondence, receipts, invoices, and related records.</del>		<del>Cut off upon completion of the campaign. Destroy 3 months after cutoff or upon completion of next equivalent campaign. AUTH: (GRS 23, Item 7c) (3001/R5)</del>



**SCHEDULE 4105**  
**CONTRACTING RECORDS**

This schedule governs disposition of records pertaining to contracting matters.

<b>SCHEDULE 4105</b>				
<b>CONTRACTING RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	GENERAL PROCUREMENT FILES	Contracts, requisitions, purchase orders, lease and bond surety records, including correspondence and related papers pertaining to award administration, receipt, inspection and payment	Maintained in DFAS Contracting Offices	Cut off upon final payment. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 3, Item 3a(1)(a)) (4105/R1)
		Procurement or purchase organization copy, and related papers. (See <b>NOTES 1 and 2</b> ).		
		Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold") and that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.		
		Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold") and at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.		
1.01		Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold") and at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.		Cut off upon final payment. Destroy 3 years after cutoff. AUTH: (GRS 3, Item 3a(1)(b)) (4105/R1.01)
1.02		Transactions dated earlier than July 3, 1995, and that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.		Cut off upon final payment. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 3, Item 3a(2)(a)) (4105/R1.02)
1.03		Transactions dated earlier than July 3, 1995 and that utilize small purchase procedures and all construction contracts under \$2,000.	DFAS Contracting Offices	Cut off upon final payment. Destroy 3 years after cutoff. AUTH: (GRS 3, Item 3a(2)(b)) (4105/R1.03)

<b>SCHEDULE 4105</b>				
<b>CONTRACTING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.04		Federal Procurement Data System (FPDS) Files. Data submitted to the Federal Procurement Data System (FPDS). Electronic file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases and consisting of information required under 48 CFR 4.601 for transfer to FPDS.		Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (GRS 3, Item 3d) (4105/R1.04)
1.05		Transactions documenting use of the government-wide commercial purchase card.	Any DFAS office	Cut off upon final payment. Destroy 6 years, 3 months after cutoff. AUTH: (N1-507-02-1, Item 11) (4150/R1.05)
2.	SOLICITED AND UNSOLICITED BIDS AND PROPOSALS FILES	Bid or proposal and supporting documents for contracts and transactions.	DFAS Contracting Offices	Cut off when final payment is made. Destroy with related contract case file (see Item 1 above). AUTH: (GRS 3, Item 5a) (4105/R2)
		Unsuccessful Bids and Proposals. Solicited and unsolicited bids and proposals which are unsuccessful and which are defined in the Federal Acquisition Regulation, 48 CFR, Part 13.		
2.01		Small Purchases.		Cut off when contract is awarded. Destroy 1 year after date of award or final payment, whichever is later. AUTH: (GRS 3, Item 5b(1)) (4105/R2.01))
2.02		Large Purchases.		Cut off when final payment is made. Destroy with related contract or case file. AUTH: (GRS 3, Item 5b(2)(b)) (4105/R2.02)

<b>SCHEDULE 4105</b>				
<b>CONTRACTING RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
3.	CANCELLED SOLICITATION FILES	Formal solicitations of offers to provide products or services, such as Invitations for Bids, Requests for Proposals, or Requests for Quotations, which were cancelled prior to award of a contract. Files include presolicitation documentation on the requirement, any offers that are opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	DFAS Contracting Offices	Cut off when cancellation is complete. Destroy 5 years after cutoff. AUTH: (GRS 3, Item 5c(1)) (4105/R3)
3.01		Unopened bids. Bids received after a solicitation of offer is cancelled and the bid is unopened.		Return to bidder. AUTH: (GRS 3, Item 5c(2)) (4105/R3.01)
4.	ACCEPTABLE BIDDER LISTS	Lists or card files of acceptable bidders.	DFAS Contracting Offices	Cut off and destroy when superseded or obsolete. AUTH: (GRS 3, Item 5d) (4105/R4)
5.	CONTRACT APPEALS CASE FILES	Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof, correspondence between parties, copies of contracts, plans, specifications, exhibits, change orders, amendments, transcripts of hearings, documents received from parties concerned, final decisions, and all other related papers.		Cut off on final action on decision. Destroy 1 year after cutoff. AUTH: (GRS 3, Item 15b) (4105/R5)
		Records created after September 30, 1979.		
5.01		Records created before September 30, 1979, relating to contracts involved in appeals handled by the Board of Contract Appeals.		Cut off on final board decision. Destroy 6 years 3 months after cutoff. AUTH: (GRS 3, Item 15a) (4105/R5.01)
6.	CONTRACTOR'S STATEMENT OF CONTINGENT OR OTHER FEES	Contractor's Statement of Contingent or other fees or statement in lieu of the forms, filed separately from the contract case file and maintained for enforcement or report purposes.		Cut off and destroy when superseded or obsolete. AUTH: (GRS 3, Item 16) (4105/R6)

<b>SCHEDULE 4105</b>				
<b>CONTRACTING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
7.	<del>SMALL AND DISADVANTAGED BUSINESS UTILIZATION FILES</del>	<del>Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.L. 95- 507.</del>		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (GRS 3, Item 17) (4105/R7)
8.	CONTRACT NUMBERING ASSIGNMENT FILES	Logs, lists, and similar means of controlling contract numbering, change notifications, master serial number register, and similar forms or records.		Cut off on completion of all contracts listed. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 3, Item 3a(1)) (4105/R8)
37 9.	CONTRACTOR PERFORMANCE FILES	Historical records of contractor performance data prepared by contract officer on completed or terminated contracts which are defined above in 4105/R1 and R1n02.		Cut off on termination of contract. Destroy NLT 1 year after cutoff. AUTH: (N1-507-93-2, Item 49) (4105/R9)
38 10.	PROCUREMENT FRAUD CASE FILES	Reports of irregularities in procurement prepared by FBI or OSI, including correspondence and related records.		Cut off when case is closed. Destroy 5 years after cutoff. AUTH: (N1-507-93-2, Item 50) (4105/R10)
39 11.	DESIGNATION AND TERMINATION OF CONTRACTING OFFICERS AND REPRESENTATIVES	Request for designation or termination, statement of qualifications, and the designation or termination and acknowledgement of receipt thereof.		Cut off on termination of appointment. Destroy 3 years after cutoff. AUTH: (N1-507-93-2, Item 51) (4105/R11)
40 12.	CONTRACTORS INSURANCE PROGRAM FILES	Insurance policy and/or plans and amendments to, including correspondence and related documents.	DFAS Contracting Offices	Cut off when premium accounting has been finalized. Destroy 6 years after contract. AUTH: (N1-507-93-2, Item 52) (4105/R12)
41 13.	OUTSTANDING INSURANCE CLAIMS	Contractors insurance program records related to outstanding exceptions, unsettled claims by or against the Government, incomplete investigations, litigations, or requests made by the US Comptroller General.		Cut off on settlement of claim. Destroy when clearances are obtained. AUTH: (N1-507-93-2, Item 53) (4105/R13)
42 14.	RETIREE AFFIDAVITS FILES	Affidavits and related records filed by persons seeking to do business with the Government within 3 years after separation or retirement.		Cut off upon final action or decision. Destroy 6 years after cutoff. AUTH: (N1-507-93-2, Item 54) (4105/R14)

<b>SCHEDULE 4105</b>				
<b>CONTRACTING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
43	15. CONTRACT TERMINATION AND SETTLEMENT FILES	All records accumulated during termination and settlement phase of a contract.		Cut off when all termination settlement activities are complete. Destroy 6 years after cutoff. AUTH: (N1-507-93-2, Item 55) (4105/R15)
44	16. ACQUISITION QUALITY ASSURANCE FILES	Copies of contracts, specifications, contract changes and amendments, records, forms, and other media used in planning, conducting and recording the results of product inspection, auditing of quality assurance systems and procedures, and effecting clearances of deficiencies.		Cut off upon completion of contract. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 56) (4105/R16)
45	17. CONTRACTOR FINANCIAL DATA CASE FILES	Records reflecting current financial capabilities of present and potential contractors such as credit records, cash flow sheets, backlog reports, requests for financial clearance with supporting attached information; commercial credit agency reports credit letters from financial institutions, manufacturers and other commercial agencies, financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc., from banks and commercial companies, articles of incorporation and financial analyses, newspaper reports and related papers and correspondence.	DFAS Contracting Offices	Cut off upon completion of contract. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 57) (4105/R17)
46	18. CONTRACT PROGRESS	Contract status, expediting and production surveillance records.		Cut off upon final payment. Destroy 6 months after cutoff. AUTH: (N1-507-93-2, Item 58) (4105/R18)
47	19. ENGINEERING CHANGES	Rejected engineering change proposals.		Cut off upon final payment. Destroy 6 months after cutoff. AUTH: (N1-507-93-2, Item 59) (4105/R19)
48	20. LABOR RECORDS	Labor compliance records including Equal Employment Opportunity records.		Cut off upon final payment. Destroy 3 years after cutoff. AUTH: (N1-507-93-2, Item 60) (4105/R20)

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<b>SCHEDULE 4105</b>				
<b>CONTRACTING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
21.	GENERAL CONTRACTOR INFORMATION	A general contractor file containing documents relating to no specific contract, more than one contract, or the contractor in a general way.		Cut off and destroy when superseded or obsolete. AUTH: (N1-507-93-2, Item 61) (4105/R21)

**NOTES:**

1. For contracting records pertaining to Foreign Military Sales (FMS) transactions, segregate these records at the time of filing. Hold until further notice from the Site Records Manager. Based on claims brought against the United States at The Hague, Netherlands, the National Archives and Records Administration (NARA) approved the postponement of destruction for FMS records. These records may be required to defend the Government in litigation.
2. Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub-items to apply to a particular series of records.

**SCHEDULE 4110**  
**SUPPLY RECORDS**

This schedule governs disposition of records pertaining to acquisition and use of supply items to include identification, classification, cataloging, and coding.

<b>SCHEDULE 4110</b>		<b>SUPPLY RECORDS</b>		
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	CONTROL FILES	Complete inventory lists of all supply items.	DFAS Supply Offices	Cut off when superseded or obsolete. Destroy 2 years after cutoff. AUTH: (GRS 3, Item 9a) (4110/R1)
2.	SUPPLY REQUISITIONS	Requisitions submitted for ordering supplies and supporting records such as shipping orders, purchase requests, shipping records, status records, and similar documents.		Cut off at end of fiscal year in which requisition is completed or cancelled. Destroy 2 years after cutoff. AUTH: (GRS 3, Item 8a) (4110/R2)
3.	SUPPLY CATALOG	Complete catalog of supplies including identification and coding of items.		Cut off and destroy when superseded or obsolete. (Nonrecord)
4.	SUPPLY STATUS RECORDS	Cards, listings, change notices, reports on supply levels or critically short items, and related data used for reference or planning purposes in controlling supply levels.		Cut off when superseded or obsolete. Destroy 2 years after cutoff. AUTH: (GRS 3, Item 9b) (4110/R4)
5.	SUPPLY MANAGEMENT FILES	Files containing information on supply requirements and procurement matters used for supply management purposes.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 3, Item 4a) (4110/R5)

**SCHEDULE 4140**  
**EQUIPMENT MANAGEMENT AND MAINTENANCE FILES**

This schedule governs disposition of records pertaining to the management of equipment.

<b>SCHEDULE 4140</b>				
<b>EQUIPMENT MANAGEMENT AND MAINTENANCE FILES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	EQUIPMENT CONTROL FILES	Complete inventory of all equipment items to include supporting records.	DFAS Equipment Management Offices	Cut off and destroy when superseded or obsolete. AUTH: (N19507-93-2, Item 65) (4140/R1)
2.	<del>VEHICLE FILES</del>	<del>Maintenance records, warranties, and similar records pertaining to a vehicle accumulated during the useful life of the vehicle.</del>		<del>Cut off when vehicle is disposed of. Destroy 1 year after cutoff. AUTH: (GRS 10, Item 2b) (4140/R2)</del>
3.	EQUIPMENT CUSTODIAN FILE	Daily transaction register; custodian request log; weapons serial number listing; information file on office machines; temporary issue receipts, requests for purchase; warranty; guarantee records; adjustment records; records pertaining to inventory actions such as government property lost or damaged or reports of survey; issue/turn-in slips and related correspondence; approved copies of requests for office furniture which require Director level approval.		Cut off and destroy individual documents within the file when outstanding actions are complete. AUTH: (N19507-93-2, Item 67) (4140/R3)
4.	UNIT PROPERTY RECORDS	Registers and files, component records, requisitions, custody receipt, requests for issue or turn-in and related records, shipping and receiving documents, reports of survey, statements of charges, schedule of collections, and similar records accumulated in managing the unit's equipment needs.	Any DFAS office	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 68) (4140/R4)
5.	<del>INVENTORY REQUISITION FILES</del>	<del>Requisitions for equipment items for current inventory.</del>	DFAS Equipment Management Offices	<del>Cut off upon completion or cancellation of requisition. Destroy 2 years after cutoff. AUTH: (GRS 3, Item 8a) (4140/R5)</del>



**SCHEDULE 140****EQUIPMENT MANAGEMENT AND MAINTENANCE FILES**

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	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
6.	EQUIPMENT DEFICIENCY RECORDS	Notices of unsatisfactory conditions experienced, including those instances in which the equipment does not fully or effectively serve the purpose intended; instances where the equipment or a part or accessory cannot be properly maintained or operated, or similar records; also includes records of actions taken to remedy deficiencies and any required reports.	Any DFAS Office	Cut off when corrective action is complete. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 69) (4140/R6)
7.	EQUIPMENT MOVEMENT FILES	Files pertaining to actions involving internal movement of equipment.	DFAS Equipment Management Offices	Cut off when move is complete. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 70) (4140/R7)
8.	REPROGRAPHICS EQUIPMENT	Forms and related records that document history of reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers, and disposal).	DFAS Reprographics Equipment Management Offices	Cut off at end of fiscal year in which equipment is disposed of. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 71) (4140/R8)
9.	COPIER OPERATING NOTICES	Notices posted at or near copiers which list local operating rules, identify key operators, or provide other similar information.		Cut off and destroy when superseded or obsolete. AUTH: (N1-507-93-2, Item 72) (4140/R9)

**SCHEDULE 4160**  
**PROPERTY DISPOSAL**

This schedule governs disposition of records pertaining to release, transfer, redistribution, or sale of excess Government property excluding real property.

<b>SCHEDULE 4160</b>				
<b>PROPERTY DISPOSAL</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	TURN-IN OF EXCESS PROPERTY	Correspondence files pertaining to disposal of surplus property through Government redistribution channels; includes various forms used for turn-in or acceptance purposes.	DFAS Property Management Offices	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 4, Item 1) (4160/R1)
2.	SALE OF SURPLUS PROPERTY	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. Property valued over \$25,000.		Cut off at end of fiscal year in which final payment is received. Destroy 6 years after cutoff. AUTH: (GRS 4, Item 3a) (4160/R2)
2.01		Property valued under \$25,000.		Cut off at end of fiscal year in which final payment is received. Destroy 3 years after cutoff. AUTH: (GRS 4, Item 3b) (4160/R2.01)
3.	EXCESS PERSONAL PROPERTY REPORTS	Reports initiated or received showing progress on property utilization and disposal programs.		Cut off at end of calendar year. Destroy 3 years after cutoff. AUTH: (GRS 4, Item 2) (4160/R3)
4.	DONATION AGREEMENTS	Formal donation agreements with Service Educational activities and organization eligible for donations pursuant to 10 U.S.C. 2572, and documents relating to each agreement.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 73) (4160/R4)
5.	PRECIOUS METALS RECOVERY	Forms, reports, logs, accountability records, and correspondence pertaining to reclamation and use of precious metals.	DFAS offices involved in recovery programs	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 74) (4160/R5)

**SCHEDULE 4160****PROPERTY DISPOSAL**

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	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
6.	RECYCLABLE MATERIALS PROGRAM	Documents concerning the DoD Recyclable Materials Program including scrap recycling program and resource recovery.	DFAS Recycling Offices	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 75) (4160/R6)

**SCHEDULE 4165**  
**REAL PROPERTY OPERATIONS AND MAINTENANCE**

This schedule governs disposition of records pertaining to the acquisition, operation, maintenance and repair, utilization, management, and disposal of real property or interests therein. Included are records on design and construction of real property, installation and maintenance, operation of utility plants, performance of services in connection with real property, and accounting for real estate and property.

**SCHEDULE 4165****REAL PROPERTY OPERATIONS AND MAINTENANCE**

	A	B	C	D
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSTION/ AUTHORITY</b>
1.	REAL PROPERTY CASE FILES	Correspondence, reports, studies, maps, charts, drawings, copies of legal instruments, delegations of authority, excess real property declarations, disposal authorizations, real estate planning reports and related data, records pertaining to annual summaries of real property transactions.	DFAS Property Management Offices	Cut off on inactivation of the installation. Destroy 10 years after cutoff. AUTH: (N1-507-93-2, Item 76) (4165/R1)
2.	FACILITIES PLANNING	Documents reflecting current and future facilities planning, including plans for expansion, changes in use, renovation, and similar overall planning matters accumulated in the preparation, development, review, approval, and revision of master plans.		Cut off on termination of assignment, or when lease is cancelled, or when plans have been superseded or become obsolete. Destroy 2 years after cutoff. AUTH: (GRS 11, Item 2a) (4165/R2)
3.	FACILITIES OPERATIONS	Documents relating to facilities operations activities of a routine nature (i.e., routine maintenance and similar activities).		Cut off on termination of assignment, or when lease is cancelled, or when plans have been superseded or become obsolete. Destroy 2 years after cutoff. AUTH: (GRS 11, Item 2a) (4165/R3)
4.	MAINTENANCE REQUESTS	Requests for building and equipment maintenance services.		Cut off upon completion or cancellation of request. Destroy 90 days after cutoff. AUTH: (GRS 11, Item 5) (4165/R4)
5.	FACILITIES MAINTENANCE – MAJOR PROJECTS	Documents relating to major repair or replacement projects to buildings and structures, grounds, fences, roads, hard surfaced areas, and similar types of facilities.	DFAS Property Management Offices	Cut off on inactivation of the installation. Destroy 10 years after cutoff. AUTH: (N1-507-93-2, Item 77) (4165/R5)

<b>SCHEDULE 4165</b>				
<b>REAL PROPERTY OPERATIONS AND MAINTENANCE</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSTION/ AUTHORITY</b>
6.	<del>FACILITIES SERVICES</del>	<del>Documents relating to rodent and insect control programs, janitorial and refuse collection services, and operations of internal repair and utilities shops.</del>		<del>Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 11, Item 1) (4165/R6)</del>
7.	PROPOSED ACQUISITIONS	Documents relating to the proposed acquiring of real property of DFAS use; consideration of possible sites, and related proposals; EXCLUDES documents directly incident to an acquisition of real property.		Cut off at end of calendar year. Destroy 6 years after cutoff. AUTH: (N1-507-93-2, Item 78) (4165/R7)
8.	LEASING OF REAL PROPERTY	Documents relating to acquisitions of real property by lease, lease terminations, and related documents such as lease agreements, notices of renewal releases, supplemental agreements, notices of cancellation, appraisals, and related documents.		Cut off on termination of lease. Destroy 2 years after cutoff. (See NOTE 1) AUTH: (N1-507-93-2, Item 79) (4165/R8)
9.	<del>DAMAGE ASSESSMENT</del>	<del>Documents relating to determination of the degree of damage to facilities under any of various causes.</del>		<del>Cut off when assessment is complete. Destroy 2 years after cutoff. AUTH: (GRS 18, Item 11) (4165/R9)</del>
10.	REAL PROPERTY UTILIZATION REPORTS	Reports and other documents relating to the effective or noneffective utilization of real property, and proposals as to possible or recommended uses.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 11, Item 2a) (4165/R10)
11.	REAL PROPERTY OUTGRANTS	Documents relating to the temporary use of DFAS-controlled real property for outgrant by permit, lease, license, easement, and similar documentation.		Cut off upon termination of outgrant. Destroy 2 years after cutoff. AUTH: (GRS 11, Item 2a) (4165/R11)
12.	SPACE ASSIGNMENTS	Documents relating to requirements for, assignment, and utilization of real property space, including requests to GSA for the assignment of general-purpose space.		Cut off upon termination of outgrant. Destroy 2 years after cutoff. AUTH: (GRS 11, Item 2a) (4165/R12)

**SCHEDULE 4165****REAL PROPERTY OPERATIONS AND MAINTENANCE**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSTION/ AUTHORITY</b>
64	13. REAL PROPERTY INVENTORIES	Documents relating to the inventory of real property, including reports, ledgers, correspondence, machine listings, and similar records.		Cut off at end of calendar year in which documents are superseded or become obsolete. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 80) (4165/R1A)
65	14. REAL PROPERTY RECORD CARDS	Individual record cards and supporting documents maintained for each item or category of real property to provide a continuing record of the real property; i.e., land and interests therein, leaseholds, buildings and improvements or appurtenances, copies of transfers of new construction forms, completion reports, and similar records.		Cut off on consummation of the real property disposal action. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 81) (4165/R14)
66	15. REAL PROPERTY DRAWINGS	Drawings related to the design and construction of a project such as maps and layouts; architectural, mechanical and structural building plans; water distribution system, gasoline storage and fuel systems; roads, aprons and parking areas; storm drainage systems, and similar records.		Cut off on consummation of the real property disposal action. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 82) (4165/R15)
67	16. CONSTRUCTION PROGRAMMING	Program documents relating to planned construction projects and their priorities, including programs on which actions have been taken, proposed programs, and executed programs.	DFAS Property Management Offices	Cut off at end of fiscal year in which program is completed or cancelled. Destroy 6 years after cutoff. AUTH: (N1-507-93-2, Item 83) (4165/R16)

**SCHEDULE 4165****REAL PROPERTY OPERATIONS AND MAINTENANCE**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSTION/ AUTHORITY</b>
68	17. CONSTRUCTION PROJECTS	Documents accumulated in connection with the planning and construction of specific projects such as the authorization, justification, tests and investigations, specifications and addenda, tracings, copies of "as is" drawings. Progress photographs, inspections and completion reports, and related documents for the design and construction of facilities; completion of repairs, maintenance and modifications; and installation, repair or operation of utilities systems and equipment.		Cut off upon completion of project. Destroy 6 years after cutoff. AUTH: (N1-507-93-2, Item 84) (4165/R17)
69	18. CONSTRUCTION PROGRESS REPORTS	Reports and related documents pertaining to progress of design and construction projects.		Cut off at end of fiscal year. Destroy 1 year after cutoff. (See NOTE 2) AUTH: (N1-507-93-2, Item 85) (4165/R18)
70	19. UTILITIES OPERATIONS	Documents relating to the operation of utility systems such as water, sewer, gas, electric, heating, boiler, etc., to include service economy reports, reports of fuel consumption, and laboratory test reports.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 86) (4165/R19)
71c	20. UTILITIES OPERATING LOGS	Records maintained to provide a continuing record of utilities systems and equipment operations.	DFAS Property Management Offices	Cut off at end of life of the system to which the records pertain. Destroy at cutoff. AUTH: (N1-507-93-2, Item 87) (4165/R20)
72	21. UTILITIES CONSERVATION	Correspondence, reports, surveys, poster designs, informational media, and related data.		Cut off when superseded or obsolete. Destroy on cutoff. AUTH: (N1-507-93-2, Item 88) (4165/R21)
73	22. PARKING RECORDS	Records pertaining to assigned parking space programs to include handicapped, executive, mission essential, key personnel, etc.	Any DFAS office	Destroy individual documents within the file when superseded or obsolete. AUTH: (N1-507-93-2, Item 89) (4165/R22)
74	23. VEHICLE REGISTRATION	Vehicle decal and supporting records used to register employees' vehicles for entrance to the installation.	DFAS Site designated office	Destroy individual documents within the file when superseded or obsolete. AUTH: (N1-507-93-2, Item 90) (4165/R23)

**SCHEDULE 4165****REAL PROPERTY OPERATIONS AND MAINTENANCE**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSTION/ AUTHORITY</b>
75 24.	PARKING TICKETS	Record copy of a citation issued to the owner of an illegally parked vehicle.		Cut off at end of calendar year in which citation issued. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 91) (4165/R24)
76 25.	DRIVING/ CARPOOL SUSPENSIONS	Records pertaining to suspension of installation driving privileges or revocation of assigned carpool parking space due to violation of motor vehicle laws or carpool policy.		Cut off at end of calendar year in which suspension is terminated. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 92) (4165/R25)

**NOTES:**

1. Do not destroy files which relate to an unsettled claim, incomplete investigation, or pending litigation until settlement of the claim, or completion of the claim or investigation.
2. September and final reports will not be destroyed until 6 years after cutoff.



**SCHEDULE 4500**  
**TRAVEL AND TRANSPORTATION RECORDS**

This schedule governs disposition of records pertaining to transportation planning, programming and staff supervision of transportation components, movement of passengers, cargo, mail, household goods, privately owned vehicles, and personal baggage via various modes of transportation, customs service clearance, travel of personnel and dependents, and traffic management.

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<b>SCHEDULE 4500</b>				
<b>TRAVEL AND TRANSPORTATION RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	FREIGHT ACCOUNTS	Documents relating to carrier charges for transportation services. Included are claims against carriers for losses, damages, and shortages; investigations; recommended settlements, and related information.	DFAS Transportation Offices	Cut off at end of fiscal year in which claim or investigation is settled. Destroy 3 years after cutoff. (See NOTE) AUTH: (NA-507-93-2, Item 93) (4500/R1)
<del>2.</del>	<del>INTERNATIONAL HOUSEHOLD SHIPMENT BILLS OF LADING</del>	<del>Documents relating to the receipt, packing, crating, shipping and storing of international household goods and effects. Included are bills of lading, travel orders, requests for shipment inventories, service orders, delivery orders, receipts and related documents.</del>		<del>Cut off at end of fiscal year in which account is closed. Destroy 6 years after cutoff. AUTH: (GRS 9, Item 1c) (4500/R2)</del>
3.	PAYMENT DOCUMENTS LESS THAN \$100	Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation requests is less than \$100, EXCLUDING those covered in Rule 7 below.		Cut off at end of fiscal year in which account is closed. Destroy 6 years after cutoff. AUTH: (GRS 9, Item 1a) (4500/R3)

<b>SCHEDULE 4500</b>				
<b>TRAVEL AND TRANSPORTATION RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
4	INTERSTATE AND INTERNATIONAL FREIGHT TRANSPORTATION FILES	Records governing payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in tariffs lawfully on file with the Surface Transportation Board (STB) or based on tenders or quotations, pursuant to the ICC Termination Act of 1995, PL 104-88 (49 U.S.C. 701-725) offering a reduction from the published STB tariffs, EXCLUDING those covered by Rule 7 below.	DFAS Transportation Offices	Cut off at end of fiscal year in which account is closed. Destroy 6 years after cutoff. AUTH: (GRS 9, Item 1a) (4500/R4)
5.	FREIGHT AND PASSENGER TRANSPORTATION PAYMENT FILES	Records covering payment for all other freight and passenger transportation charges not covered by Rules 3 and 4 above.		Cut off at end of fiscal year in which account is closed. Destroy 6 years after cutoff. AUTH: (GRS 9, Item 1a) (4500/R5)

**SCHEDULE 4500****TRAVEL AND TRANSPORTATION RECORDS**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
6.	TRANSPORTATION OVERCHARGE/ OVERPAYMENT FILES	Records covering payment for freight and passenger transportation charges for services for which notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved; deduction or collection action has been taken; voucher contains inbound transit shipment(s); parent voucher has print of paid supplemental bill associated; voucher has become involved in litigation; or any other condition that requires the voucher to be retained beyond the 3 or 6 year disposal period, such as detection of an undercharge.		Cut off at end of fiscal year in which account is closed. Destroy 10 years after cutoff. AUTH: (GRS 9, Item 1b) (4500/R6)
7.	BILLS OF LADING	Issuing office copies of Government bills of lading, commercial passenger transportation vouchers and transportation requests, travel authorizations, and supporting documents.	DFAS Transportation Offices	Cut off at end of fiscal year in which account is closed. Destroy 6 years after cutoff. AUTH: (GRS 9, Item 1c) (4500/R7)
8.	UNUSED TICKET REDEMPTION FORMS	Forms used to redeem unused tickets.		Cut off when travel has been cancelled or travel date has passed. Destroy 3 years after cutoff. AUTH: (GRS 9, Item 1e) (4500/R8)
9.	LOSS AND DAMAGE SHIPMENT FILES	Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.		Cut off at end of fiscal year in which account is closed. Destroy 6 years after cutoff. AUTH: (GRS 9, Item 2) (4500/R9)
10.	GENERAL TRAVEL AND TRANSPORTATION FILES	Correspondence, forms, and related records pertaining to agency travel and transportation functions not covered elsewhere in this schedule.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 9, Item 4a) (4500/R10)

<b>SCHEDULE 4500</b>				
<b>TRAVEL AND TRANSPORTATION RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
<del>11</del>	<del>TRANSPORTATION INCENTIVE PROGRAM (TIP) RECORDS</del>	<del>Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.</del>	<del>TIP Program Management Office or TIP Site POC as appropriate</del>	<del>Cut off at the end of the fiscal year. Destroy 3 years after cutoff. AUTH: (GRS 9, Item 7) (4500/R11)</del>

**NOTE:** Unsettled claims or investigation files will not be destroyed.

**SCHEDULE 5000**  
**LIBRARY RECORDS**

This schedule governs disposition of records pertaining to management of DFAS libraries.

<b>SCHEDULE 5000</b>				
<b>LIBRARY RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
78	1. LIBRARY ACQUISITIONS	Requisitions, purchase orders, packing lists, requests for issue or turn-in, and similar records used for control.	DFAS Site Libraries	Cut off at end of calendar year. Destroy 3 years after cutoff. AUTH: (N1-507-93-2, Item 94) (5000/R1)
79	2. LIBRARY DISPOSITION FILES	Inventory adjustment vouchers and related records which document each item withdrawn from permanent holdings.		Cut off at end of calendar year. Destroy 3 years after cutoff. AUTH: (N1-507-93-2, Item 95) (5000/R2)
	3. LIBRARY SHELF LISTS	Manual or automated listing of material in the permanent collection of DFAS libraries set up per rules of professional librarianship.		Cut off on dissolution of library. Destroy 1 year after cutoff. (See NOTE) AUTH: (N1-507-93-2, Item 96) (5000/R3)
	4. CARD CATALOG	Manual or automated author, title, and subject index to permanent holdings of library collection maintained per rules of professional librarianship.		Cut off on dissolution of library. Destroy 1 year after cutoff. (See NOTE) AUTH: (N1-507-93-2, Item 97) (5000/R4)
	5. LIBRARY LOANS	Automated or hard copy records such as book cards, reserve cards, and similar records of the charge-out system.		Cut off when individual items within the file are obsolete. Destroy on cutoff. AUTH: (N1-507-93-2, Item 98) (5000/R5)
80	6. LIBRARY BALANCE ON HAND	Records containing total number of items in permanent library collections to include records of all additions and withdrawals.		Cut off on transfer of the complete collection or dissolution of the library. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 99) (5000/R6)
81	7. LIBRARY REPORTS OF AUDIT	Reports of library control records.		Cut off at end of calendar year in which all corrective action is complete. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 100) (5000/R7)

**NOTE:** If collection is transferred, transfer with collection.

**SCHEDULE 5001**  
**CENTRAL FILES**

This schedule governs disposition of the Central File copy of records which have DFAS-wide impact. Correspondence, policies, procedures, and other related documents signed at Site or higher level, or documents containing information worthy of Site or higher level attention, are included. Documents in Central File are additional copies; the record or coordination copy is filed under the appropriate Rule found elsewhere in this publication.

<b>SCHEDULE 5001</b>				
<b>CENTRAL FILES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
82 1.	ROUTINE NONPOLICY CORRESPONDENCE	Documents pertaining to routine nonpolicy matters and to the overall or general internal administration of the organization as opposed to the primary mission of the organization. These include routine approval actions, local office operations, equipment or system request and procurement actions, routine budget and manpower actions, internal office management, travel, attendance at conferences, and similar information.	DFAS Site designated offices	Cut off at end of fiscal year. Destroy 10 years after cutoff. AUTH: (N11507-93-2, Item 139) (5001/R1)
83 2.	MISSION POLICIES AND PROCEDURES FILES	Documents pertaining to policy matters and to actions documenting the primary mission of the organization.		PERMANENT. Cut off at end of fiscal year. Transfer to National Archives in 5-year blocks when latest record in block is 20 years old. AUTH: (N1-507-93-2, Item 140) (5001/R2)
84 3.	INDEX FILES	Index of central files.		PERMANENT. Cut off at end of calendar year. Transfer to National Archives along with the records to which they pertain. AUTH: (N1-507-93-2, Item 141) (5001/R3)

**SCHEDULE 5005**  
**ADMINISTRATIVE ORDERS**

This schedule governs disposition of permanent and temporary orders.

<b>SCHEDULE 5005</b>				
<b>ADMINISTRATIVE ORDERS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
85 1.	PERMANENT ORDERS	Orders pertaining to appointment of directors, assumption of command, awards and decorations, memorialization program and dedication ceremonies and organizational and installation actions such as activation, redesignation, inactivation, and similar actions.	Any DFAS office	PERMANENT. Cut off at end of calendar year. Transfer to National Archives in 5-year blocks when latest records in block are 20 years old. AUTH: (N1-507-93-2, Item 101) (5005/R1A)
86 2.	TEMPORARY ORDERS —LONG TERM	Orders pertaining to civilian permanent change of station and dependent travel, assignment of contract personnel, and formal boards and committees.		Cut off at end of calendar year. Destroy 56 years after cutoff. AUTH: (N1-507-93-2, Item 102) (5005/R2)
87 3.	TEMPORARY ORDERS -SHORT TERM	Orders pertaining to all types of temporary duty (TDY) travel, appointment of investigating officers and boards, appointment of attendants and escorts, orders pertaining to emergency or special leave, and miscellaneous actions not covered elsewhere.		Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 103) (5005/R3)

**SCHEDULE 5010**  
**OFFICE ADMINISTRATIVE FILES**

This schedule governs disposition of records accumulated by individual offices while carrying out the internal administration or "housekeeping" activities of the office. The records listed in this schedule are common to most DFAS offices.

<b>SCHEDULE 5010</b>				
<b>OFFICE ADMINISTRATIVE FILES</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.	STAFFING RECORDS	Records used to fill vacancies such as requests for personnel action, interview questions, notification letters, etc.	Any DFAS office	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 1) (5010/R1)
2.	COMMUNICATIONS (READ FILES)	Extra copies of messages sent or received, or other type of written correspondence which are filed by date released or sent, organization sent to or received from, or some other similar filing feature and used for quick-reference or cross-reference purposes.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 1) (5010/R2)
3.	EXPENDITURE OF FUNDS	Records used to develop and control the office budget such as the call for estimates, budget reports, worksheets, accountability ledger, and similar documents.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 1) (5010/R3)
4.	ADMINISTRATION OF OFFICE PERSONNEL	Records used in the day-to-day management of office personnel to include training, travel, letters of appreciation, nominations for special recognition, such as Civilian of the Year or Soldier of the Quarter, and similar records.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 1) (5010/R4)
5.	OFFICE SUPPLIES AND EQUIPMENT	Records used to acquire, monitor, and dispose of supplies and equipment such as the office equipment custodian file, requisitions, purchase requests, shipping records, requests for issue or turn-in of equipment, and similar records.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 1) (5010/R5)



<b>SCHEDULE 5010</b>				
<b>OFFICE ADMINISTRATIVE FILES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
6.	OFFICE SERVICES, SPACE AND UTILITIES	Records used to request, monitor, suspend, or manage office services, space, and utilities such as requests for telephone service or repair, requests for rearrangement of systems furniture, long distance phone logs, changes to space requirements, and similar records.	Any DFAS office	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 1) (5010/R6)
7.	WORKLOAD REPORTS	Includes individual production reports, work in progress reports, activity reports, etc.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 1) (5010/R7)
8.	SAFETY RECORDS	Records relating to the safety program within the office, such as safety visit or accident reports.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 18, Item 11) (5010/R8)
9.	TRANSITORY MATERIAL	Records that have no enduring value but may be needed for reference purposes for a short time. Examples are retirement announcements, advertisements for training sessions, and other items of a similar nature.		Cut off at end of month. Destroy 90 days after cutoff. AUTH: (GRS 23, Item 7) (5010/R9)
10.	STAFF MEETINGS AND CONFERENCES	Minutes of staff meetings.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 1) (5010/R10)
11.	RECURRING OFFICIAL VISITS	Requests for permission to visit and reports of visits including findings, recommendations and follow- up that are part of a formal recurring visit schedule.		Cut off when superseded by next visit. Destroy upon cutoff. AUTH: (GRS 23, Item 5b) (5010/R11)
12.	ONE-TIME OFFICIAL VISITS	Requests for permission to visit and reports of visits including findings, recommendations, and follow- up, which are not part of a formal recurring visit, schedule.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 1) (5010/R12)

<b>SCHEDULE 5010</b>				
<b>OFFICE ADMINISTRATIVE FILES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
13.	DELEGATIONS OF AUTHORITY/ ADDITIONAL DUTY ASSIGNMENTS	Records such as forms, correspondence, etc., which task office personnel with a specific assignment beyond the scope of their normal work.		Destroy individual documents within the file when superseded or obsolete. AUTH: (GRS 23, Item 5b) (5010/R13)
14.	OFFICE ORGANIZATION RECORDS	Office copy of manpower standards, manpower guides, unit manning documents, organizational chart, personnel charts and similar records which document the organization of the office.	Any DFAS Office	Destroy individual documents within the file when superseded or obsolete. AUTH: (GRS 23, Item 5b) (5010/R14)
15.	POLICY/PRECEDENT/ PROCEDURES	Records used to document internal policies, precedents or procedures such as operating instructions, checklists, worksheets, correspondence, typical cases, etc.		Destroy individual documents within the file when superseded or obsolete. AUTH: (GRS 23, Item 5b) (5010/R15)
16.	INSPECTIONS	Records such as inspection reports at inspected activities and self-inspection checklists.		Destroy individual documents within the file when superseded or obsolete. AUTH: (GRS 23, Item 5b) (5010/R16)
17.	SUPPORT AGREEMENTS	Agreements made between two offices, organizations, agencies, etc., for support or cooperation; may also be called host-tenant support agreements, service level agreements, or other similar names.	Office of Primary Responsibility (OPR)	
17.01		Reimbursable Interservice Support Agreements and Intragovernmental Support Agreements formally documenting arrangements for supplying and/or receiving goods or services. Also includes Memorandums of Agreement (MOA) involving transfer of personnel spaces and training.		Cut Off when superseded or cancelled. Destroy 6 years and 3 months after cutoff. AUTH: (GRS 6, Item 1a) (5010/R17.01)

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SCHEDULE 5010				
OFFICE ADMINISTRATIVE FILES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
17.02		Non-reimbursable Memorandum of Understanding (MOU)/ Memorandum of agreement (MOA) for recurring interservice and intragovernmental support and cooperation where no funds are involved.		Destroy individual agreements within the file when superseded or obsolete. (See NOTE) AUTH: (N1-507-93-2, Item 104) (5010/R17.02)
<del>18.</del>	<del>PUBLICATIONS/ FORMS REQUIREMENTS</del>	<del>Records used to requisition publications or forms; includes publication bulletins at the customer office.</del>	<del>Any DFAS Office</del>	<del>Destroy individual documents within the file when superseded or obsolete. AUTH: (GRS 23, Item 5b) (5010/R18)</del>
19.	SUSPENSE CONTROL RECORDS	Any of a variety of forms, computerized listings, extra copies, etc., used to monitor and control suspenses.	<del>Any DFAS office</del>	Destroy individual documents within the file when suspense is complete. AUTH: (GRS 23, Item 5b) (5010/R19)
20.	WORK SCHEDULING AND PLANNING RECORDS	Records created while planning, organizing, directing and controlling the work of the office such as schedules, work plans for specific projects, annual goals and objectives, etc.	Any DFAS office	Destroy individual documents within the file when superseded or obsolete. AUTH: (N1-507-93-2, Item 105) (5010/R20)
<del>21.</del>	<del>OFFICE INFORMATION SECURITY ADMINISTRATION</del>	<del>Records pertaining to security clearances, management of classified documents within the office, and similar records.</del>		Destroy individual documents within the file when superseded or obsolete. AUTH: (GRS 23, Item 5b) (5010/R21)
22.	MAIL CONTROL RECORDS	Office level copy of forms or other records pertaining to accountable or registered mail.		Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH: (GRS 12, Item 6a) (5010/R22)
23.	REFERENCE FILES	Documents used to FACILITATE the performance of the office mission as distinguished from those official records necessary to DOCUMENT performance of the mission.		

SCHEDULE 5010				
OFFICE ADMINISTRATIVE FILES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
		Cards, listings, indices, and similar documents used to facilitate or control work.		Destroy when superseded, obsolete, or determined to be of no further value, whichever is sooner. AUTH: (N10507-02-10 Item 30) (5010/R23)
23.01		Copies of mission-related and similar reproduced materials that do not fall within the description for reference publications.		Destroy when superseded, obsolete, or not longer needed for reference. AUTH: (N10507-02-10 Item 31) (5010/R23.01)
<del>24.</del>	<del>WORD PROCESSING/ SPREADSHEET WORKING FILES</del>	<del>Spreadsheets recorded on electronic media used to produce or update a hard copy maintained in the office file.</del>		<del>Cut off when purpose has been served. Delete when no longer needed to produce or update a hard copy. AUTH: (GRS 20, Item 15a)</del>
<del>25.</del>	<del>WORD PROCESSING/ SPREADSHEET RECORD COPIES</del>	<del>Records produced by word processing or spreadsheet application software which are maintained only in electronic form and take the place of hard copy records.</del>		<del>Cut off records as prescribed for hard copy records they replace. Delete records after expiration of the retention period for the hard copy records they replace. AUTH: (N1-507-02-10 Item 32) (5010/R25)</del>
26.	ADMINISTRATIVE DATABASES <del>a</del> WORKING FILES	Databases that support administrative or housekeeping functions that are maintained for convenience only and contain information duplicated in hard copy files.		Cut off and destroy when superseded. AUTH: (N1-507-02-10 Item 33) (5010/R26)
<del>27.</del>	<del>ADMINISTRATIVE DATABASES-RECORD COPIES</del>	<del>Databases that support administrative or housekeeping functions that are maintained only in electronic form and take the place of hard copy records.</del>	<del>Any DFAS office</del>	<del>Cut off records as prescribed for hard copy records they replace. Delete records after expiration of the retention period for the hard copy records they replace. AUTH: (GRS 20, Item 3b(2))</del>

**NOTE:** The supervisor may determine that all versions of the MOU are needed as history of the cooperation and agreements made. This is permissible, but previous MOUs should be physically separated from the current MOU.

**SCHEDULE 5011**  
**STUDIES**

This schedule governs disposition of records created in connection with studies. Generally, the studies are done to analyze, measure, or improve methods, procedures, management practices, or organization.

<b>SCHEDULE 501d</b>				
<b>STUDIES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
92	1. MANAGEMENT ANALYSES, STUDIES, AND SUMMARIES	Final written report and related documentation of a major, formal study. The final recommendation will have agency-wide impact or great historical significance. Studies done to design an entire new pay system or to restructure the entire organization are examples of this type of study. Include the proposal and approval for the study, coordination, and similar records which have bearing on the implementation of the program or system.	DFAS Arlington; DFAS Sites at Site director level	PERMANENT. Cut off when study is complete. Transfer to National Archives in 5-year blocks when the latest record in the block is 20 years old. AUTH: (N1-507-93-2, Item 107) (5010/R1)
93	2. OFFICE PROJECTS AND STUDIES	Case files to include the final written report and related records of a project or study done by an office to improve methods of operation within the office or functional area which <u>may or may not</u> result in the issuance of a publication.		
		Publication.	Any DFAS office	Cut off when study is complete. Include the final report and pertinent records with the record set of the publication and dispose of per schedule 5025. AUTH: (N1-507-93-2, Item 108) (5010/R2)
		No Publication.		Cut off when study is complete. Destroy 5 years after cutoff. AUTH: (GRS 16, Item 9) (5010/R2.01)
	3. ADMINISTRATIVE SYSTEMS STUDIES	Final written report and related records of studies done to assess the need for and recommend administrative system improvements.	Administrative functional area at DFAS Sites	Cut off when study is complete. Destroy 5 years after cutoff. AUTH: (GRS 16, Item 9) (5010/R3)

<b>SCHEDULE 501d</b>				
<b>STUDIES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
94	4. SOURCE DATA FOR STUDIES	Working papers, notes, feeder reports, results of research and similar background or source data gathered and analyzed during conduct of study.	Any DFAS office	Cut off when study is complete. Destroy when information contained has either been incorporated into the final report or discarded as not pertinent to the study. AUTH: (N1-507-93-2, Item 109) (5011/R4)
	<del>5. SAFETY STUDIES</del>	<del>Individual studies which identify weaknesses with accident potential caused by human factors, design, training, operations, maintenance of equipment, etc. Includes supporting records and plans for improvement.</del>	<del>Safety functional area at DFAS Sites</del>	<del>Cut off when potential weakness is eliminated. Destroy 3 years after cutoff. (See NOTE 1) AUTH: (GRS 18, Item 9) (5011/R5)</del>
95	6. PRODUCTIVITY ENHANCEMENT STUDIES	Feasibility studies, study proposals, study plans, requests, and related records		
		Recommendation Approved.	Any DFAS office	Cut off at end of calendar year in which implementation is complete. Destroy 3 years after cutoff. AUTH: (N1-507-93-2, Item 110) (5011/R6)
96	6.01	Recommendation Disapproved.		Cut off when recommendation is disapproved. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 111) (501A/R6.01)
97	7. MANPOWER STANDARDS STUDIES	Studies, memoranda, measurement plans and reports, and other source data such as standard data input computation, measured man-hour records, workload factor records, work unit production records, concurrences and comments, final reports, and related records used to develop manpower standards.	Manpower functional area at DFAS Sites	Cut off at end of calendar year in which a manpower standard is superseded or becomes obsolete. (See NOTE 2) Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 112) (501A/R7)
98	8. ORGANIZATIONAL STUDIES	Organizational charts and reorganization studies; graphic illustrations that provide a detailed description of the administrative structure of the agency to include final recommendations, proposals, and staff evaluations.	Maintained at DFAS Arlington and manpower functional areas at DFAS Sites	Permanent. Cut off at end of calendar year. Transfer to National Archives in 5-year blocks when the latest record in the block is 20 years old. AUTH: (N1-507-93-2, Item 113) (501A/R8)

**NOTES:**

1. If an accident attributable to the identified weakness occurs during the 3-year retention period, the file will be reopened and cut off again when the weakness causing the accident is eliminated.
2. The file should remain open as long as the standard remains in effect, regardless of when it was established.

**SCHEDULE 5015**  
**RECORDS MANAGEMENT**

The schedule governs disposition of records created by the Records Management Program pertaining to the creation, maintenance, disposition, preservation, storage, and retrieval of records.

<b>SCHEDULE 5015</b>				
<b>RECORDS MANAGEMENT</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.	<del>RECORDS MANAGEMENT PLANNING</del>	<del>Records pertaining to the development and establishment of the records management program to include <u>correspondence reports</u>, authorizations and other records that relate to the management of the agency's records not covered elsewhere in this schedule.</del>	<del>DFAS Records Management Offices</del>	<del>Cut off at end of calendar year. Destroy 6 years after cutoff. AUTH: (GRS 16, Item 7) (5015/R1)</del>
2.	STAFF ASSISTANCE VISITS	All records pertaining to staff assistance visits or records management surveys.	a	Cut off upon completion of visit or survey. Destroy when superseded. AUTH: (N1-507-93-2, Item 135) (5015/R2)
3.	RECORDS DISPOSITION FILES	Records disposition schedules, descriptive inventories, disposal authorizations, and reports.		
		Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation.		
		SF 115s that have been approved by NARA.	Agency Records Management Office	Cut off upon supersession. Destroy 2 years after cutoff. AUTH: (GRS 16, Item 2a(1)) (5015/R3)
3.01		SF 135s. Forms and related correspondence used to transfer records.	Any DFAS office	Cut off at the end of the year in which applicable records are destroyed. Destroy 6 years after cutoff. AUTH: (GRS 16, Item 2a(2)) (5015/R3.01)
3.02		SF 258s covering agency records transferred to the National Archives.	Maintain in agency Records Management Office after records have been transferred to the custody of the National Archives.	Cut off after the related records have been transferred to the National Archives of the United States. Destroy 6 years after cutoff. AUTH: (GRS 16, Item 2a(2)) (5015/3.02)



<b>SCHEDULE 5015</b>				
<b>RECORDS MANAGEMENT</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
<del>3.03</del>		Routine communications.	DFAS Records Management Offices	Cut off at the end of the year. Destroy 2 years after cutoff. AUTH: (GRS 16, Item 2b) (5015/R3.03)
4.	SYSTEM NOTICES	Reports, work papers, correspondence and forms used to document announcement of proposed records schedules and changes to existing ones, in the Federal Register.	DFAS Records Management Offices	Cut off at end of calendar year in which notice is published in the federal register. Destroy 1 year after cutoff. (See NOTE 1). AUTH: (GRS 16, Item 13a) (5015/R4)
5.	FILE PLANS	A document containing the identifying number, title or description, and disposition authority of files held in an office.	Any DFAS office	Destroy when superseded or obsolete. (See NOTE 2) AUTH: (N1-507-93-2, Item 137) (5015/R5)
<del>6.</del>	<del>REPORTS CONTROL FILES</del>	<del>Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including, i.e. SF 83; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions, and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.</del>	<del>DFAS Reports Control Offices</del>	<del>Cut off when report is discontinued. Destroy 2 years after cutoff. AUTH: (GRS 16, Item 6) (5015/R6)</del>
7.	INFORMATION COLLECTION BUDGET FILES	Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.		Cut off at end of fiscal year. Destroy 7 years after cutoff. (See NOTE 3) AUTH: (GRS 16, Item 12) (5015/R7)
8.	INFORMATION REQUESTS	Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature.	DFAS Records Management Offices	Cut off at the end of quarter; destroy 3 months after cutoff. (AUTH: GRS 14, Item 1) (5015/R8)

NOTES:

1. For disposition on systems notices covering Privacy Act records, please see Schedule 5020.
2. The file plan file folder should be the first one in the first drawer of the first cabinet (maintained in any DFAS office).
3. The DFAS RMO should maintain completed SF 258s as a permanent part of operating records held onsite. Attached to the SF 258 should be a copy of the governing SF 115 (or an extract thereof) and any SF 135s which originally transferred the records into NARA holdings. Such a collection will prove to be of invaluable assistance to researchers and provide legal protection to both DFAS and the National Archives.

**SCHEDULE 5020**  
**PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS**

This schedule governs disposition of records accumulated in support of the Privacy Act (PA) and Freedom of Information Act (FOIA) programs.

<b>SCHEDULE 5020</b>				
<b>PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	PRIVACY ACT GENREAL ADMINISTRATIVE FILES	Approved Privacy Act Systems Notices.	DFAS PA or FOIA offices	Cut off when notice is discontinued. Destroy 2 years after the close of the CY in which notice is discontinued. AUTH: (GRS 14, Item 26) (5020/R1)
1.01		Records relating to general Agency implementation of the Privacy Act, including routine correspondence and related records.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 14, Item 26) (5020/R1.01)
2.	PRIVACY ACT REQUESTS FILES	Files crated in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include a copy of the records requested.		
		Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein). Granting access to all the requested records.		Cut off at end of CY in which request is granted. Destroy 2 years after cutoff. AUTH: (GRS 14, Item 21a(1)) (5020/R2)
2.01		Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees. Requests not appealed.		Cut off at end of CY in which response is made. Destroy 2 years after cutoff. AUTH: (GRS 14, Item 21a(2) (a)) (5020/R2.01)
2.02		Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees. Request appealed.	DFAS PA or FOIA offices	Destroy as authorized under Item 3.02.

<b>SCHEDULE 5020</b>				
<b>PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
2.03		Denying access to all or part of the records requested. Requests not appealed.		Cut off at end of CY in which request is denied. Destroy 5 years after cutoff. AUTH: (GRS 14, Item 21a(3)(a)) (5020/R2.03)
2.04		Denying access to all or part of the records requested. Requests appealed.		Destroy as authorized under Item 8c. AUTH: (GRS 14, Item 21 a(3)(b)) (5020/R2.04)
2.05		Official file copy of requested records.		Dispose of in accordance with approved Agency disposition instructions for the related records. AUTH: (GRS 14, Item 21 b) (5020/R2.05)
3.	<b>PRIVACY ACT AMENDMENT CASE FILES</b>	Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 5 U.S.C. 552s(d)(3); and to any civil action brought by the individuals against the refusing agency as provided under 4 U.S.C. 552a(g).		
		Requests to amend agreed to by agency. Includes individual's request to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.		Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later. AUTH: (GRS 14, Item 22a) (5020/R3)A
3.01		Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justifications for refusal to amend a record, and related materials.	DFAS/PAmnFOIA offices	Dispose of in accordance with approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later. AUTH: (GRS 14, Item 22b) (5020/R3.01)

<b>SCHEDULE 5020</b>				
<b>PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
3.02		Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.		Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later. AUTH: (GRS 14, Item 22c) (5020/R3.02)
4.	PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.		Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later. AUTH: (GRS 14, Item 23) (5020/R4)
5.	PRIVACY ACT CONTROL FILES	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester. Registers or listings.		Destroy 5 years after date of last entry. AUTH: (GRS 14, Item 24a) (5020/R5)
5.01		Other files.	DFAS PA or FOIA offices	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later. AUTH: (GRS 14 Item 24b) (5020/R5.01)
6.	PRIVACY ACT REPORTS FILES	(See NOTE) Recurring reports and one-time information requirements relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.		Cut off at end of Calendar year. Destroy 2 years after cutoff. AUTH: (GRS 14, Item 25) (5020/R6)

<b>SCHEDULE 5020</b>				
<b>PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
7.	FOIA ADMINISTRATIVE FILES	Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 14, Item 15) (5020/R7)
8.	FREEDOM OF INFORMATION ACT REQUEST	Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include a copy of the requested record.		
		Correspondence and supporting documents (Excluding the official file copy of the records requested if filed herein).		
		Granting access to all the requested records.		Cut off at end of calendar year in which response is made. Destroy 2 years after cutoff. AUTH: (GRS 14 Item 11a(1) (5020/R8)
8.01		Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees. Requests not appealed.	DFAS PA or FOIA offices	
				Cut off at end of calendar year in which response is made. Destroy 2 years after cutoff. AUTH: (GRS 14, Item 11a(2)(a)) (5020/R8.01)
8.02		Request appealed.		Destroy as authorized under item 9. AUTH: (GRS 14, Item 12) (5020/R8.02)
9.	FOIA APPEALS FILES	Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include a copy of records under appeal.		

SCHEDULE 5020				
PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS				
R U L E	A  RECORD SERIES	B  DESCRIPTION	C  MAINTAINED IN	D  CUTOFF/ DISPOSITION/ AUTHORITY
		Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal).		Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts whichever is later. AUTH: (GRS 14, Item 12a) (5020/R9)
9.01		Official file copy of records under appeal.		Dispose of in accordance with approved agency disposition instructions. AUTH: (GRS 14, Item 12b) (5020/R9.01)
10.	FOIA CONTROL FILES	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester. Registers or listing.	DFAS PA or FOIA offices	Destroy 6 years after date of last entry. AUTH: (GRS 14, Item 13.a)(5020/R10)
10.01		Other files.		Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later. AUTH: (GRS 14, Item 13b) (5020/R10.01)
11.	FOIA REPORTS FILES	(See NOTE) Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 14, Item 14) (5020/R11)
12.	FOIA REPORT TO CONGRESS	Annual Report to Congress.		Permanent. Cut off at end of calendar year. Transfer to National Archives in 5-year blocks when most recent records are 20 years old. AUTH: (N1-507-93-2, Item 138) (5020/R12)

NOTE: The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the Nation Archives of the United States by submitting an SF 115 to NARA.

**SCHEDULE 5025**  
**PUBLICATIONS AND FORMS**

This schedule governs disposition of records pertaining to the creation, production, and distribution of forms and publications.

<b>SCHEDULE 5025</b>				
<b>PUBLICATIONS AND FORMS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
102	1. RECORD SET – PUBLICATIONS	The record set of each publication, regulation, manual pamphlet, visual aid, etc., to include backup documenting the approval process, such as coordination, pertinent federal laws, studies, and similar records.	DFAS Publication Management Office	
		DoD-Level (Mission-Related) Issuances for which DFAS is the POC.		Permanent. Cut off when publication is rescinded, superseded, or obsolete. Place in an inactive file which is cut off annually on December 31. Transfer to National Archives in 5-year blocks when most recent records are 20 years old. AUTH: (N1-507-93-2, Item 144) (5025/R1)
103	1.01	DFAS Arlington/Agency-wide coverage (Mission Related)		Permanent. Cut off when publication is rescinded, superseded, or obsolete. Place in an inactive file which is cut off annually on December 31. Transfer to National Archives in 5-year blocks when most recent records are 20 years old. AUTH: (N1-507-93-2, Item 144) (5025/R1.01)
104	1.02	Individual DFAS Site Coverage (Mission-Related)	DFAS Site offices	Permanent. Cut off when publication is rescinded, superseded, or obsolete. Place in an inactive file which is cut off annually on December 31. Transfer to National Archives in 5-year blocks when most recent records are 20 years old. AUTH: (N1-507-93-2, Item 144) (5025/R1.02)



<b>SCHEDULE 5025</b>				
<b>PUBLICATIONS AND FORMS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
105	1.03	Case files related to 1.01. through 1.02 above.		Cut off and transfer with the issuance to which the individual file pertains.
106	1.04	Case files related to DFAS coordination on higher level non-mission-related issuances (i.e. DoD Directives, DoD Instructions, DoD Regulations and Manuals, OSD Administrative Instructions.		Cut off at close of fiscal year in which applicable publication is published. Destroy 4 years after cutoff. AUTH: (N1-507-02-1, Item 42) (5025/R1.04)
	1.05	Administrative Issuances Notices and other types of issuances related to routine administrative functions.	Any DFAS office	Destroy when superseded or obsolete. AUTH: (GRS 16, Item 1a) (5025/R1.05)
	2.	RECORD SET – FORMS	Forms Management Offices	Cut off when form is discontinued, superseded, or cancelled. Destroy 5 years after cutoff. AUTH: (GRS 16, Item 3a) (5025/R2)
107	3.	FORMS MANAGEMENT REPORTS	DFAS Publication Management Office	Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-93-2, Item 146) (5025/R3)
108	3.01		Field Site office	Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 147) (5025/3.01)
	4.	FORMS NUMBER REGISTERS	DFAS Publication Management Office	Cut off when all forms entered on the page are discontinued or obsolete. Destroy upon cutoff. AUTH: (GRS 16, Item 3b) (5025/R4)
109	5.	ACCOUNTABLE FORMS RECEIPTS AND ISSUES		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 148) (5025/R5)
110	6.	ACCOUNTABLE FORMS AUTHORIZATIONS		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 149) (5025/R6)

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<b>SCHEDULE 5025</b>				
<b>PUBLICATIONS AND FORMS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
7.	GENERAL REFERENCE AND PUBLICATIONS	Any publication which is not the record copy and is maintained for reference purposes.		Cut off when publication becomes superseded or obsolete. Destroy upon cutoff. AUTH: (N1-507-93-2, Item 145) (5025/R7)
<del>8.</del>	<del>FORMS REQUESTS AND APPROVALS</del>	<del>Background material accumulated during design of form.</del>	<del>Functional area responsible for the form</del>	<del>Cut off when related form is discontinued, superseded, or cancelled. Destroy upon cutoff. AUTH: (GRS 16, Item 3b) (5025/R8)</del>
9.	FORMS AND PUBLICATIONS PRINTING FILES	Documents relating to printing of forms and publications to include requisition, invoice, specifications, and related papers.	DFAS Publication Management Offices	Cut off at end of fiscal year in which requisition is filled or item is cancelled. Destroy 3 years after cutoff. AUTH: (GRS 3, Item 6a (5025/R9).
10.	REQUISITION STOCKING, AND DISTRIBUTION FILES	Publications requirements and distribution.	Publications Distribution Office (PDO)	Cut off at end of fiscal year in which request is filled. Destroy 1 year after cutoff. AUTH: (GRS 13, Item 3) (N1-507- 93-2, Item 142) (5025/R10)
10.01		Forms requirements and distribution.		Destroy when related form is discontinued, superseded, or cancelled. AUTH: (GRS 16, Item 3b) (N1- 507-93-2, Item 143) (5025/R10.01)

**SCHEDULE 5040**  
**AUDIOVISUAL INFORMATION AND GRAPHICS**

This schedule governs disposition of all forms of records created by DFAS Audiovisual Information and Graphics programs to include exhibits, visual information productions, graphic presentations, photography, and similar records.

<b>SCHEDULE 5040</b>				
<b>AUDIOVISUAL INFORMATION AND GRAPHICS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	PRODUCTION FILES	Project files that document origin, development, acquisition, use, and ownership of audiovisual production projects; includes scripts, cue sheets, production reports, production contracts, and similar records documenting production of a project.	DFAS Audiovisual Information and Graphics Office	
		Non-mission		Cut off on completion of the production. Dispose of according to the instructions covering the related AV records. AUTH: (GRS 211 Item 28) (5040/R1)
1.01		Mission		(PENDING) Contact Records Manager.
2.	FINDING AIDS	Aids such as data sheets, shot lists, catalogs, indexes, review sheets, lists of captions, and other textual documentation necessary for the proper identification, retrieval, or use of audiovisual information records.		Cut off when superseded or obsolete. Destroy according to instructions covering the related records. AUTH: (GRS 21, Item 29) (5040/R2)
3.	REQUESTS FOR AUDIOVISUAL SERVICES	Requisitions or other requests for audiovisual products or service.		Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 151) (5040/R3)
4.	STILL PHOTOGRAPHY	Non-mission. Still photography that does not reflect the mission of DFAS, such as photographs of routine award ceremonies, social events, or similar activities.	DFAS Audiovisual Information and Graphics Office	Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH: (GRS 21, Item 1) (5040/R4)

**SCHEDULE 5040****AUDIOVISUAL INFORMATION AND GRAPHICS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
4.01		Mission. Still photography that pertains to DFAS mission; includes official portraits of senior agency officials; agency publications, exhibitions, or other media productions; documentary photographs shot for fact-finding purposes; or slides that depict the mission of DFAS (See <b>NOTE</b> )		PERMANENT. Cut off at end of calendar year. Transfer to National Archives in 5-year blocks when newest record in block is 20 years old. AUTH: (N1-507-93-2, Item 152) (5040/R4.01) (See <b>NOTE</b> )
<del>5.</del>	<del>BRIEFING AIDS</del>	<del>Overhead transparencies, or other briefing aids, used in training, briefings, public affairs presentations, etc.</del>	<del>DFAS Audiovisual Information and Graphics Office</del>	<del>Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH: (GRS 21, Item 5) (5040/R5)</del>
6.	ARTWORK	Artwork used for handbills, flyers, posters, letterhead, and other graphics.		Cut off upon final publication of product. Destroy 1 year after cutoff. AUTH: (GRS 21, Item 6) (5040/R6)
7.	PHOTO-MECHANICAL REPRODUCTION	Lines and half-tone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.		Cut off when no longer needed for publication or reprint. Destroy at cutoff. AUTH: (GRS 21, Item 7) (5040/R7)
8.	LINE COPIES	Line copies of graphs and charts.		Cut off upon final production. Destroy 1 year after cutoff. AUTH: (GRS 21, Item 8) (5040/R8)
9.	POSTERS	Mission-related posters and non-mission-related posters (including related production records) distributed locally, agencywide, or to the public.	DFAS Audiovisual Information and Graphics Office	
9.01		Non-mission		Cut off on completion of the production. Destroy 1 year after occurrence of event or completion of program being documented. AUTH: (N1-507-93-1, Item 153) (5040/R9.01)
<del>9.02</del>	<del></del>	<del>Mission</del>	<del></del>	<del>(PENDING) Contact Records Manager.</del>
10.	TRAINING PROGRAMS	Productions and programs to include any type of film, slides, video or audio media used for training personnel.		Cut off when no longer being used for training purposes. Destroy 1 year after cutoff. AUTH: (GRS 21, Items 14 and 17) (5040/R10)

SCHEDULE 5040				
AUDIOVISUAL INFORMATION AND GRAPHICS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
11.	AUDIO-VISUAL PRODUCTIONS	Motion picture photography, videotapes, and related audio recordings that reflect functions performed within DFAS; includes mission briefings and similar products.  Non-mission.		Cut off on completion of the production. Destroy 1 year after occurrence of event or completion of program being documented. AUTH: (N1-507-02-1, Item 46) (5040/R11)
11.01		Mission.		PERMANENT. Cutoff when superseded or obsolete. Transfer to National Archives in 5-year blocks when newest record in block is 20 years old. AUTH: (N1-507-93-2, Item 154) (5040/R11.01)
12.	DIGITAL MEDIA			(PENDING) Contact Records Manager.
13.	RECORDINGS OF MEETINGS	Recordings of meetings made exclusively for note taking or transcription.	Any DFAS Audiovisual Information and Graphics Office	Cut off when transcription is complete. Destroy immediately after cutoff or erase for re-use. AUTH: (GRS 21, Item 22) (5040/R13)
14.	PRE-MIX SOUND ELEMENTS	Created during the course of a motion picture, television, or radio production.	Any DFAS Audiovisual Information and Graphics Office	Cut off when purpose has been served. Destroy at cutoff. AUTH: (GRS 21, Item 24) (5040/R14)

**NOTE:** Record Sets; Black and white photographs - original negative and a captioned print; Color photographs - original color transparency or color negative, and a captioned print; Slide sets - original and a reference set and the related audio recording and script if one exists.

**SCHEDULE 5210**  
**SECURITY AND PROTECTIVE SERVICES RECORDS**

This schedule governs disposition of records pertaining to all forms of security to include information, concerning physical and personnel security.

<b>SCHEDULE 5210</b>				
<b>SECURITY AND PROTECTIVE SERVICES RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	DOCUMENT RECEIPT FILES	Records documenting the receipt and issuance of classified documents.	Maintained in any DFAS office	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 18, Item 2) (5210/R1)
2.	DESTRUCTION CERTIFICATE FILES	Certificates relating to the destruction of classified documents.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 18, Item 3) (5020/R2)
3.	CLASSIFIED DOCUMENT INVENTORY FILES	Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents EXCLUDING Top Secret documents.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 18, Item 4) (5020/R3)
4.	TOP SECRET CONTROL REGISTERS	Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.		Cut off when controlled documents are downgraded, transferred, or destroyed. Destroy 5 years after cutoff. AUTH: (GRS 18, Item 5a) (5020/R4)
5.	TOP SECRET ROUTING DOCUMENTS	Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.		Cut off and destroy when controlled documents are downgraded, transferred, or destroyed. AUTH: (GRS 18, Item 5b) (5020/R5)
6.	ACCESS REQUEST FILES	Requests and authorizations for individuals to have access to classified files.		Cut off at end of calendar year that authorization expires. Destroy 2 years after cutoff. AUTH: (GRS 18, Item 6) (5210/R6)
7.	CLASSIFIED DOCUMENT CONTAINER FILES	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.		Cut off individual documents when superseded or obsolete. Destroy upon cutoff. AUTH: (GRS 18, Item 7a) (5210/R7)

<b>SCHEDULE 5210</b>				
<b>SECURITY AND PROTECTIVE SERVICES RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
8.	INSPECTION AND SURVEY FILES	Reports of inspections or surveys of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.		Cut off at end of calendar year. Destroy 3 years after cutoff. AUTH: (GRS 18, Item 9) (5210/R8)
9.	INVESTIGATIVE FILES	Investigative files accumulating from investigations of fires, explosions, and accidents.		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 18, Item 11) (5210/R9)
10.	PROPERTY PASS FILES	Property pass files, authorizing removal of property or materials.		Cut off and destroy individual documents within the file 3 months after expiration or revocation. AUTH: (GRS 18, Item 12) (5210/R10)
11.	GUARD ASSIGNMENT LEDGER RECORDS	Ledgers relating to guard assignments and strength.	DFAS security offices	Cut off at end of calendar year. Destroy 3 years after cutoff. AUTH: (GRS 18, Item 13a) (5210/R11)
12.	GUARD POST ASSIGNMENT FILES	Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	DFAS security offices	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 18, Item 13b) (5210/R12)
13.	KEY CONTROL	Maximum security. Files relating to accountability for keys for areas under maximum security.		Cut off upon turn-in of key. Destroy 3 years after cutoff. AUTH: (GRS 18, Item 16a) (5210/R13)
13.01		Other. Files relating to accountability for keys for areas under less than maximum security.	Any DFAS office	Cut off upon turn-in of key. Destroy 6 months after cutoff. AUTH: (GRS 18, Item 16b) (5210/R13.01)
14.	VISITOR CONTROL FILES	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	Any DFAS Site designated offices	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (GRS 18, Item 17b) (5210/R14)
15.	FACILITY CHECK FILES	Reports of routine after-hours security checks that do not reflect security violations.	Any DFAS Security Office	Cut off at end of month. Destroy 1 month after cutoff. AUTH: (GRS 18, Item 18b) (5210/R15)

SCHEDULE 5210				
SECURITY AND PROTECTIVE SERVICES RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
16.	SECURITY VIOLATIONS	Higher Echelon Investigations. Case files of investigations of alleged security violations that are referred to the Department of Justice or Defense for investigation and/or prosecution.		Cut off when case is closed. Destroy 5 years after cutoff. AUTH: (GRS 18, Item 24a) (5210/R16)
16.01		Local Investigations. Case files of investigations of alleged security violations, which remain within DFAS channels for investigation and/or prosecution.	Any DFAS Security Office	Cut off when case is closed. Destroy 2 years after cutoff. AUTH: (GRS 18, Item 24b) (5210/R16.01)
17.	SECURITY CLEARANCE CASE FILES	Case files documenting the processing of security clearance or sensitive position investigations on Federal employees, potential Federal employees, and contractors to include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and status of the clearance.	Any DFAS Security Office	Cut off upon transfer or separation of employee or upon contract expiration. (See NOTE 1) Destroy not later than 5 years after cutoff. AUTH: (GRS 18, Item 22a) (5210/R17)
18.	INVESTIGATIVE REPORTS	Investigative reports and related documents furnished by investigative organizations for use in making security/suitability determinations.		Cut off and destroy per the investigating agency instructions. AUTH: (GRS 18, Item 22b) (5210/R18)
19.	NONDISCLOSURE AGREEMENT FILES	Copies of agreements (such as SF 312, Classified Information Nondisclosure Agreement) signed by employees with access to information that is classified or classifiable.		
		If maintained separately from the individual's official personnel folder.		Cut off at end of calendar year in which statement expires. Destroy 70 years after cutoff. AUTH: (GRS 18, Item 25.b) (5210/R19)
19.01		If maintained in the individual's official personnel folder.		Apply the disposition for the official personnel folder. AUTH: (GRS 18, Item 25b) (5210/R19.01)



<b>SCHEDULE 5210</b>				
<b>SECURITY AND PROTECTIVE SERVICES RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
117	20. ORIGINAL CLASSIFICATION AUTHORITY	Master listing by title and organization of officials designated to exercise this authority.		Cut off on supersession of individual documents within file. Destroy upon cutoff. AUTH: (N1-507-93-2, Item 155) (5210/R20)
118	21. DELETIONS FROM ORIGINAL CLASSIFICATION AUTHORITY	Requests to delete officials from the master listing.	Any DFAS Security Office	Cut off when action is complete. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 156) (5210/R21)
119	22. CLASSIFICATION EVALUATION	Challenges to classification and requests for mandatory review.		Cut off at end of calendar year in which review is completed. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 157) (5210/R22)
120	23. ACCESS CONTROL RECORDS	Forms used to certify access to classified information or restricted areas such as access lists, authority to open or close alarmed areas, and similar types of records.		Cut off individual documents within the file when superseded or obsolete. AUTH: (N1-507-93-2, Item 158) (5210/R23)

**NOTE:** Destroy immediately upon notification of death of employee.

**SCHEDULE 5300**  
**MAIL ACCEPTANCE, MOVEMENT, AND DELIVERY**

This schedule governs disposition of records pertaining to postal operations, mail management, and accountability.

<b>SCHEDULE 5300</b>				
<b>MAIL ACCEPTANCE, MOVEMENT AND DELIVERY</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	ACCOUNTABILITY RECORDS	PS 3800, Receipt for Certified Mail; PS 3806, Receipt for Registered Mail; PS 3849A, Delivery Notice or Receipt; PS 3849B, Delivery Reminder or Receipt; PS 3850, Record of Delivery; Registered, Numbered Insured, Certified and COD Mail; PS 3854, Manifold Registry Dispatch Book; PS 3877, Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail; PS 3883, Firm Delivery Book - Registered, Certified and Numbered Insured Mail; DD 1384, Transportation Control and Movement Document.	Any DFAS mail Site office	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 12, Item 5a) (5300/R1)
2.	MAIL MANAGEMENT ADMINISTRATIVE RECORDS	Copies of mail contracts, invoices, working papers, program management records, and all other records governing the administration of mail management.		Cut off contracts upon expiration and all others at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 12, Item 6g) (5300/R2)
3.	OFFICIAL MAIL FINANCIAL RECORDS SUPPORT DOCUMENTS	Standard Forms 1034, Receipts; and other documentary transactions between DFAS and the US Postal Service.	Any DFAS Official Mail Office	Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (5300/R3)
4.	OFFICIAL MAIL FINANCIAL RECORDS ACCOUNTS RECONCILIATIONS	Monthly postal accounts reconciliations required by DoD Financial Management Regulation, Volume 10, Chapter 16.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 115) (5300/R4)
5.	OFFICIAL POSTAGE METER LICENSES	PS Form 3601-A, License to Use Postage Meters	Any DFAS office using official postage meters	Cut off upon relocation or termination of postage meter operation. Destroy 2 years after cutoff. AUTH: (N11507-93-2, Item 116) (5300/R5)

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<b>SCHEDULE 5300</b>				
<b>MAIL ACCEPTANCE, MOVEMENT AND DELIVERY</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
123	6.	POSTAGE METER REPORT	PS 3602-PO, Report of Meter Setting, and supporting records.	Cut off at end of fiscal year in which report is completed. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 117) (5300/R6)
124	7.n	POSTAGE METER SUPPORTING RECORDS	PS 3602-A, Daily Record of Meter Register Readings; PS 3603, Receipt for Postage Meter Settings; PS 3604, Nonuse of Mailing Permit/Meter License; PS 3610, Record of Postage Meter Settings; copies of PS 3533, Application and Voucher for Refund of Postage and Fees; PS 3633-G, Daily Activity Recap for Official Mail; PS 3635-G, Postage and Fee Adjustment for Official Mail.	Cut off at end of fiscal year in which final entry is made. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 118) (5300/R7)
125	8.	PERMIT IMPRINT MAILING STATEMENTS	PS Form 3600-PC, First Class Other than Priority Mail Postage Affixed; PS Form 3600-R, Statement of Mailing with Permit Imprints First Class Mail; PS Form 3602-R, Statement of Mailing with Permit Imprints Third Class Mail (Regular Rates Only); PS Form 3602-PC, Statement of Mailing with Meter or Pre-Cancelled Postage Affixed Bulk Third Class Mail (Regular or Nonprofit Rates).	DFAS Official Mail Offices Cut off at end of fiscal year in which mailing is completed. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 119) (5300/R8)
126	9.	POSTAGE EXPENDITURE REPORTS	RCS: DD-P&L(Q) 1833 - Quarterly Prepaid Postage Report.	Cut off at end of fiscal year in which report is created. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 120) (5300/R9)
127	10.	MAIL CALLS OR HOURS OF COLLECTION NOTICES	DD 1115, Mailroom; USPS Label 55, Mail Collection Times.	DFAS official mail activities Cut off when schedules are revised; destroy when new forms are posted. AUTH: (N1-507-93-2, Item 121) (5300/R10)
128	11.	ACCOUNTABLE CONTAINER RECEIPTS	Receipts for accountable containers, which are dispatched or received via registered mail, dispatched or received via other than registered mail, or via interoffice distribution, and in pouches or other consolidated mailings.	Postal activities and official mail activities Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 122) (5300/R10)

<b>SCHEDULE 5300</b>				
<b>MAIL ACCEPTANCE, MOVEMENT AND DELIVERY</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
129	12. ACCOUNTABLE CONTAINER RECEIPTS & SUSPENSE COPY	Unsigned duplicate copies used for tracer and control purposes.		Cut off at end of month. Destroy 90 days after cutoff. AUTH: (N1-507-93-2, Item 123) (5300/R12)
130	13. APPLICATION FOR REGISTRATION OR CERTIFICATION OF OFFICIAL MAIL	PS Form 3877 used to obtain a receipt for sealed accountable containers being dispatched via registered mail.	Official mail activities	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 124) (5300/R13)
131	14. POSTAL ANALYSES AND SUMMARIES	Analysis/summary records from Transit Time Information System for Military Mail, Postal Activity Reporting System, Postal Net Alerts, and Container Receipt Summaries.	Postal activities	Cut off at end of month. Destroy 6 months after cutoff. AUTH: (N1-507-93-2, Item 125) (5300/R14)
132	15. SMALL PARCEL SHIPMENT BILLING OR SHIPPING RECORDS	Records generated by small-parcel shipping companies.	Postal activities	Cut off at end of fiscal year. Destroy 1 year after cutoff. (See NOTE) AUTH: (N1-507-93-2, Item 126) (5300/R15)
133	16. FMS & SMALL PARCEL SHIPMENT BILLING OR SHIPPING RECORDS	Records for material sent as part of the Foreign Military Sales/Security Assistance Program that may be needed to answer a Report of Item Discrepancy.		Cut off at end of fiscal year in which shipping or billing took place. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 127) (5300/R16)
134	17. CLAIMS PAID BY USPS AND UPS	Claims Forms: PS 542, Inquiry About Registered Article or an Insured Parcel or an Ordinary Parcel; PS 565, Registered Mail Application for Indemnity/Inquiry; PS 673, Report of Rifled Parcel; PS 1510, Mail Nondelivery Report; PS 2855, Claim for Indemnity - International Registered and Insured Mail; PS 3760, Wrapper Found Without Contents; PS 3812, Request for Payment of Domestic Postal Insurance/Claim Identification; PS 3831, Post Office Record of Claim; PS 3841, Post Office Record of Claim.	Postal activities	Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 128) (5300/R17)
135	18. TRACERS	Processing Records: PS 3830-A, Registry Dispatch Record; PS 3854, Registered Mail Dispatch Bill.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 129) (5300/R18)

<b>SCHEDULE 5300</b>				
<b>MAIL ACCEPTANCE, MOVEMENT AND DELIVERY</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
136	19. REGISTRY BALANCE AND INVENTORY	DD 2261, Registered Maila Balance and Inventory.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 130) (5300/R19)
137	20. POSTAL BULLETINS	Self-explanatory.		Cut off upon inclusion in an USPS publication. Destroy at cutoff. AUTH: (N1-507-93-2, Item 131) (5300/R20)
138	21. DISTRIBUTION AND LOCATION LISTINGS	Mail distribution scheme, MPO location lists, and related records.		Cut off upon revision or inactivation of using activity. Destroy at cutoff. AUTH: (N1-507-93-2, Item 132) (5300/R21)
139	22. INVENTORIES OF POSTAL SUPPLIES AND USPS EQUIPMENT	PS 1586, Supply Record; PS 1590, Supplies and Equipment Receipt.		Cut off upon supersession. Destroy at cutoff. AUTH: (N1-507-93-2, Item 133) (5300/R22)
140	23. REQUISITIONS FOR USPS EQUIPMENT, SUPPLIES, PUBLICATIONS, CODED TAGS AND LABELS	PS 1567, Requisition for Rubber and Steel Stamps Only; PS 1578-B, Requisition for Non-Standard Facing Slips and Labels; PS 1957- C, Request for Military Tags and Labels; PS 4686-A, Shipping Order; PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition; PS 7381, Requisition for Supplies, Services, or Equipment.	Postal activities	Cut off when requisition is filled. Destroy at cutoff. AUTH: (N1-507-93-2, Item 134) (5300/R23)

**NOTE:** If a longer retention period is specified in the contract, comply with the terms of the contract

**SCHEDULE 5400**  
**PUBLIC AFFAIRS**

This schedule governs disposition of records pertaining to public information and community relations programs designed to inform and motivate DFAS personnel, maintain liaison with public news media, promote public understanding of DFAS activities, and develop and maintain cooperation between DFAS and the community.

<b>SCHEDULE 5400</b>				
<b>PUBLIC AFFAIRS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
141	1. PUBLIC AFFAIRS RELEASES	DFAS Arlington. All original releases to news media made by DFAS Arlington Public Affairs office.	DFAS Arlington Public Affairs Office	PERMANENT. Cut off at end of calendar year. Transfer to National Archives in 5-year blocks when latest record is 20 years old. AUTH: (N1-507-93-2, Item 161) (5400/R1)
142	1.01	DFAS Sites. Releases to news media including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, and similar records which are determined by the Site Public Affairs Officer to have lasting significance to the Site's mission.	Any DFAS Public Affairs Office	PERMANENT. Cut off at end of calendar year. Transfer to National Archives in 5-year blocks when latest record is 20 years old. AUTH: (N1-507-93-2, Item 160) (5400/R1.01)
143	1.02	DFAS Sites (Temporary). Releases to news media including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, and similar records which are determined by the Public Affairs Officer to be routine or to have no lasting significance to the Site's mission.		Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH: (N1-507-93-2, Item 159) (5400/R1.02)
144	2. PUBLIC RELATIONS FILES	Speeches, addresses, or remarks made by DFAS agency heads or other high-ranking DFAS officials at formal ceremonies or community functions.	DFAS Site Public Affairs Offices	PERMANENT. Cut off individual files when superseded. Transfer to National Archives in 5-year blocks when latest record is 20 years old. AUTH: (N1-507-93-2, Item 162) (5400/R2)
145	3. EXHIBIT CASE FILES	Information on the development, acquisition, and use of DFAS exhibits for public display.		Cut off upon retirement of exhibit. Destroy when exhibit is refurbished or retired. AUTH: (N1-507-93-2, Item 163) (5400/R3)

SCHEDULE 5400				
PUBLIC AFFAIRS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
4.	BIOGRAPHICAL FILES	Biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of DFAS employees who have performed outstanding service to DFAS.		Cut off upon separation or transfer of employee. Destroy when employee separates or transfers. AUTH: (N1-507-93-2, Item 164) (5400/R4)

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**SCHEDULE 5500**  
**LEGAL ADMINISTRATION RECORDS**

This schedule governs disposition of records accumulated in carrying out the legal administration program.

<b>SCHEDULE 5500</b>				
<b>LEGAL ADMINISTRATION RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
147	1.	LEGAL OPINIONS	Any DFAS Legal Office	PERMANENT. Cut off at end of calendar year. Transfer to National Archives in 5-year blocks when latest document is 20 years old. AUTH: (N1-507-93-2, Item 165) (5500/R1)
148	1.01	Nonprecedent-setting. A legal opinion based on a previously set precedent; interprets but does not establish policy or precedent.		Cut off at end of calendar year in which superseded or obsolete. Destroy upon cutoff. AUTH: (N1-507-93-2, Item 166) (5500/1.01)
149	2.	LEGISLATIVE AND CONGRESSIONAL LIAISON RECORDS		Cut off at end of calendar year in which superseded or obsolete. Destroy upon cutoff. AUTH: (N1-507-93-2, Item 167) (5500/R2)
150	3.	LITIGATION RECORDS		Cut off at end of calendar year in which case closed. Destroy 6 years after cutoff. AUTH: (N1-507-05-1) (5500/R3)
	4.	FINANCIAL DISCLOSURE REPORTS		Cut off on date of filing. Destroy 6 years after date of filing. (See NOTE) AUTH: (GRS 1, Item 24b) (5500/R4)

**NOTE:** Documents needed in an ongoing investigation will be retained until no longer needed in the investigation.



**SCHEDULE 5545**  
**CONGRESSIONAL INQUIRIES**

This schedule governs disposition of records accumulated during correspondence with members of Congress.

<b>SCHEDULE 5545</b>				
<b>CONGRESSIONAL INQUIRIES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
151	1. NONROUTINE CONGRESSIONAL INQUIRIES	Non-routine inquiries and replies relating to or involving DFAS policies, procedures, plans, classified information, and other matters of importance, such as changes in status or location of DFAS organizations, activities or installations, production facilities, major procurement or allied matters.	Hard copy to be maintained in DFAS-Arlington	PERMANENT. Cut off at end of calendar year. Transfer to appropriate Regional Records Service Facility (or Washington National Records Center) 1 year after the close of a numbered Congress). Transfer to National Archives in 5-year blocks when latest record is 20 years old. AUTH: (N1-507-93-2, Item 170) (5545/R1)
152	2. ROUTINE CONGRESSIONAL INQUIRIES	Routine and noncontroversial communications from and to members of Congress relating to unclassified information such as requests from DFAS employees for Congressional assistance in resolving problems relating to active duty, reserve, ANG, civilian, retired, annuitant pay and policies, DFAS civilian employment, and dependent support issues.	AnyrDFAS Congressional Liaison Offices	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 171) (5545/R2)

**SCHEDULE 6055**  
**SAFETY PROGRAM ADMINISTRATION**

This schedule governs disposition of records created or used by the DFAS Safety Program to include safety and accident prevention.

<b>SCHEDULE 6055</b>				
<b>SAFETY PROGRAM ADMINISTRATION</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
153	1. SAFETY PROGRAM PLANNING AND ANNUAL REPORTS	Records pertaining to planning the DFAS Safety Program, including safety and health goals and objectives, measures, performance measurement, and reports.	DFAS Arlington and other DFAS sites	Cut off at end of fiscal year. Destroy 5 years after cutoff. (29 CFR 1960.73) AUTH: (N1-507-02-11 Item 59) (6055/R1)
154	2. SAFETY AND OCCUPATIONAL HEALTH AUDITS, SURVEYS, AND INSPECTIONS	Final reports and supporting correspondence relating to findings and recommendations by safety and health professionals, additional duty safety personnel, safety monitors, supervisors and contractors.		Cut off at end of FY to which records relate and maintain on-site. Destroy 5 years after cutoff. (29 CFR 1960.73) AUTH: (N1-507-02-1, Item 60) (6055/R2)
155	3. ACCIDENT REPORTS AND SUPPLEMENTARY INFORMATION	Reports and other records providing notification and preliminary information about accidents. Included are supervisor reports of injury and illness reports, accident logs maintained in the Safety office, extracts from records of employee medical treatment provided to the Safety office after medical evaluation and treatment for workplace injury or illness, and Office of Workers' Compensation Program forms and records which serve as supplementary information to the Safety office. Medical information filed in the Employee Medical Folder is excluded and falls under medical recordkeeping requirements.		Cut off three years after the date of the report. Destroy 5 years after cutoff. See <b>Note 1</b> . AUTH: (29 CFR 1960.73 and Exception to GRS 1, Item 31) (N1-507-02-1, Item 61) (6055/R3)
156	4. ACCIDENT INVESTIGATION REPORTS	Accident investigation reports that include documentation under 29 CFR 1960.29.		Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (29 CFR 1960.29) (N1-507-02-11 Item 4) (6055/R4)
	<del>5. OCCUPATIONAL INJURY/ILLNESS LOG.</del>	<del>Log of occupational injuries and illnesses and supplementary records under 29 CFR 1960.68, "Supplementary Record of Occupational Injuries and Illnesses".</del>		<del>Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (29 CFR 1960) (GRS 1, Item 34)</del>

<b>SCHEDULE 6055</b>				
<b>SAFETY PROGRAM ADMINISTRATION</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
157	6. FIRE PREVENTION AND PROTECTION	Related records of inspections and tests.		Cut off at end of calendar year. Destroy 5 years after cutoff. AUTH: (DODI 6055.1, 6055.5, 6055.6 & 6055.7) (Proposed revision to N1-507-93-2, Item 173) (N1-507-02-1, Item 63) (6055/R6)
158	7. HAZARDS REPORTS	Hazards reported under this program include environmental, fire, health, and safety hazards. Hazard reports are logged in the safety office.		Cut off when abatement is complete. Destroy 5 years after cutoff. (See NOTE 2). AUTH: (29 CFR 1960.26(c)(4)) (6055/R7)
159	8. HAZARD ABATEMENT	Records of plans, status of funding, and efforts to eliminate hazards as well as related logs.		Cut off at end of fiscal year in which hazard is corrected; maintain on-site and destroy 5 years after cutoff. AUTH: (29 CFR 1960.73) (N1-507-02-1, Item 65) (6055/R8)
	9. HAZARDOUS MATERIALS	Records of hazardous materials, actions pertaining to management of hazardous materials, hazardous waste, and hazard communication training.	Any DFAS Safety Office	
160	9.01	Material Safety Data Sheets (MSDS) and related records. Data may be centrally archived as the system grows.	On-site at any DFAS activity	Cut off when the hazardous material is no longer used or stored, or upon transfer to an approved hazardous material accumulation site awaiting transport to an approved waste management site. Destroy 50 years from the date of the record. (See NOTE 3) AUTH: (DODI 6050.5) (N1-507-02-1, 6055/R9.01)
161	9.02	Hazardous Communications Training Records. Documentation of hazardous communications training of employees storing, using, and transporting, hazardous materials who may be exposed to, or potentially exposed to hazardous materials.		
		Transferred employees.	By immediate supervisor as long as employee is assigned to the Agency	Transfer to gaining agency in accordance with instructions in 5 CFR part 293, Subpart e. AUTH: (N1-507-02-1) (6055/R9.02)

<b>SCHEDULE 6055</b>				
<b>SAFETY PROGRAM ADMINISTRATION</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
<del>9.03</del>		Separated employees.	By immediate supervisor as long as employee is assigned to the Agency	Include record of hazardous communications training in employee medical folder (SF 66d or comparable agency form). Transfer to NPRC (St. Louis, MO) 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later. AUTH: (GRS 1, Item 21a(2))
10.	RESERVED			
162 11.	HAZARDOUS SUBSTANCE EXPOSURE	Records documenting employee's exposure to toxic or hazardous substances as defined in 29 CFR 1910.	Medical treatment facilities supporting any DFAS activities	Cut off on separation or transfer of employee. Transfer for inclusion in record described in Rule 9 above.
163 12.	INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH RECORDS	Tests, surveys, evaluations, etc., which ascertain presence or absence, nature, and degree of occupational health hazards.	DFAS Safety Offices and Occupational Health Offices	Cut off five years after the fiscal year to which the records pertain. Upon cutoff, transfer to Records Retention Center. Destroy 40 years after the date of the latest record, test, survey, evaluation. AUTH: DoDI 6055.5, Industrial Hygiene and Occupational Health (N1-507-02-1/Item 67) (6055/R12)
164 13.	ENVIRONMENTAL RECORDS	Recommendations, plans and supporting data covering pollution prevention and environmental preservation under the 40 CFR series.		Cut off 5 years after closing action. Destroy 40 years after close of FY in which cutoff occurs. AUTH: (N1-507-02-1, Item 68) (6055/R12)
<del>14.</del>	<del>Employee Medical Files (EMF)</del>	<del>Long-term medical records as defined in 5 CFR, Part 293, Subpart E.</del>		
		Transferred employees. When an employee transfers to or from another Federal agency, the EMF must be transferred to the gaining agency at the same time as the employee's OPF, but not with the OPF.		Transfer the employee's EMF only to the designated EMF Manager (Medical, Health, or Safety professional). AUTH: GRS 1, Item 21a(1)

SCHEDULE 6055			
SAFETY PROGRAM ADMINISTRATION			
	A	B	C
R U L E			
E	RECORD SERIES	DESCRIPTION	MAINTAINED IN
14.01		Separated employees.	DFAS Safety Offices and Occupational Health Offices
			CUTOFF/ DISPOSITION/ AUTHORITY
			Cut off 30 days after separation and transfer to NPRC, St. Louis, MO. NPRC will destroy 75 years after the birth date of the employee, or 60 years after the date of the earliest document in the folder if the birth date cannot be determined, or 30 years after the latest separation, whichever is later.
14.02		Temporary or short-term records as defined in the Federal Personnel Manual (FPM).	AUTH: GRS 1, 21a(2)
			Destroy 1 year after separation or transfer of the employee.
14.03		Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA record storage facility.	AUTH: GRS 1, Item 21b
			Destroy 60 years after retirement to the NARA Records Storage Facility. See Notes 4 and 5)
14.04		Copies of statistical summaries and reports with related papers pertaining to employee health that are retained by the reporting health unit.	AUTH: GRS 1, Item 21c
			Destroy 2 years after the date of the summary of report. (See NOTE 4)
			AUTH: GRS 1, Item 22

**NOTES:**

1. Accident information maintained in the Safety Office is different from compensation claims information. Some of the information is the same; however, the purposes are vastly different and the retention periods are required for SOH under 29 CFR 1960.
2. Abatement may occur more than 5 years after the fiscal year in which the hazard is identified. Original hazard reporting and abatement documentation shall be retained on-site for at least 5 years after the hazard(s) is/are abated.
3. \*Section 103, P.L. 96-510, prescribed that these records would be destroyed 50 years from the date of the document or 50 years after its enactment on December 11, 1980, whichever is later. If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials, or the DFAS Site director requires a longer retention period for the protection of the public health or welfare, submit a request to DFAS Arlington for approval of the revised retention period and hold the records in a "pending disposition" status.
4. Electronic master files and databases created to supplement or replace the records covered by item 14 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 135.
5. Employee job-related X-ray films are part of the Employee Medical File (EMF). Oversized X-ray films (i.e., larger than 8½"x11" and usually of the chest or torso) are too large to fit in the Employee Medical File (EMF) and therefore are not sent with the EMF to storage. (However, these oversized films may be sent with the EMF to a new Federal employing agency.) When the EMF is sent to storage, over-sized X-ray films shall be retained at the last Medical Treatment Facility (MTF) that provided occupational health services to the employee, until such time as the films may be destroyed according to the disposition for the EMFs (Rule 14 of this Schedule). X-ray films 8½"x11" or smaller will fit within the EMF and are transferred or retired in the EMF. Radiographic results shall be included in the EMF, with a notation of the location of any film not present in the EMF and how it can be obtained. When OSHA standards allow, a microfiche copy of any X-ray film may be placed in the EMF instead of the X-ray film itself.

**SCHEDULE 7040**  
**COMPTROLLER, COST ANALYSIS, AND BUDGET RECORDS**

This schedule governs disposition of records pertaining to cost analysis including cost information systems, planning factors, cost analysis methods, cost estimating, cost tracking, and life cycle cost. It also governs disposition of Budget Office records which pertain to preparation, analysis, justification, and control of the budget.

<b>SCHEDULE 7040</b>				
<b>COMPTROLLER, COST ANALYSIS, AND BUDGET RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
165 1.	FINANCIAL MANAGEMENT RECORDS	Reports, correspondence, and related data that serve for control purposes in developing or improving budget office systems programs.	Comptroller functional areas	Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7040/R1)
<del>2.</del>	<del>COST TRACKING RECORDS</del>	<del>Reports, analyses, correspondence, and related data which provide a chronology of costs by organization and program element.</del>	<del></del>	<del>Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (GRS 8, Item 6b) (7040/R2)</del>
3.	FORMAL BUDGET RECORDS	Records containing budget exhibits and final annual budget packages submitted from DFAS Sites to DFAS Arlington.	Any DFAS Budget Office	Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (GRS 5, Item 3a) (7040/R3)
4.	BUDGET EXECUTION RECORDS	Internal reports and records used to execute budget exhibits and final annual budget packages.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 5, Item 2) (7040/R4)
5.	BUDGET RECORDS WORKSHEETS	Records generated to assist in the completion of the formal budget.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 5, Item 2) (7040/R5)
6.	BUDGET CORRESPONDENCE RECORDS	Correspondence pertaining to routine internal budget program execution.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (GRS 5, Item 1) (7040/R6)
166 7.	COST AND ANALYSIS CORRESPONDENCE RECORDS	Correspondence pertaining to cost/economic analysis studies and estimating factors and methods.	Any DFAS Budget Office	Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (N1-507-93-2, Item 184) (7040/R7)
<del>8.</del>	<del>FUND DISTRIBUTION</del>	<del>Memoranda, from the Budget Office, for fund distribution records.</del>	<del>Cost offices</del>	<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7040/R8)</del>

**SCHEDULE 7205**  
**ACCOUNTING OPERATIONS - FINANCIAL RECORDS**

7205. This schedule governs disposition of records pertaining to the accounting operations financial records accumulated by the Accountable Stations. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7205</b>				
<b>ACCOUNTING OPERATIONS — FINANCIAL RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	GENERAL LEDGERS	Manual and machine form ledgers, to include but not limited to the Operating Budget Ledger and Allotment Ledger pertaining to current, expired, and closed accounts.	Any DFAS Accounting Operations Office	Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account. AUTH: (GRS 7, Items 2 and 3) (7205/R1)
2.	SUBSIDIARY LEDGERS	Various forms and formats covering allotments, obligations, appropriation summaries, transactions paid by and for others; adjustments, suspense items; object classes, open allotments, industrial funds, stock funds, and deposit funds pertaining to current, expired, and closed accounts.		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (GRS 7, Item 4a) (7205/R2)
3.	SUPPORTING RECORDS TO GENERAL AND SUBSIDIARY LEDGERS	Budget Authority (BA)/Allotment, or authorized replacement, Obligation Authority/Suballotment, subsidiary distribution of allotments and BAS to other SMAs; journal vouchers, and applicable records pertaining to recording commitments, obligations, accrued expenditures (paid and unpaid); report of TDY and PCS on military or civilian travel under specific or centrally managed allotments, and Status of Funds Data Base Transmissions pertaining to current, expired, and closed accounts.	Any DFAS Accounting Operations Office	Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (GRS 7, Item 4a) (7205/R3)

<b>SCHEDULE 7205</b>				
<b>ACCOUNTING OPERATIONS — FINANCIAL RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
167 3.01		Supporting documentation for Property, Plant & Equipment (PP&E) transactions including, but not limited to, obligation document; receipts/vouchers; DFAS Form 1413, DPAS/e-Biz Capitalization Certification.	Accountable Property Officers/MEO	Cut off upon disposition of the asset. Destroy 6 years and 3 months after cut off. AUTH: (N1/607-06-1) (7205/R3.01)
168 3.02		Supporting documentation for PP&E transactions involving Real Property, including, but not limited to DD Form 1354, Transfer and Acceptance of Military Real Property; ENG Form 3013, Work Order/Completion Report; construction contracts, work orders, and other documentation.		Cut off upon disposition of the asset. Destroy 10 years after cut off. AUTH: (N1/607-06-1A) (7205/R3.02)
<del>4.</del>	<del>FINANCIAL STATEMENTS, SCHEDULES, AND REPORTS</del>	<del>Retained copies of records required by Servicing Site pertaining to current, expired, and closed accounts.</del>	Any DFAS Accounting Operations Office	<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account. AUTH: (GRS 6, Item 1a) (7205/R4)</del>
5.	FUND DISTRIBUTION	Memoranda from the Budget Office for Fund Distribution Records.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7205/R5)



**SCHEDULE 7206**  
**ACCOUNTING OPERATIONS - AUTOMATED DATA PROCESSING RECORDS**

7206. This schedule governs disposition of records pertaining to the accounting operations automated data processing records accumulated by the Accountable Stations. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7206				
ACCOUNTING OPERATIONS — AUTOMATED DATA PROCESSING RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
169	1. DAILY DETAIL RECORDS	Listings used in daily operations; i.e., Daily Operating Budget Ledger/Allotment Ledger, Daily Voucher Copy List, Generic Extract Summary, Voucherless Travel RC/CC List.	AnyDFAS Accounting Operations Office	Cut off and destroy upon completion of reconciliation process. AUTH:(N1-507-97-1) (7206/R1)
170	2. SUMMARY RECORDS	Data used for any number of days or periods within a particular month, or for accumulation of any number of months for consolidated purposes.		Cut off at end of month. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7206/R2)
171	3. TABULATIONS	Documentation that includes but is not limited to edit lists, transaction registers, ledgers, reports, and audit lists. File the following separately: Daily Operations.		Cut off at end of month in which questions are resolved and annotations transferred. Destroy 1 month after cutoff. AUTH: (N1-507-97-1) (7206/R3)
172		3.01		Year-end Operations.
173	4. CONSOLIDATED TABULATIONS	Annual appropriations records produced from monthly summary or other records, to include but not limited to, selective transaction history listing, usually for an entire FY.	Any accounting operations office	Cut off at end of fiscal year. Destroy 4 years after FY for which related appropriations are available for obligation. AUTH: (N1-507-97-1) ( 7206/R4)
	<del>4.01</del>	<del>Consolidated tabulations for expired accounts pertaining to unliquidated obligations transferred from lapsed appropriations produced from monthly summary or other records, usually for an entire FY.</del>		<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account. AUTH: (GRS 04-1a) (7206/R4.01)</del>

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SCHEDULE 7206				
ACCOUNTING OPERATIONS — AUTOMATED DATA PROCESSING RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
4.02		Consolidated tabulations for continuing X or No-Year appropriations documents.		Cut off at end of fiscal year in which individual or allotment account is closed. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7206/R4.02)
5.	BASE MATERIEL/SUPPLY AUTOMATED SYSTEM	Computer listings including but not limited to: EOD IMR and GLAC update, daily FPMR/OCCR update and reconciliation, daily fuels division punch-out, base MCS transaction list, investment MACR status report and reconciliation list, equipment in use GLA update, SF obligated and unobligated and due-out report, OCCR record list and summary, investment equipment reconciliation GLAs 14041, and other miscellaneous listings, furnished to other organizations or included later in EOM products.		Cut off and destroy upon transfer of annotations and receipt of new listing. AUTH: (N1-507-97-1) (7206/R5)
5.01		SF MACR status report, SF on order in-transit payable list, PFMR reports, EOM punch-out listings, A & F due-out list, LP open item lists.	Any DFAS Accounting Operations Office	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7206/R5.01)
5.02		Daily, periodic and monthly summary automated records.		Cut off at end of month. Destroy 30 days after cutoff. AUTH: (N1-507-97-1) (7206/R5.02)

**SCHEDULE 7220**  
**VENDOR PAY OPERATIONS - FINANCIAL RECORDS**

This schedule governs disposition of records accumulated in Vendor Pay Operations. (Reference Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7220</b>				
<b>VENDOR PAY OPERATIONS — FINANCIAL RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>	
1.	FUND DISTRIBUTION	Memoranda, Advice from the Accounting Operations Division for fund distribution records.	Any DFAS Vendor Pay Operations Office	Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7220/R1)
2.	OBLIGATION AUTHORITY/FUND ALLOCATIONS	Obligation authority forms and comparable documents used to provide funds for commitment and obligation purposes related to current, expired, and closed accounts.		Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriation account or liquidation of all obligations in the closed account. AUTH: (GRS 6, Item 1a) (7220/R2)
3.	COMMITMENTS	Unobligated commitments cancelled during FY or when appropriation expires.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1A)(7220/R3)
3.01		Unobligated commitments pertaining to expired appropriations.		Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriation account or liquidation of all obligations in the closed account. AUTH: (GRS 6, Item 1a) (7220/R3.01)
4.	OBLIGATIONS	Documentation supporting undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) pertaining to current, expired, and closed appropriations.		Cut off at end of fiscal year. Destroy 6 years, 3 months after FY in which entitlement/liability occurred. AUTH: (GRS 7, Item 3) (7220/R4)
4.01		Obligations cancelled as being invalid before funding appropriation closes.		Cut off at end of fiscal year. Destroy 6 years, 3 months after FY in which obligation/entitlement occurred. AUTH: (GRS 7, Item 3) (7220/R4.01)

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**SCHEDULE 7220****VENDOR PAY OPERATIONS— FINANCIAL RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
<del>5.</del>	<del>EXPENDITURES</del>	<del>Original records supporting accrued expenditures paid (AEP) pertaining to current, expired, and closed appropriations.</del>	<del>Any DFAS Vendor Pay Operations Office</del>	<del>Cut off at end of fiscal year in which discrepancies identified by servicing Sites have been corrected, if necessary, and final payment made. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7220/R5)</del>
176 5.01		Retained copies.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7220/R5.01)
<del>6.</del>	<del>ACCOUNTS RECEIVABLE</del>	<del>Record copies of ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit fund and receipt accounts.</del>		<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 7, Item 2) (7220/R6)</del>
<del>6.01</del>		<del>Nonrecord copies of ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts.</del>		<del>Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7220/R6.01)</del>
6.02		Ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts related to expired and merged ("M") accounts.		Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account. AUTH: (GRS 7, Item 2) (7220/R6.02)
177 7.	REPORTS	Copies of reports pertinent to Vendor Pay Operations.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7220/R7)
178 7.01		Documents reflecting payment required to be reported to IRS, including Treasury Department forms used to report payments (W-2s).		Cut off at end of CY in which paid. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7220/R7.01)
<del>7.02</del>		<del>Receiving reports - Copies.</del>	<del>DFAS Sites</del>	<del>Cut off at end of month. Destroy 6 years, 3 months after created. AUTH: (GRS 6, Item 1a) (7220/R7.02)</del>
7.03		Receiving reports – originals.	Any DFAS Vendor Pay Operations Office	Cut off and destroy 1 year after the close of the month in which created. AUTH: (GRS 5, Item 1b) (7220/R7.03)

**SCHEDULE 7220****VENDOR PAY OPERATIONS — FINANCIAL RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
179 8.	COLLECTION VOUCHERS	Accountable Station copy of collection vouchers and supporting records.		Cut off at end of fiscal year in which final collection is effected or any corrective action is taken, whichever is later. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7220/R8)
180 9.	POSTING MEDIA	Records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications, used to provide input data to the accounting operations.		
		No corrective action necessary.	Any DFAS Vendor Pay Operations Office	Cut off at end of day. Destroy 90 days after cutoff. AUTH: (N1-507-97-1) (7220/R9))
181 9.01		Corrective action necessary.		Cut off at end of day. Close file when all corrective actions have been taken. Destroy 90 days after file has been closed. AUTH: (N1-507-97-1) (7220/R9.01)
<del>10.</del>	<del>CONTROL LOGS</del>	<del>Logs used to record disbursement and collection vouchers (e.g. manual payments for reporting Prompt Payment Act).</del>		<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7220/R10)</del>
182 11.	BUYER INTERFUND BILLS - NON-FMS (See NOTE 1)	Bills receipted and interfund zero balance listings, supply system updates, and related adjustment vouchers.		Cut off at end of fiscal year in which billed. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7220/R11)
<del>12.</del>	<del>AIRLIFT SERVICE INDUSTRIAL FUND REVENUE, BILLING AND RECEIVABLE</del>	<del>Invoice claims to public; cash collection vouchers; ACC transportation authorizations; transportation cargo movement documents; MTAs &amp; TCMDs; travel orders; voucher for transfer between appropriation; and general correspondence used as backup to billing.</del>	<del>Industrial Fund Offices</del>	<del>Cut off at close of FY in which final collection is effected. Destroy 6 years after cutoff (See NOTE 2). AUTH: (GRS 9, Item 1a) (7220/R12)</del>

**NOTES:**

1. Seller and Buyer Interfund Records for Foreign Military Sales are covered in Schedule 7360, Rule 9.
2. For other records related to foreign military sales, check remainder of rules contained in Schedule 7360.

**SCHEDULE 7221**  
**CENTRAL PROCUREMENT ACCOUNTING SYSTEM**

<b>SCHEDULE 7221</b>				
<b>CENTRAL PROCUREMENT ACCOUNTING SYSTEM</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.	CENTRAL PROCUREMENT ACCOUNTING SYSTEMa(CPAS)	Diagnostic listings containing information used to balance system when an out-of-balance occurs; listings used by Data Manager. (Sysout, BRO, BR1, BR2, BR3, BR4, BR5, BR6, BR7, BR8, BR9, 3N1)	Database Administration Location	Cut off/close at end of fiscal year in which auditors authorize disposal. Transfer to archive reserved for 6-year, 3-month retention(s). Delete/erase 6 years, 3 months after cutoff. AUTH: (N1-507-02-1, Item 71) (7221/R1)
1.01		Individual Submissions of Reports used by CPAS customers to manage stock fund weapons systems, FMS open/closed cases, track financial status, manage capital equipment purchase, identify dormant purchase requests, research irregular fund status, control ULOs. (D10, 1G1, 1L1, 1N1, 1R1, 1R2, 1R5, 1R7, 2DA, 2DB, 2DC, 2D1, 2D4, 2D5, 2D6, 2D7, D8, 2D9, 2H1, 2H2, 2H3, 2H4, 2J1, 2J2, 2J3, 2L1, 2L3, 3D, 3D3, 3H, 3N2, 4A1, 4H1, 4L1, 7A2, 7D1, 1E1, 9D2, 9F1, 9I1)	Maintained by Budget, Item Manager, Resource Advisor, FO, other customer.	Cut off after each individual submission, delete/erase 30 days after having been added to total cumulative database (1.06 below) AUTH: (N1-507-02-01, Item 72) (7221/R1001)
1.02		LISTINGS used to verify transactions processed/interfaced, mismatched data, identify over-obligations, and assist in delivery reporting. (ER1, ER2, 1D1, 1F1, 1H1, 1J1, 1R6, 2P6, 2T1, 2T2, 9Q1)	DFAS sites	Cut off/close and delete when superseded. AUTH: (N1-507-02-1, Item 73) (7221/R1.02)
1.03		LISTINGS used to manage the Direct Disbursement function. (1B1, 1B2, 1B3, 1B4, 1J1, 1J2, 1S1, 1V1, 1V2, 1V3, 2W1, 3C1, 3S1, 3V1, 4M1)		Cut off/close at end of fiscal year. Transfer to archive reserved for 1-year retention(s). Delete/erase 1 year after cutoff. AUTH: (N1-507-02-1, Item 74) (7221/R1.03)

**SCHEDULE 7221****CENTRAL PROCUREMENT ACCOUNTING SYSTEM**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.04		LISTINGS used to validate/reconcile/adjust open items, initiations, commitments and obligations, reconcile FMS case transactions to deliveries, and balance at FY end. (1L1, 1N1, 2H2, 2H3, 2L2, 2P1, 2P2, 2P3, 2P4, 2P5, 2P7, 2P8, 2P9, 3T1, 3T2, 8L1, 8L3, 8N1, 9M1, 9P1, 9P2, 9T1)	DFAS Sites	
		Listings not requiring corrections.		Cut off/close at end of fiscal year. Transfer to archive reserved for 2-year retention(s). Delete 2 year after cutoff. AUTH: (N1-507-02-1, Item 75) (7221/R1.04)
1.05		Listings requiring corrections.		Cut off/close at end of fiscal year in which corrections made. Transfer to archive reserved for corrected listings. Delete/erase 2 years after close of fiscal year in which corrections are made. AUTH: (N1-507-02-1, Item 76) (7221/R1.05)
1.06		Total cumulative database		Retain in electronic media for 6 years, 3 months as part of an historical database. Delete/erase the oldest year's data at the end of each fiscal year. AUTH: (N1-507-02-1, Item 77) (7221/R1.06)

**SCHEDULE 7225**  
**VENDOR PAY OPERATIONS - AUTOMATED DATA PROCESSING RECORDS**

This schedule governs disposition of records accumulated in Vendor Pay Operations. (Reference Financial Management Regulation DoD 7000.14-R)

<b>SCHEDULE 7225</b>				
<b>VENDOR PAY OPERATIONS - AUTOMATED DATA PROCESSING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.	INTEGRATED ACCOUNTS PAYABLE SYSTEM (IAPS)	Interface program listings used primarily to review vendor contracts, receipts, and payment transaction interfaces (BCAS, MEDLOG, SBSS).	DFAS Sites	Cut off and destroy on supersession, provided all questions have been resolved and annotations transferred. AUTH: (N10507-97-1) (7225/R1.01)
1.02		Optional program listings used primarily to review status of vendor, contract appropriation summary table records, and to audit and correct invoices and receipts recorded in the IAPS database.		Cut off and destroy on supersession, provided all questions have been resolved and annotations transferred. AUTH: (N1-507-97-1) (7225/R1.02)
1.03		Open items, obligation validation/reconciliation listings; i.e. Dormant Obligation List, BQ/IAPS Recon.		Cut off at end of fiscal year in which billed. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7225/R1.03)
1.04		Prompt Payment Act information list used as report supporting detailed information.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7225/R1.04)
1.05		Listings produced by end-of-day programs used to verify transactions processed, notices of follow-up action, payment computation/forecast lists.		Cut off and destroy on supersession, provided all questions have been resolved and annotations transferred. AUTH: (N1-507-97-1) (7225/R1.05)
1.06		Voucher control log produced by end-of-day programs.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7225/R1.06)
1.07		Daily Obligation Validation Register.	DFAS Sites	Cut off at end of fiscal year. Destroy 1 year after cutoff. (NOTE 1) AUTH: (N10507-97-1) (7225/R1.07)
1.08		Additional end-of-day program listings.		Cut off and destroy on completion of corrective action. AUTH: (N1-507-97-1) (7225/R1.08)



<b>SCHEDULE 7225</b>				
<b>VENDOR PAY OPERATIONS – AUTOMATED DATA PROCESSING RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.09		Archived/Purged Contracts List.		Cut off on date of listing. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7225/R1R09)
2.	STANDARD MATERIEL ACCOUNTING SYSTEM (SMAS)	Listings used primarily to review supply transactions and their effect on the accounting records.	DFAS Sites	Cut off upon receipt of new listing. (Where annotation is required, retain record until annotation has been transferred to new record.) Destroy on cutoff. AUTH: (N1-507-97-1) (7225/R2)
2.01		Listings and reports used primarily to support stock fund general ledger update; to reconcile with the trial balance; and to reconcile to expense, obligation and reimbursement data in the General Accounting System.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7225/R2.01)
3.	BUYER INTERFUND BILLS - NON-FMS (See NOTE 2)	Bills receipted and interfund zero balance listings.		Cut off at end of fiscal year in which billed. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7225/R3)
4.	AUTOMATED MATERIEL ACCOUNTING SYSTEM (AMAS)	Listings used primarily to review supply transactions and their effect on the accounting records.		Cut off after 3 months or upon receipt of new listing. (Where annotation is required, retain record until annotation has been transferred to new record.) Destroy on cutoff. AUTH: (N1-507-97-1) (7225/R4)
4.01		Listings and reports used primarily to support stock fund general ledger update; to reconcile with the trial balance; and to reconcile to expense, obligation and reimbursement data in the General Accounting System.	DFAS Sites	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7225/R4.01)
5.	MATERIEL ACCOUNTS PAYABLE SYSTEM (MAPS)	Interface program listings used primarily to review vendor contracts, receipts, and payment transaction interfaces.		Cut off and destroy on supersession, provided all questions have been resolved and annotations transferred. AUTH: (N1-507-97-1) (7225/R5)
5.01		Optional program listings used primarily to review status of vendor, contract appropriation summary table records, and to audit and correct invoices and receipts recorded in the database.		Cut off and destroy on supersession. (See NOTE 1) AUTH: (N1-507-97-1) (7225/R5.01)

<b>SCHEDULE 7225</b>				
<b>VENDOR PAY OPERATIONS- AUTOMATED DATA PROCESSING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
5.02		Open items obligations listings.		Cut off at end of fiscal year in which billed. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7225/R5.02)
5.03		Products used to adjust stock fund general ledger for unprocessed supply payment interface transactions or open obligations and payment transactions used as support for journal voucher.		Cut off at end of fiscal year. Destroy 2 years after cutoff. (See <b>NOTE 1</b> ) AUTH: (N1-507-97-1) (7225/R5.03)
5.04		Prompt Payment Act information list used to adjust stock fund general ledger for unprocessed supply payment interface transactions or open obligations and payment transactions.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7225/R5.04)
5.05		Listings produced by end-of-day programs used to verify transactions processed, notices of action, computation list/materiel payment forecast.	DFAS Sites	Cut off and destroy on supersession, provided all questions have been resolved and annotations transferred. AUTH: (N1-507-97-1) (7225/R5.05)
5.06		Voucher control log produced by end-of-day programs.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7225/R5.06)
5.07		Daily Obligation Validation register.		Cut off at end of fiscal year. Destroy 1 year after cutoff. (See <b>NOTE 1</b> ) AUTH: (N1-507-97-1) (7225/R5.07)
5.08		End-of-day program listings.		Cut off and destroy on completion of corrective action. AUTH: (N1-507-97-1) (7225/R5.08)

**NOTES:**

1. Destroy these records in annual blocks only if there are no outstanding discrepancies for which corrective actions are prescribed.
2. Foreign Military Sales Seller and Buyer Interfund Bills are covered in Schedule 7360, Foreign Military Sales.

**SCHEDULE 7280**  
**NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT RECORDS**

This schedule governs disposition of records pertaining to nonappropriated funds (NAF) maintained at Accountable Stations unless otherwise indicated. (Reference Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7280				
NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1.	BUDGETARY DATA	Data on advanced approvals of expenditures for fixed assets, such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc.	Approving agency	Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7280/R1)
1.01		Copies of documents described in 1a above.	NAF activities	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7280/R1.01)
2.	FINANCIAL STATEMENTS AND REPORTS	Statements (including consolidated) reports of audit and of inspections.	Preparing activities above Accountable Station level	Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7280/R2)
2.01		Monthly and quarterly statements and reports, with substantiating data.	At preparing activities at Accountable Stations	Cut off at end of fiscal year. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7280/R2.01)
2.02			At other than preparing activities	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7280/R2.02)
2.03			Working papers, source documents, and other support data relating to statements and reports in 2a and 2b (1).	Preparing activity
2.04		Informational copies of unit fund statements and reports, with related correspondence (including retained copies of preparing activity reports).	Other than preparing activities	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7280/R2.04)
2.05			Computer listings of command input comprised of edit, error, out-of-balance and discrepancy data used for internal processing.	Processing Center
3.	REPORTS	Such as statement of financial condition, statement of income and expense, NAF statement of employee census and other related data for all fund categories; e.g., welfare, membership, revenue producing and special funds.		

<b>SCHEDULE 7280</b>				
<b>NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
192	3.01	Command Consolidated Reports - Yearend.	DFAS Arlington and/or Subordinate activities	Cut off at end of fiscal year. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7280/R3)
		Command Consolidated Reports - Monthly & Quarterly.n		Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7280/R3.01)
193	4.	CLAIMS	At preparing activities	Cut off on settlement or closure of claim. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7280/R4)
194	5.	BOARD PROCEEDINGS		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7280/R5)
195	6.	NAF CUSTODIAN CERTIFICATE	Financial management offices	Cut off on change of custodian. Destroy 12 years after cutoff. AUTH: (N1-507-97-1) (7280/R6)
196	7.	INSURANCE	Financial management offices	Cut off on discontinuance of the fund. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7280/R7)
197	7.01	Control registers that provide a detailed record of all policies and self-insurance owed that are also used to compute the charges to be amortized each month.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7280/R7.01)
198	8.	LOANS AND GRANTS		Cut off on expiration, cancellation or termination of loan or grant. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7280/R8)
199	9.	INVESTMENTS (GOVERNMENT OR GOVERNMENT AGENCY SECURITIES)		Cut off on transfer or liquidation of the security. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7280/R9)

<b>SCHEDULE 7280</b>				
<b>NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
10.	GENERAL LEDGER	Ledger sheets in accounting books of final entry.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 7, Item 2) (7280/R10)
11.	JOURNALS, REGISTERS, AND LEDGERS	Basic books of accounts wherein all classes of transactions are originally recorded general journals, cash receipts, journals, check registers (cash disbursement journals), voucher registers (accounts payable ledgers), recurring or closing journals, payroll journals.		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7280/R11)
12.	MACHINE LISTINGS	Daily/monthly documents, including accounts receivable (credit balance, statements, delinquent accounts list, alphabetic sequence list), accounts payable (vendor list, abbreviated vendor list, released invoice list, vendor analysis report, cash requirements, aging report, vendor change register, distribution journal, voucher register), consolidated banking (cash reconciliation list, conversion list), general ledger (chart of accounts, accounting period list, reference code list, detail list by account, detail list by journal, year-to-date summary, report file list-OPR/BS, budget summary report, list of assets), inventory (inventory master, file maintenance audit report, transaction journal, inventory status report, critical inventory, out-of-stock report, slow moving item report, control ledger report).	Financial Management offices	Cut off on completion of reconciliation. Delete 45 days after cutoff. AUTH: (N1-507-97-1) (7280/R12)
13.	WORKING FUNDS	Reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips reflecting all deposits, reimbursements, and a running balance of cash in the bank.	NAFFMB	Cut off at end of fiscal year or liquidation of the funds. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7280/R13)
14.	MONTH-END WORKING PAPERS	Records of bank (CBP) reconciliations and other audit working papers used for detailing general ledger control account balances.	Financial Management offices	Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7280/R14)

**SCHEDULE 7280****NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
203	15.	DAILY REPORTS	Financial management offices	Cut off at end of fiscal year. Destroy 4 years after cutoff, provided account is clear. AUTH: (N1-507-97-1) (7280/R15)
204	15.01	Consolidated daily reports which are record copies used to support entries in cash receipt journals and for posting the subsidiary accounts receivable ledger.		Cut off at end of fiscal year. Destroy 3 years after cutoff, provided account is clear. AUTH: (N1-507-97-1) (7280/R15.01)
205	16.	ACCOUNTS RECEIVABLE		Cut off at end of fiscal year. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7280/R16)
206	17.	PREPAID EXPENSE (DEFERRED CHARGE)		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7280/R17)
	<del>18.</del>	<del>DISBURSEMENTS</del>		<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7280/R18)</del>
	19.	COLLECTION		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7280/R19)
	20.	HOSPITAL FUND ACCOUNTS		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7280/R20)

**SCHEDULE 7300**  
**ORIGINAL DISBURSING ACCOUNTS**

This schedule governs disposition of records pertaining to original source documents. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7300</b>				
<b>ORIGINAL DISBURSING ACCOUNTS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.	ORIGINAL ACCOUNTS	Original collection and disbursement vouchers, bond issuance schedules, applicable control registers and listings, statements of accountability and supporting records, Treasury statements and reconciliations, certificates of deposit; DJMS-RC information file (money lists), summaries, and cover sheets; retiree and annuitant substantiating information, voucher listings and summaries, VA Class N summaries; accounts receivable listings; and other comparable data to include NATO Infrastructure Program.		
		Regular accounts. n	DFAS Sites	Cut off at end of month. Transfer 1 year after cutoff. Destroy 6 years, 3 months after cutoff. (See <b>NOTES 1, 2 and 3</b> ) AUTH: (GRS 6, Item 1a EXCEPTION) (N1-507-97-1) (7300/R1)
1.01		FMS cases.		Cut off at end of month in which final payment made. Destroy 30 years after final payment. (See <b>NOTE 3</b> ) AUTH: (N1-507-97-1) (7300/R1.01)
1.02		Original accounts	Accountable Stations	Transfer cutoff records directly to RRSF on normal quarterly or fiscal year cycles for application of disposition instructions in 1 above. AUTH: (GRS 6, 1a EXCEPTION) (N1-507-97-1) (7300/R1.02)
1.03		Accounts and Supporting Documents pertaining to American Indians.	DFAS sites	Not authorized for disposal. (See <b>NOTE 4</b> ) AUTH: (GRS 6)

<b>SCHEDULE 7300</b>				
<b>ORIGINAL DISBURSING ACCOUNTS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
2.	TRANSPORTATION BY FOREIGN CARRIERS (ORIGINAL ACCOUNTS)	Original vouchers supported by international English-language bills for freight, passenger, and household goods between foreign countries; and vouchers for the same service from foreign countries to the US.	Accountable Stations	Cut off at end of period of the account. Destroy 6 years after cutoff. (See <b>NOTE 5</b> ) AUTH: (GRS 9, Item 1a)
2.01		Original vouchers other than those supported by international English-language bills for freight, passenger, and household goods between foreign countries; and vouchers for the same service from foreign countries to the US.	Accountable Stations	Forward to servicing DFAS Site as directed. (See <b>NOTE 5</b> ). AUTH: (GRS 6, Item 1a)
3.	DEFENSE TRAVEL SYSTEM (DTS)	Completed trip records including request, authorization, and approved payment. Includes scanned images of all receipts for lodging and rental car expenses and all receipts for individual reimbursable expenses of \$75 or more.	DTS Archive	Maintain in DTS Archive for 6 years and 3 months after final payment to traveler and travel vendors. (See <b>NOTE 6 and 7</b> ) AUTH: (GRS 6, Item 1a)
3.01		Hardcopy travel receipts that have been electronically attached to voucher submitted for approval and verified in DTS by Authorizing Official.	Authorizing Official/ Traveler	Cut off 90 days after imaged into system. Destroy or maintain as traveler's personal records after cutoff. (See <b>Note 7 and 8</b> ) AUTH: (GRS 20, Item 2a)
3.02		Hardcopy travel receipts for DTS travel performed prior to May 2004 unless receipts are retroactively scanned into DTS.	Traveler/Authorizing Official	Cut off upon final payment to traveler and travel vendors. Destroy 6 years and 3 months after cutoff. (See <b>NOTE 7</b> ) AUTH: (GRS 6, Item 1a)

**NOTES:**

1. A copy of the NATO Infrastructure Program vouchers will be kept with the pre-financed project files.
2. See DoD 7000.14-R, Volume 5, Disbursing Policy and Procedures, Chapter 20, for transfer procedures.
3. Freeze record upon receipt of direction from NARA. Dispose of 30 years after cutoff, or once freeze has been lifted, if freeze has caused retention beyond normal disposal date.
4. Not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.
5. This item does not include vouchers covering charges for which there is a circumstance that prevents settling of the account; such vouchers are covered by GRS 9, Item 1b.
6. If there are outstanding claims, exceptions, or pending litigation in connection with an account, the records must be retained in the DTS-Archive until settlement is made.
7. Hard copy travel receipts must be maintained for 6 years and 3 months for DTS records generated prior to implementation of electronic attachment capability for receipts unless retroactively imaged into system.
8. Travelers are advised to retain all receipts for tax or other purposes.



**SCHEDULE 7305**  
**MERGED ACCOUNTABILITY AND FUND REPORTING (MAFR) SYSTEM RECORDS**

This schedule governs disposition of working copies of records pertaining to the MAFR program; the disposition of original records is shown in Schedule 7300, Original Disbursing Accounts. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7305</b>				
<b>MERGED ACCOUNTABILITY AND FUND REPORTING (MAFR) SYSTEMS RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>	
1.	TRANSITORY WORK FILES	Transitory MAFR control data having recurring updates (such as appropriation master validation file, sales code file, Accountable Station file); interfund seller address file, records location; master listings of edit error and out-balance listings, miscellaneous correspondence.	Designated DFAS Sites	Cut off at end of month. Destroy 30 days after month in which created or when superseded by files update. AUTH: (N1-507-97-1) (7305/R1)
2.	RCS 7112/7113 ACCOUNTANT WORKING FILES	Transitory reference data, EDP listings of reconciliation differences; DFAS-AA/DE suspense by ADSN data; voucher and DA 14-94 rejects; records including forms; other ADP listing used in normal processing, EDP master cycle; by other listing; 7138 data and PIN listing; MAFR error listing; and other related listings.		Cut off at end of fiscal year. Destroy 2 years* after the FY in which created. AUTH: (N1-507-97-1) (7305/R2)  (Increase in retention over previous guidance)
3.	RCS 7112/7113 ADSN, DCASR, CADC INPUTS, DCMD	7112/7113 folders, including AUTODIN list and EDP listings of ADSN reports, 7138 cycle data, cash reports and DFAS-AA/DE suspense; and other related EDP listings including adjustment voucher, automatic validation and other related listings and correspondence pertinent to DAO cycle and month-end processing; includes data peculiar to AMC transportation processing.	Designated DFAS Sites	Cut off end of fiscal year. Destroy 2 years after the FY in which created. AUTH: (N1-507-97-1) (7305/R3)

<b>SCHEDULE 7305</b>				
<b>MERGED ACCOUNTABILITY AND FUND REPORTING (MAFR) SYSTEMS RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
211	4. MAFR, OTHER SERVICE TRANSACTIONS FOR AIR FORCE	Army, Navy, State Department, cycle and month-end data, including but not limited to vouchers, EDP listings, 7110, 7111, 7113, 8702 reports, SF 1221/TFS 224 schedules of transactions, other comparable data, correspondence and related by-products.		Cut off at end of fiscal year. Destroy 2 years after the FY in which created. AUTH: (N1-507-97-1) (7305/R4)
212	5. CROSS DISBURSING ACTIVITY	Request for fiscal information, transportation request, bill of lading, and meal ticket, advice of rejection, reject listings, open allotment listings and related documentation including correspondence.		Cut off at end of fiscal year. Destroy 2 years after the FY in which created. AUTH: (N1-507-97-1) (7305/R5)
213	6. INTERFUND BILLING TRANSACTIONS	EDP listing of AUTODIN, 7113, DD 1400, and seller and buyer summary billings; various internal EDP listings and reports such as unmatched sellers/buyers, delinquent listings, suspense listing; delinquent case folders including buyer/seller correspondence and related records.	Designated DFAS Sites	Cut off at end of fiscal year in which created or reconciliation of charges is completed, whichever is later. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7305/R6)
214	7. EDP MASTER CONTROL LISTING	Command summary, OAC feedback, worldwide-nonworldwide, consolidated appropriation control, Treasury cash report listings, and other comparable data.		Cut off at end of fiscal year. Destroy 10* years after FY in which created or after reconciliation of charges is completed, whichever is later. AUTH: (N1-507-97-1) (7305/R7) (*Increase in retention over previous guidance.)
215	8. ADJUSTMENT VOUCHERS	SF 1080, Voucher for Transfers Between Appropriation and/or Funds, and SF 1081, Voucher and Schedule of Withdrawals and Credits, and related documents.		Cut off at end of fiscal year in which created. Destroy 10* years after cutoff. AUTH: (N1-507-97-1) (7305/R8) (*Increase in retention; exception to GRS 6, Item 1a)
216	9. UNLIQUIDATED OR DISCREPANT PAYMENTS AND COLLECTIONS	Copies of disbursements and collections made in support of DFAS contracts processed through MAFR system.		Cut off end of fiscal year in which created. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7305/R9)

**SCHEDULE 7310**  
**INTERNAL CONTROL RECORDS, PHYSICAL LOSS OF FUNDS,**  
**AND ERRONEOUS PAYMENT CASE FILES**

This schedule governs disposition of records pertaining to internal control functions, loss of funds, and erroneous payments (maintained at DFAS Sites or Accountable Stations). (Reference: Financial Management Regulation, DoD 7000.14-R, Volume 5)

<b>SCHEDULE 7310</b>				
<b>INTERNAL CONTROL RECORDS, PHYSICAL LOSS OF FUNDS, AND ERRONEOUS PAYMENT CASE FILES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
217	1.	TREASURY CHECKS AND SAVINGS BONDS CONTROL	Accountable Stations	Cut off at end of fiscal year. Destroy 6 years after cutoff. AUTH: (N1A507-97-1) (7310/R1)
218	1.01	Records on returned and undelivered checks and bonds.	DFAS Sites and Accountable Stations	Cut off upon recording disposition of the checks and bonds. Destroy 1 year after cutoff. AUTH: (N1A507-97-1) (7310/R1.01A)
219	2.	APPLICATIONS TO KEEP CASH ON HAND	DFAS Sites or Accountable Stations	Cut off at end of fiscal year. Destroy 6 years after close of FY to which it pertains. AUTH: (N1A507-97-1) (7310/R2)
220	3.	CASH ACCOUNTABILITY CONTROL		Cut off at end of fiscal year in which all outstanding discrepancies have been cleared. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7310/R3)
221	3.01	Reports of overages and losses of public funds, and cash verification reports.		Cut off at end of fiscal year in which all outstanding discrepancies have been cleared. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7310/R3.01)
222	4.	APPOINTMENT ORDERS	DFAS Sites or Accountable Stations	Cut off at end of fiscal year in which order is revoked or cancelled or when action has been taken to correct discrepancies. Destroy 6 years after cutoff. AUTH: (N1A507-97-1A) (7310/R4)

<b>SCHEDULE 7310</b>				
<b>INTERNAL CONTROL RECORDS, PHYSICAL LOSS OF FUNDS, AND ERRONEOUS PAYMENT CASE FILES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
223	5. CONTROL FILES	Records containing Accountable Station codes, name and address of Accountable Stations and serial numbers of all checks for which they are accountable, name of installation, and serial number of check-signing equipment.		Cut off when superseded or obsolete. Destroy on cutoff. AUTH: (N1-507-97-1) (7310/R5)
	<del>6. CONTROL LOGS</del>	<del>Forms used to provide reference and control of pay records, negotiable instruments, and similar data.</del>		<del>Cut off when superseded or obsolete. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 8) (7310/R6)</del>
224	7. RETURNED CHECKS AND BONDS	Original form of returned check or bond records, or comparable forms used for verification, information, accounting citation, and searching for disposition on returned checks or bonds.		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7310/R7)
225	8. CHECK PHOTOSTATS	Photostats of checks returned from the Treasury and forwarded to Centers for use in processing claims and in reconciling overdrafts and underdrafts.		Cut off at end of fiscal year in which claim is settled. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7310/R8)
226	9. DEBIT VOUCHERS FOR CHECKING ACCOUNT DISCREPANCIES	Forms used to provide a complete summation of discrepancies and overdraft or underdraft adjustments necessary to balance checking account.	DFAS Sites or Accountable Stations	Cut off at end of fiscal year. Destroy 5* years after cutoff. AUTH: (N1-507-97-1) (7310/R9) (*Increase in retention over previous guidance)
227	10. TRANSMITTAL FORM	Forms, such as voucher transmittal sheets or comparable forms, reflecting the first and last number of each sequence in the voucher, the Accountable Station codes, voucher numbers.		Cut off and destroy when DAO accounts are destroyed. AUTH: (N1-507-97-1) (7310/R10)
228	11. MAJOR PHYSICAL LOSSES OF APPROPRIATED FUND	Documentation establishing physical loss, convening authority appointment of investigating officer on board, reports of investigation and associated papers containing factual loss information, convening authority recommendations, appeals, correspondence and recommendations, grant or denial of relief, relief check information.		
			DFAS Sites	Cut off on date of last action. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7310/R11R)

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<b>SCHEDULE 7310</b>				
<b>INTERNAL CONTROL RECORDS, PHYSICAL LOSS OF FUNDS, AND ERRONEOUS PAYMENT CASE FILES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
11.01			Accountable Stations	Cut off on date of last action. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7310/R1A.01)
12.	MINOR PHYSICAL LOSSES OF APPROPRIATED FUNDS	Certification, investigatory reports, associated correspondence and recommendations, grant or denial of relief, relief check information.		
			DFAS Sites	Cut off on date of last action. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7310/R12)
12.01			Accountable Stations	Cut off on date of last action. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (731A/R1A.01)
13.	ILLEGAL, IMPROPER OR INCORRECT (ERRONEOUS) PAYMENT OF APPROPRIATED FUNDS.	Documentation establishing erroneous payment, appointments of investigating officers, reports of investigations, appeals, requests for relief, correspondence and recommendations, grant or denial of relief.		
			DFAS Sites	Cut off on date of last action. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7310/R13)
13.01			Accountable Stations	Cut off on date of last action. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7310/R1A.01)

**SCHEDULE 7315**  
**US SAVINGS BOND RECORDS**

This schedule governs disposition of records pertaining to US Savings Bonds. (Reference: Financial Management Regulation, DoD 7000.14-R, Volume 5)

<b>SCHEDULE 7315</b>				
<b>US SAVINGS BOND RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
234	1. TRANSMITTALS OR RECEIPTS	Forms used to receipt/transmit inscribed or uninscribed Series EE bonds received/forwarded by Sites.	DFAS Sites or Accountable Stations	Cut off at end of payroll year. Destroy on-site 2 years after cutoff. AUTH: (N1-507-97-1) (7315/R1)
235	2. CLAIMS AND INQUIRIES	Correspondence concerning nonreceipt of US savings bonds, used to trace disposition of bond.		Cut off on completion of tracer action. Destroy after claimant has received bond or bond has otherwise been accounted for. AUTH: (N1-507-97-1) (7315/R2)
236	3. APPLICATIONS AND CONTROL RECORDS	Accountability records, used to control, verify and balance accountability and to answer inquiries.		Cut off at end of payroll year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7315/R3)
237	4. CONTROL RECORDS FOR BONDS	Lists of inscribed bonds held in or released from safekeeping at Centers; used to maintain accountability and include date and reason released.		Cut off at end of payroll year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7315/R4)
238	4.01	Quarterly history.		Cut off at end of payroll year. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7315/R4.01)
239	5. SAVINGS BOND REPORTS	Reports of bond sales.		Cut off at end of payroll year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7315/R5)

**SCHEDULE 7320**  
**DISBURSING AND COLLECTION RECORDS**

This schedule governs disposal of records accumulated in Disbursing and Collection in Site designated offices. (Reference: Financial Management Regulation, DoD 7000.14-R, Volume 5)

<b>SCHEDULE 7320</b>				
<b>DISBURSING AND COLLECTION RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
240	1. DAILY CASH ACCOUNTABILITY	Forms such as daily statements of accountability; daily summary of receipts, reimbursements and net disbursements; daily voucher control; cash collection record; daily voucher transmittal forms, and related data, used by the Disbursing Division to provide summary information to the accounting operations division or to reflect daily transactions with other areas.	Site designated offices	Cut off at end of fiscal year in which discrepancies identified by servicing Sites have been corrected. Destroy 1 year, 1 month after cutoff. AUTH: (N1-507-97-1) (7320/R1)
241	2. MONTHLY CASH ACCOUNTABILITY	Forms such as statements of accountability, statement of designated depository account, foreign currency reports with supporting records, schedules, and related data.		Cut off at end of fiscal year in which discrepancies identified by servicing Sites have been corrected. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7320/R2)
	3. SUBSIDIARY ACCOUNTABILITY	Subsidiary accountability forms and related records used to record check issue overdrafts and underdrafts, funds in the hands of agents, overages and losses of funds.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7320/R3)
	4. AGENT ACCOUNTABILITY	Statements of agent officer's account forms; transmittal for paid vouchers and related papers used as a control on funds entrusted and returned by accounting and disbursing agents.		Cut off at end of fiscal year in which agent transactions are reflected in the accounts of the principle accountable station. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7320/R4)
	5. IMPREST FUND ACCOUNTABILITY	Reimbursement vouchers and other related records held by or for cash imprest fund cashiers.	Site designated offices	Cut off at end of fiscal year in which reimbursement is completed. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7320/R5)

**SCHEDULE 7320****DISBURSING AND COLLECTION RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
<del>6.</del>	<del>CASHIERING</del>	<del>Receipt for transfer cash and voucher forms, daily summary of cash collections, cashier accountability documents, comparable forms, and related papers, used to provide adequate controls over money, vouchers, and other documents received which require collection and/or disbursement action.</del>		<del>Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7320/R6)</del>
	7.	DEPOSITS		Cut off at end of fiscal year in which deposits have been verified or upon resolution of any outstanding adjustments. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1c) (7320/R7)
242	8.	SCHEDULE OF DEPOSITS		Cut off at end of month. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7320/R8)
	<del>9.</del>	<del>CHECK CONTROL</del>		<del>Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7320/R9)</del>
	9.01	Month-end check issue summary and associated detail check issue data which includes outstanding check depository files.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7320/R9.01)
243	10.	SEQUENCE CHECK LISTING	DFAS Site designated offices	Cut off at end of day. Destroy 6 years, 3 months after cutoff. AUTH: (N1-507-97-1) (7320/R10)
244	11.	CHECK ISSUE LISTING		Cut off at end of day. Destroy 6 years, 3 months after cutoff. AUTH: (N1-507-97-1) (7320/R11)
245	12.	COMBINED CHECK ISSUE REGISTER		Cut off on verification that level 8 data was received and accepted by DFAS-AD/DE. Destroy on cutoff. AUTH: (N1-507-97-1) (7320/R12)
246	13.	SUBJECT MATTER AREA(SMA) PAYMENT DATA		Cut off at end of day. Destroy 6 years, 3 months after cutoff. AUTH: (N1-507-97-1) (7320/R13)
	<del>14.</del>	<del>REPLACEMENT CHECK</del>	<del>DFAS Site office</del>	<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7320/R14)</del>



<b>SCHEDULE 7320</b>				
<b>DISBURSING AND COLLECTION RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
247	15. TREASURY CHECK ISSUE LIST	Check issue data, payroll check adjustments, and Treasury check adjustment report.	DFAS Site designated offices	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7320/R15)
248	16. FOREIGN CURRENCY CONTROL	Limited depository account form reports, foreign currency receipts control forms, disbursement control forms, and exchange ledger.		Cut off at end of fiscal year in which created. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7320/R16)
249	17. INTERNATIONAL BALANCE OF PAYMENTS	Summary payroll list.		Cut off at end of month. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7320/R17)
250	18. DAILY MESSAGE REPORT	Messages pertaining to daily reporting of checks drawn on Treasury of United States, report of large individual payments, report of large individual collections, and related information.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7320/R18)
	<del>19. POSTING MEDIA</del>	<del>Records (other than source records) such as posting data transfers, and similar forms, used to provide input data to accounting.</del>	DFAS Site designated offices	<del>Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (GRS 7, Item 4a) (7320/R19)</del>
251	20. J RECORD LISTING	List of every J record passed to BQ.		Cut off at end of month. Destroy 1 month after cutoff. AUTH: (N1-507-97-1) (7320/R20)
	<del>21. LETTER OF TRANSMITTAL</del>	<del>Submitted with original vouchers.</del>		<del>Cut off monthly. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7320/R21)</del>
	22. CONTINGENCY EXPENDITURES	Forms such as copies of vouchers or subvouchers for confidential expenditures memo, sub-vouchers for reimbursements of confidential funds, and supporting funds.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7320/R22)
	22.01	Intelligence contingency funds expenditure records.		Cut off at end of fiscal year. <del>Destroy 6 years, 3 months after cutoff.</del> AUTH: (GRS 6, Item 1a). (7320/R22.01)
252	23. CURRENCY CONVERSION AND CONTROL	Purchases, receipts for miscellaneous collections, rosters of personnel authorized and unauthorized to convert, summary change listings, and similar information when exchanging dollar instruments, foreign currencies, or military payment certificates.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7320/R23)
253	24. FOREIGN CURRENCY GAIN OR LOSS REPORT	Detailed list of all gains and losses generated during re-evaluation of currency.		Cut off daily. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7320/R24)

<b>SCHEDULE 7320</b>				
<b>DISBURSING AND COLLECTION RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
25.	<del>UNVOUCHERED CHECK ISSUE OR UNVOUCHERED CASH COLLECTION</del>	<del>Disbursing and collection journal records.</del>	<del>DFAS Site designated offices</del>	<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7320/R25)</del>
254	26. IMPREST FUND DISCREPANCIES	Information which reflects imprest fund shortages to include supporting and related information.		Cut off at end of fiscal year in which case is closed. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7320/R26)
255	27. IMPREST FUND ACCOUNTS	Information which reflects receipt and accounting for imprest funds to include copies of reimbursement vouchers and receipts for funds entrusted to agent officers including acknowledgment of return of funds and statement of balance.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7320/R27)
256	28. INTEGRATED PAYING ANDn COLLECTING (IPC) AUDIT FILE REPORT	Reflects all activity in the IPC system during a specific day's business.		Cut off daily. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7320/R28)
257	29. VOUCHER CONTROL LOG	Daily list of voucher numbers used, voided, not used, and missing for each Service Member's Account (SMA).		Cut off daily. Destroy 3 months after cutoff. AUTH: (N1-507-97-1) (7320/R29)
	<del>30. PAYMENT LISTING</del>	<del>List of all checks issued where amount does not exceed maximum treasury file reporting amount and those checks paid in foreign currency.</del>		<del>Cut off daily. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7320/R30)</del>
	31. PAYMENT LISTING FOR OVER- MAXIMUM TREASURY FILE AMOUNT	List of all treasury checks issued that cannot be reported to Treasury on file.		Cut off daily. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7320/R31)
	32. SCHEDULES OF VOIDED CHECKS AND SPOILED CHECKS	Check number stored on the Data Management Center/Data Processing Center (DMC/DPC) that are considered void or spoiled for Treasury reporting.	<del>DFAS Site designated offices</del>	<del>Cut off daily. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7320/R32)</del>
	33. EFT PAYMENT LISTING	List of all EFT payments.		Cut off daily. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7320/R33)

**SCHEDULE 7330**  
**ADJUDICATION RECORDS**

This schedule governs disposition of records pertaining to claims and collections for military and civilian personnel; e.g., casualties, missing-in-action, killed-in-action, prisoner-of-war, dependencies. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7330</b>				
<b>ADJUDICATION RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
<del>1.</del>	<del>ADJUDICATED PAY AND ALLOWANCE CLAIMS AND ALLOWED CLAIMS (MILITARY AND CIVILIAN)</del>	<del>Records reflecting development and adjudication of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods.</del>	<del>DFAS Sites</del>	<del>Cut off on final action. Destroy 6 years, 3 months after cutoff. AUTH: (GRS, 6, Item 10a) (7330/R1)</del>
258 2.	DENIED PAY AND ALLOWANCE CLAIMS (MILITARY AND CIVILIAN)	Records reflecting development and denial of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods.		Cut off on final action. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7330/R2)
<del>3.</del>	<del>CORRECTED MILITARY PAY AND ALLOWANCES</del>	<del>Records used to adjudicate and make final determination of adjustment consistent with 10 U.S.C. 1532, Correction of Military Records.</del>	<del></del>	<del>Cut off on final action. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 10a) (7330/R3)</del>
259 4.	DEPENDENCY FOLDERS	Applications for basic allowance for quarters for members with dependents; applications for uniformed service identification and privilege card; correspondence and other material used to determine dependency upon or relationship to members and used to make determinations of dependency/ eligibility entitlement to BAQ, dependent travel allowance, medical care for parents and parents-in-law, incapacitated children, students between the ages of 21 and 23, and all cases where relationship or dependency is questionable.	DFAS sites	Cut off on separation or subsequent action. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7330/R4)

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<b>SCHEDULE 7330</b>				
<b>ADJUDICATION RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
5.	CASUALTY RECORDS	Correspondence and other data required to determine appropriate beneficiary to facilitate expeditious payments, and replies to inquiries; used also for authorizing field payments or 6 month's death gratuity, and settlement of unpaid pay and allowances, and to adjust and prepare statements of unpaid accounts.		Cut off on final action. Destroy 6 years, 3 months after cutoff. AUTH: (N1-507-97-1) (7330/R5)
6.	MISSING-IN-ACTION INFORMATION	Payments and adjustment records, copies of correction of records, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting records for disbursements maintained until member's status changes.		Upon determination of member's status, apply Rule 5 or 7, as appropriate. AUTH: (N1-507-97-1) (7330/R6)
7.	PRISONERS-OF-WAR (POW)	Payments and adjustment records, copies of correction of records, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting records for disbursements maintained while in a POW status.	DFAS sites	Cut off on removal from POW status. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7330/R7)
8.	MIA, KIA, POW USSDP ACCOUNTS	Quarterly cumulative records of missing-in-action (MIA), killed-in-action (KIA), and prisoner-of-war (POW) uniformed services savings deposit program (USSDP) deposits/ withdrawals, individual settlement files and settlement listings used to determine status and history of member's USSDP accounts.		Cut off on closure of account. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7330/R8)
<del>9.</del>	<del>REMISSION/WAIVER OF INDEBTEDNESS</del>	<del>Applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination.</del>		<del>Cut off on final action. Destroy 6 years, 3 months after final action. AUTH: (GRS 6, Item 11a) (7330/R9)</del>

<b>SCHEDULE 7330</b>				
<b>ADJUDICATION RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
9.01		Copies of applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination.	Accountable Stations	Cut off on final action. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7330/R9.01)
10.	FRAUD OR FORGERY RECORDS	Reports of investigations and correspondence created to establish amount of indebtedness, and to effect collection.		
			DFAS Sites	Cut off on final action. Destroy 6 years, 3 months after cutoff. AUTH: (N1-507-97-1) (7330/R10)
10.01			Accountable stations	Cut off on final action. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7330/R10.01)
11.	COMMERCIAL ACCOUNT CLAIMS	Information related to commercial invoices and accounts against the US submitted to Claims Division, GAO, for settlement because of unresolved questions of law or fact. Included are copies of contracting officers' reports, copies of recommendations, copies of GAO decisions, recommendations, and information relative to payment or nonpayment, and similar information.	DFAS Sites	Cut off on final action. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 10a or Item 10b(1)) (7330/R11)
12.	COLLECTION CASE FILES	Records initiating collection action and supporting indebtedness, including rebuttal letters from member, correspondence concerning indebtedness, and copies of applications for waivers for military members on active duty or out-of-service members whose indebtedness was incurred while on active duty.		Cut off on final action. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 10b(1) or 10b(3)) (7330/R12)

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SCHEDULE 7330				
ADJUDICATION RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
13.	GARNISHMENT ACTIONS	Case files containing legal opinions, supporting documents, legal process, pay over orders, copies of pay vouchers, and inquiries and general correspondence concerning garnishment of wages from military members and DoD civilian personnel for: alimony and child support, bankruptcy and commercial indebtedness actions; also, applications under the Uniformed Services Former Spouse Protection Act for active duty and retired military members.		
			DFAS Sites	Cut off on closure of case. Destroy 6 years, 3 months after cutoff. AUTH: (N1-507-97-1) (7330/R13)
13.01			Accountable Stations	Cut off on closure of case. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7330/R13.01)
<del>14.</del>	<del>ADMINISTRATIVE CLAIMS</del>	<del>Documents relating to claims for money or property which were administratively determined to be due and owing the United States for which the Government's right to collect was not extended.</del>	<del>Accountable Stations</del>	<del>Cut off at end of FY in which the government's right to collect first accrued. Destroy 10 years, 3 months after cutoff. AUTH: (GRS 5, Item 10b(2)(a)) (7330/R14)</del>

**SCHEDULE 7333**  
**TRAVEL RECORDS**

This schedule governs disposition of records pertaining to the Defense Travel Pay Offices. (Reference Financial Management Regulation, DoD 7000.14-R, Volume 9)

<b>SCHEDULE 7333</b>				
<b>TRAVEL RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
268	1.	FOLLOW-UP MANAGEMENT PRODUCTS	DFAS Sites	Cut off at end of day. Destroy 1 month after cutoff. AUTH: (N1-507-97-1) (7333/R1)
269	1.01	Copies of follow-up letters and payroll deduction documents.		Cut off when traveler submits settlement or collection transaction is processed. Destroy on cutoff. AUTH: (N1-507-97-1) (7333/R1.01)
270	2.	VALIDATION MANAGEMENT LISTINGS		Cut off at end of day. Destroy 45 days after cutoff. AUTH: (N1-507-97-1) (7333/R2)
271	2.01	Other listings used to validate system update.	Accountable Stations	Cut off at end of day. Destroy 1 month after cutoff. AUTH: (N1-507-97-1) (7333/R2.01)
272	3.	OPTIONAL MANAGEMENT LISTINGS		Cut off and destroy when superseded or obsolete. AUTH: (N1-507-97-1) (7333/R3)
273	4.	QUARTERLY MANAGEMENT LISTINGS		Cut off at end of quarter. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7333/R4)
274	5.	DISKETTE INTERFACE FILES	Designated DFAS Sites	Cut off on completion of upload. Destroy 5 workdays after upload. (NOTES 1, 2, 3) AUTH: (N1-507-97-1) (7333/R5)
	<del>6.</del>	<del>RECORD OF TRAVEL PAYMENTS. THE AUTOMATED TRAVEL RECORD ACCOUNTING SYSTEM (ATRAS)</del>		<del>Cut off at end of fiscal year in which payment was made. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7333/R6)</del>
275	7.	OBLIGATION DOCUMENTS	Designated DFAS Sites	Cut off upon payment or deobligation of reserved funds. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7333/R7)

SCHEDULE 7333				
TRAVEL RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
<del>8.</del>	<del>CLAIMS</del>	<del>Document(s) that support the submission of a doubtful travel claim.</del>		<del>Cut off upon payment, denial or deobligation of funds. Destroy 1 year after cutoff or, if paid, attach to travel voucher. AUTH: (GRS 5, Item 1b) (7333/R8)</del>
276 9.	POSTING MEDIA	Records, other than source records such as journal vouchers, posting data transfer, and specialized posting media for machine applications, used to provide input data to the Accounts Management and Reconciliation Branch.		Cut off when discrepancy is cleared. Destroy 90 days after cutoff. AUTH: (N1-507-97-1) (7333/R9)
<del>10.</del>	<del>TRAVEL VOUCHERS</del>	<del>Copies of paid travel vouchers utilized to update the General Accounting System.</del>		<del>Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7333/R10)</del>
277 11.	CONTROL LOGS	Disbursement and collection travel voucher control logs.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7333/R11)
278 12.	NONAVAILABILITY OF GOVERNMENT QUARTERS AND MESS	Retained organizational copies of forms and related records.	Issuing/approving authorities	Cut off at end of day. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7333/R12)
<del>13.</del>	<del>TRAVELER CHARGE CARD PROGRAM</del>	<del>Reports and associated documents used to administer government travel charge card program which includes the Individually Billed Accounts and the Centrally Billed Accounts.</del>	<del>Integrated Card Management Office, Contract Services Directorate</del>	<del>Cut off at end of year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7333/R13)</del>
279 13.01		Individual Cardholder Files which include but are not limited to card application, training certificate, Statement of Understanding and any correspondence or administrative communications.	Integrated Card Management Office, Contract Services Directorate	Place in Inactive File when card is cancelled for nonuse or other reasons. Place in Closed Accounts File when cardholder retires or separates from DFAS, retain for one year, and then destroy. AUTH: (N1-507-06-2) (7333/R13.01)

## NOTES:

1. Workday equals one cycle.
2. The interface diskette used to update RITA tax table must be maintained for 1 year from date of upload.
3. The interface diskette used to update PDRMS is maintained until replaced.



**SCHEDULE 7335**  
**CIVILIAN PAY RECORDS**

This schedule governs disposition of civilian employee pay records. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7335</b>				
<b>CIVILIAN PAY RECORDS</b>				
<b>R U L E</b>	<b>A  RECORD SERIES</b>	<b>B  DESCRIPTION</b>	<b>C  MAINTAINED IN</b>	<b>D  CUTOFF/DISPOSITION/ AUTHORITY</b>
<del>1.</del>	<del>INDIVIDUAL PAY RECORDS</del>	<del>Individual pay records, forms, reports or mechanized listings in lieu thereof, containing information concerning all earnings, deductions and adjustments made to each associate's pay during a payroll year.</del>		
		<del>Individual Pay Record (IPR)</del>	<del>Payroll Offices</del>	<del>Cut off at end of payroll year or upon separation of employee. Send to NPRC after 3 payroll years, whether audited or unaudited, where they are destroyed 56 years after cutoff. (NOTES 1, 2, 3 and 4) AUTH: (GRS 2, Item 1b) (7335/R1)</del>
		<del>Civilian Payroll System Databases</del>		<del>Cut off at end of payroll year. Destroy 6 years after cutoff. AUTH: (N1-507-9-1) (7335/R1.01)</del>
1.01				
2.	INDIVIDUAL LEAVE AND LEAVE TRANSFER PROGRAM RECORDS	Forms, official records used in lieu of forms, for recording official annual accumulation and use of associate's leave to include records of leave data transferred.	Payroll Offices	Cut off at end of payroll year. Destroy 6 years after cutoff. (Exception: Retain individual records pertaining to claims received pending settlement. (NOTES 2 and 3) AUTH: (N1-507-97-1) (7335/R2)
			Timekeeper's area	Cut off at end of payroll year. Destroy 3 years after cutoff. AUTH: (GRS 2, Item 9b) (7335/R2.01)
2.01				
3.	INDIVIDUAL TIME AND ATTENDANCE SOURCE RECORDS	Source records supporting the official pay and leave records, including sign in/out sheets; authorizations for premium pay, overtime or compensatory time; documentation for jury duty; and leave applications for military duty and home leave.	Time and Attendance Approving Official's Area	Cut off at end of payroll year. Destroy after audit or when 6 years old, whichever is sooner. (NOTES 2, 4, 5, and 6) AUTH: (GRS 2, Items 7 and 8) (7335/R3)

**SCHEDULE 7335****CIVILIAN PAY RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
4.	APPLICATIONS FOR LEAVE	Leave applications for other than military duty and home leave used by supervisor to approve/disapprove or verify leave information.		
4.01		If employee has personally submitted time and attendance or has attested to the leave charged on the official time and attendance report in instances where the time and attendance was originally submitted by a surrogate.		Cut off at the end of the pay period. Destroy at end of the following pay period: <b>(NOTES 3 and 5)</b> AUTH: (GRS 2, Item 6a) (7335/R4.01)
4.02		If employee did not personally submit the time and attendance and has not attested to leave charged on the official time and attendance report.		Cut off at end of pay period. Destroy after audited or when 3 years old, whichever is sooner. <b>(NOTES 3 and 5)</b> AUTH: (GRS 2, Item 6b) (7335/R4.02)
5.	INDIVIDUAL RETIREMENT RECORDS	Forms or comparable approved records used to record amounts deducted from employee's wages for retirement under Civil Service Retirement System (CSRS) and Federal Employee's Retirement System (FERS).	Payroll offices	Cut off upon separation or transfer. Forward all hard copy individual Retirement records to Office of Personnel Management (OPM). AUTH: (GRS 2, Item 28) (7335/R5)
5.01	INDIVIDUAL RETIREMENT RECORDS	Forms or comparable approved records used to record amounts deducted from employee's wages for retirement under Civil Service Retirement System (CSRS) and Federal Employee's Retirement System (FERS).	Decentralized payroll office	Cut off upon separation or transfer. CSRS records: for separations (to include retirement or death) and transfers to other agencies/payroll offices, forward to Office of Personnel Management (OPM); for transfers between agency payroll offices, forward to new payroll office. FERS records: forward all FERS records to OPM; FERS retirement records are not transferred between payroll offices. For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary. AUTH: (GRS 2, Item 28) (7335/R5.01)

<b>SCHEDULE 7335</b>				
<b>CIVILIAN PAY RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/AUTHORITY</b>
281	5.02	Copies of individual retirement documents (SF 2806/SF 3100)	Payroll Offices	Cut off upon separation or transfer. Destroy 12 months after cutoff. AUTH: (N1-507-97-1) (7335/R5.02)
	<del>5.03</del>	<del>Microfilmed copies of individual retirement documents (SF 2806/SF 3100) and copies of registers of separations and transfers (SF 2807/SF 3103) used to recreate lost records, balance reports and answer inquiries.</del>		<del>Cut off upon separation or transfer. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7335/R5.03)</del>
282	5.04	Forms or comparable approved records used to control documents maintained in connection with the retirement records, such as register of separations and transfers, adjustments, and comparable actions.	Payroll Offices	Cut off at end of payroll year. Destroy 3 years after cutoff. (NOTES 2 AND 7) AUTH: (N14507-97-1) (7335/R5.04)
283	5.05	SF 2812, Report of Withholdings and Contributions for Retirement, Health Benefits and Life Insurance, IRCN 1061 Quarterly Retirement Recapitulation Reports, Annual Summaries of Retirement Fund Transactions or Statements of Accountability, and/or other comparable approved records used in connection with CSRS/FERS reconciliations of differences with corresponding agency accounting deposit/clearing account records.	Departmental Reporter	Cut off at end of calendar year. Destroy 2 years after a complete Reconciliation closeout with OPM has been accomplished, and all SF 2812/Agency Accounting System Out-of-balances Differences are corrected/cleared. AUTH: (N1-507-97-1) (7335/R5.05)
284	6.	WAGE AND SEPARATION INFORMATION FILES Forms or comparable records, notices of determination, notices of refusal to work offer, and other related records, used in connection with unemployment compensation claims.	Payroll offices	Cut off at end of payroll year. Destroy 2 years after cutoff. (NOTE 2) AUTH: (N1-507-97-1) (7335/R6)
285	7.	FEDERAL EMPLOYEES HEALTH BENEFITS Biweekly reports or records which include: Summary Page of Gross-to-Net Register, Health Benefit Lists by Carrier, SFs 2812 and 2812A Reports (Enrollees by Carrier), Payroll Office Employee Lists, Adjustments Made to Health Benefit Reports, Work Sheets of Adjustments Made, SF 2811 Reports, Discrepancy Letters from Carriers, and Semi-annual Headcount Reports.	Payroll offices	Cut off at end of payroll year in which last entry was made. Destroy 6 years after cutoff. (NOTE 2) AUTH: (N1-507-97-1) (7335/R7)

**SCHEDULE 7335****CIVILIAN PAY RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
286	7.01	Forms or comparable records used for registrations, changes of enrollment status, and related actions.	Payroll offices	Cut off on transfer, separation, retirement, or death. For transferred or separated employees, destroy 60 days after transfer or separation or when updated forms have been received from the Civilian Personnel Office. For retired or deceased employees, destroy 6 months after date of separation or death. AUTH: (N1-507-97-1) (7335/R7.01)
287	8.	INDIVIDUAL EARNING DATA	Payroll offices	Cut off at end of payroll year. Destroy 6 years after cutoff. (NOTE 7) AUTH: (N1-507-97-1) (7335/R8)
288	9.	INCOME TAX WITHHOLDINGS		Cut off when superseded or on separation of employee. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7335/R9)
289	9.01	Payroll copy of W-2, Wage and Tax Statement.		Cut off at end of tax year. Destroy June 30 following end of tax year. AUTH: (N1-507-97-1) (7335/R9.01)
	<del>10.</del>	<del>AUTHORIZED DEDUCTIONS</del>		<del>Forms or comparable records used as authority for withholding or deducting from employee's wages for such purposes as savings bond authorization, charity donations, union dues, savings, Thrift-Savings Plan election form, and electronic funds transfer sign-up form.</del>
290	11.	ALLOWANCES AND DIFFERENTIAL ELIGIBILITY FILES		Cut off at end of payroll year when authorization is terminated. Destroy 3 years after cutoff. (NOTE 2) AUTH: (N1-507-97-1) (7335/R11)

SCHEDULE 7335				
CIVILIAN PAY RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
<del>12</del>	<del>PAYROLL CONTROL REGISTERS</del>	<del>Payroll control registers, basic records, including change slips and other related records used to authorize or change payments to employees, bond issuance schedules, quarterly summary of year-to-date Pay Record Accessibility (PRA) Audit, used for payroll control purposes, payroll certifications and summary controls, related reports, recapitulation of payroll data, and other related actions.</del>		<del>Cut off at end of payroll year. Destroy after GAO audit or when 3 years old, whichever is sooner. (NOTES 2 and 6) AUTH: (GRS 2, Item 23a) (7335/R12)</del>
291 13.	POSTING MEDIA	Records (other than source records) such as journal vouchers, posting data transfers, and other related specialized posting media for machine operations used to provide input data to accounting operations.	Payroll offices	Cut off after 90 days or 90 days after any discrepancy is cleared. Destroy on cutoff. (NOTE 2) AUTH: (N1-507-97-1) (7335/R13)
292 14.	REPORTS	Forms or comparable records used for reporting withheld taxes, retirement deductions, insurance deductions, and reports related to the pay operation.		Cut off at end of payroll year. Destroy 4 years after cutoff. (NOTES 2 AND 7) AUTH: (N1-507-97-1) (7335/R14)
<del>15.</del>	<del>CLAIMS, WAIVERS, OR INDEBTEDNESS</del>	<del>Records relating to claims, waivers, tax levies, garnishments, bankruptcies, statement of charges (including those resulting from reports of survey), and other related cases, used for collecting, deducting, or repaying actions on employees' documents.</del>		<del>Cut off at end of payroll year in which claim is settled. Destroy 3 years after cutoff. (NOTE 2) AUTH: (GRS 2, Item 18) (7335/R15)</del>
293 16.	GAO OR OTHER AUDITORS EXCEPTIONS	Records relating to any exceptions taken by GAO or other auditors.		Cut off when exceptions are cleared. Destroy upon cutoff. (NOTE 2) AUTH: (N1-507-97-1) (7335/R16)
<del>17.</del>	<del>CONTROL LOGS</del>	<del>Records used for recording disbursement and collection vouchers.</del>		<del>Cut off at end of fiscal year. Destroy 1 year after cutoff. (NOTE 2) AUTH: (GRS 6, Item 1b) (7335/R17)</del>
294 18.	YEAR-TO-DATE LISTING	Biweekly listings of cumulative pay, deductions and leave data, used for responding to inquiries, reissuing W-2 forms, researching computer output messages, etc.		Cut off biweekly. Destroy 90 days after cutoff. (NOTE 2) AUTH: (N1-507-97-1) (7335/R18)

**SCHEDULE 7335****CIVILIAN PAY RECORDS**

295

	A	B	C	D
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
18.01		Last biweekly listing of each quarter for cumulative pay, deductions and leave data.		Cut off at end of quarter. Destroy 3 payroll years after cutoff. <b>(NOTE 2)</b> AUTH: (N1-507-97-1) (7335/R18.01)
<del>19.</del>	<del>LISTINGS NOT COVERED BY RULES 1 THROUGH 18</del>	<del>Products including but not limited to: permanent change reject list, permanent change control totals, permanent change cards, time and attendance (T&amp;A) card distribution list, T&amp;A/temporary change card reject list, pay computation information list, FLSA worksheet, cycle transfer register, report of 6 months AWOP, biweekly civilian manpower and funding report, supervisor's leave information list, TD Form W-2 error summary, used for edit of input data for posting or updating records listed in Rules 1 through 18.</del>		<del>Cut off at end of fiscal year. Destroy after GAO audit or 3 years after cutoff, whichever is sooner. AUTH: (GRS 2, Item 22c) (7335/R19)</del>
19.01		Products including but not limited to: T&A register and temporary change list, management notice list, IBP weekly list, civilian accounting and expense list, retirement information report/list, leave list, variable balance list, employee directory, International Balance of Payments quarterly report, US savings bond report, health benefit reset list, master record wage table, general schedule pay raise list, wage employee pay raise list, retroactive pay raise narrative, employee pay adjustment for retroactive pay raise used to consolidate, verify, and reconcile monthly, quarterly, or annual summaries.	Payroll offices	Cut off when actions are completed. Destroy 2 years after cutoff. AUTH: (GRS 2, Item 22a) (7335/R19.01)
19.02		Products including but not limited to master pay record print, bond master print, used to ensure permanent change actions are properly processed.		Cut off when actions are completed. Destroy 2 years after cutoff. AUTH: (GRS2, Item 22a) (7335/R19.02)

## SCHEDULE 7335

## CIVILIAN PAY RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
20.	BIWEEKLY <sup>a</sup> THRIFT SAVINGS PLAN (TSP)	Initial, recycle, and interim runs of active and inactive list and related error lists.	Payroll offices	Cut off on successful tape processing. Destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later. AUTH: (N1-507-97-1) (7335/R20)
20.01		Final run of active and inactive list voucher/summary list.		Cut off at end of payroll year. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7335/R20.01)
20.02		TSP-2, Certification of Transfer of Funds/Journal Voucher, Form TSP-5, Employee Data/Payment/Adjustment Records, and/or other comparable approved records used in connection with reconciliation of TSP differences with corresponding agency accounting deposit and clearing account records.		Cut off at end of calendar year. Destroy 2 years after a complete reconciliation with the NFC has been accomplished, and all NFC/agency Accounting System out-of-balance differences are corrected/cleared, or when no longer needed (whichever is later). AUTH: (N1-507-97-1) (7335/R20.02)
<del>21.</del>	<del>COLLECTION AND DISBURSEMENT VOUCHERS</del>	<del>Copies of vouchers and supporting documents.</del>		<del>Cut off at end of month. Destroy 1 year after cutoff. (NOTE: 3) AUTH: (GRS 6, Item 1b)(7335/R21)</del>
22.	OPTIONAL RECORD FOLDERS	Copies of forms authorizing deductions and entitlements used on an optional basis.		Cut off upon transfer or separation of employee. Pull the individual's folder, disassemble it, put the various forms and records in a central file, then dispose of them per appropriate rules of this schedule. AUTH: (N1-507-97-1) (7335/R22)
23.	GROSS-TO-NET REGISTER	Record by employee of all entitlements and deductions.		Cut off on receipt of individual pay records. Destroy upon cutoff. AUTH: (N1-507-97-1) (7335/R23)

**NOTES:**

1. Shipping records to NPRC: Include copies of pay or leave records which were forwarded to GAO for use of settlement of claims. If, during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the differences in size. Make yearly total of net payments; total must equal the net pay total for year shown on the payroll control register. Pack records for shipment as stated in shipping procedures. List the name and location of all Accountable Stations, other than the parent organization, for which civilian payroll services were performed during the period covered by records being shipped. (For Decentralized Payroll Offices).
2. At the time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records per this schedule. Comply with the requirements of DoD 7000.14-R, Vol. 8. (For Decentralized Payroll Offices).
3. Records containing discrepancies identified by responsible DFAS Servicing Sites will be held until corrective action has been taken; then apply disposition as indicated.
4. Fire protection and law enforcement personnel records are not authorized for disposal. They should be held indefinitely, pending completion of litigation.
5. Supervisors may retain leave applications in office area until they are eligible for destruction.
6. Variable and flextime records are held at supervisor's area until eligible for destruction.
7. For foreign nationals: Comply with local tax regulations.



**SCHEDULE 7340****DEFENSE JOINT MILITARY PAY SYSTEM - ACTIVE COMPONENT (DJMS-AC) RECORDS**

7340. This schedule governs disposition of records pertaining to the Active Component Pay System.  
(Reference: Financial Management Regulation, DoD 7000.14-R)

**SCHEDULE 7340****DEFENSE JOINT MILITARY PAY SYSTEM - ACTIVE COMPONENT (DJMS-AC) RECORDS**

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	COLLECTION AND DISBURSEMENT VOUCHERS	Copies.	Applicable DFAS Sites	Cut off at end of month in which all discrepancies or out- of-balance conditions are created. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7340/R1)
2.	DJMS-AC SUBSTANTIATING DOCUMENTS	Substantiating records for DJMS- AC, including the original document transmittal listing with detailed mid-month and end-of- month payroll listings used for inquiries and to advise financial organizations of deposits made to member's accounts, and supporting records such as reports of leave transactions, military pay orders, cadet pay orders, allotment authorizations, pay adjustment authorizations, pay record accessibility roster, leave certifications, original forms authorizing local payment by Accountable Stations including messages and letters, and TLA entitlements.	Accountable Stations	Cut off at end of fiscal year.  Retain paper records for one year after cut off, then transfer to a Federal Records Center where they will be destroyed 6 years and 3 months after cutoff.  If documents are scanned and maintained electronically, retain electronic records for 6 years and 3 months after cutoff.  (See also NOTE 1)  AUTH: (GRS 6, Item 1a) (7340/R2)
2.01		Hard copies of scanned substantiating documents retained for verification of the accuracy of the scanning process.		Destroy 90 days after scanning. AUTH: (GRS 20, Item 24a) (7340/R2.01)
3.	CONTROL LOGS	Logs used to provide reference and control for records of disbursement, cross-disbursement, and collection voucher numbers for members.	DFAS Sites and Accountable Stations	Cut off at end of month. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7340/R3)
3.01		Incoming and outgoing file transfer transmissions.		Cut off at end of month. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7340/R3.01)
3.02		Data collection log print listings of all messages, commands, and systems activity.		Cut off at end of month. Destroy 30 days after cutoff. AUTH: (N1-507-97-1) (7340/R3.02)

**SCHEDULE 7340****DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS**

	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
303	4. TRANSMITTAL LETTERS	Forms and form letters used to transmit military pay documents.		Cut off at end of pay period. Destroy 60 days after cutoff. AUTH: (N1-507-97-1) (7340/R4)
	<del>5. DAILY TRANSACTIONS</del>	<del>Detailed records of all transactions received and actions taken, used for inquiry/audit purposes.</del>		<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7340/R5)</del>
304	6. DAILY TRANSACTION LISTING AND DAILY TRANSACTION REGISTER (DTR)	Detailed record of all transactions received and actions taken by Servicing Sites.	Input Source	Cut off at end of day. Destroy 6 months after cutoff. AUTH: (N1-507-10-1) (7340/R6)
305	7. REJECTED TRANSACTION LISTINGS	Rejected transactions.		Cut off at end of month in which all discrepancies or out-of-balance conditions are corrected. Destroy 90 days after cutoff. AUTH: (N1-507-97-1) (7340/R7)
	<del>8. MANAGEMENT NOTICES</del>	<del>Data identifying transactions which require manual processing.</del>	<del>DFAS Sites and Accountable Stations</del>	<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7340/R8)</del>
306	9. MASTER MILITARY PAY ACCOUNT (MMPA)	History of member's leave/pay transactions and leave and earnings data.	DFAS Sites and Accountable Stations	Cut off at end of fiscal year. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7340/R9)
	<del>10. ALLOTMENT DATA</del>	<del>Original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments, Uniformed Services Savings Deposit Program (USSDP).</del>		<del>Cut off at end of month. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7340/R10)</del>
307	10.01	Operational copies of records in Rule 9.		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7340/R10.01)
308	10.02	Transaction histories, blanket and VA voucher listings, debit and credit registers.		Cut off at end of month. Destroy 3 months after cutoff. AUTH: (N1-507-97-1) (7340/R10.02)
309	10.03	Reference listings and cumulative 6-month allotment histories.		Cut off at end of fiscal year. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7340/R10.03)

**SCHEDULE 7340****DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS**

	<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
		<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
310	11.	LEAVE AND EARNINGS STATEMENTS (LES).	Monthly statement of member's leave and earnings.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (N1-507-97-1) (7340/R11)
311	12.	DJMS-AC CENTRAL PAYMENTS	Listings by Accountable Station code of products concerning amounts credited to financial organizations.	DFAS Sites	Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7340/R12)
	12.01		Transmittal register and star report used for reference and balancing purposes.	DFAS Sites and Accountable Stations	Cut off at end of pay period. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7340/R12.01)
312	13.	CENTRAL OR LOCAL PAY AUTHORIZATIONS	Changes to service members' mid-month and end-month net pay amounts, used for updating central payroll processing, balancing payrolls, and controlling local pay authorizations.		Cut off at end of payroll year. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7340/R13)
	<del>14.</del>	<del>SUMMARY ACCOUNT DATA</del>	<del>Transactions processed through summary account subsystem and are microform products used for balancing accounting reports, preparing miscellaneous indebtedness vouchers and reconciliation of clearing account analysis.</del>	<del>Applicable DFAS Sites and Accountable Stations</del>	<del>Cut off at end of payroll year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7340/R14)</del>
313	14.01		Summarized information to control the MMPAs used to report to the fund manager on the financial position of the military pay appropriations.	DFAS Sites	Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7340/R14.01)
314	14.02		Summarized information to control the MMPAs used to report to the fund manager showing expenditures by entitlements and deductions for the month.		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7340/R14.02)
315	15.	VOUCHER BALANCING/ RECONCILIATION	Summaries of DJMS-AC payment/collection transactions, used to reconcile payment/collection posting with MMPAs or with cash accountability reports (MAFR).		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7340/R15)

**SCHEDULE 7340****DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
<del>15.01</del>	<del></del>	<del>Subsidiary records used to reconcile voucher balancing for disbursements and collections; journal vouchers; worksheets; adjustment authorizations and other related data, used to reconcile pay/collection posting with MMPAs or with MAFR.</del>	<del>DFAS Sites</del>	<del>Cut off when reconciliation is complete. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7340/R15.01)</del>
316 16.	EDIT, RECONCILIATION, OR CONTROL DATA	Products used in correcting rejects, reconciliation data, and controlling/balancing central payments and allotments relative to check number/address validation, changes of address, FITW and W-2 changes, SITW changes, nonmatches of company codes or addresses, out-of-balance totals, pay suppressions, zero pay authorizations, checkwriting totals, check transmittal lists, error lists, control totals, control cards, and similar products.	Applicable DFAS Sites and Accountable Stations	Cut off when purpose has been served. Destroy upon cutoff. AUTH: (N1-507-97-1) (7340/R16)
317 16.01		Products concerning transmission of data via mag tapes, listings, or other methods of transmission.		Cut off at end of month. Destroy 3 months after cutoff. AUTH: (N1-507-97-1) (7340/R16.01)
318 17.	FEDERAL INCOME TAX WITHHOLDING (FITW), FEDERAL INSURANCE CONTRIBUTION ACT (FICA), STATE INCOME TAX WITHHOLDING (SITW)	Amounts of FICA wages/deductions and FITW deductions for military members which are copies of quarterly reports sent to Social Security Administration, Internal Revenue Service, or State Taxing Authorities.	DFAS Sites	Cut off on payment of taxes. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7340/R17)
319 17.01		Amounts of FICA wages/deductions and FITW/SITW deductions for military members which are copies used to determine benefits and answer inquiries.		Cut off at end of fiscal year. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7340/R17.01)
320 18.	TD FORM W-2	Data printed on member's TD Form W-2, used for inquiry purposes and to recreate TD Forms W-2.	DFAS Sites	Cut off at end of payroll year. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7340/R18)

**SCHEDULE 7340****DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
<del>19.</del>	<del>CLOSED SEPARATION/ REENLISTMENT DATA</del>	<del>MMPA printouts, copies of pay adjustment authorizations, correspondence and related records created at time of member's separation/reenlistment that reflect payments made.</del>		<del>Cut off at end of month. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7340/R19)</del>
20.	MANAGEMENT CASEFILES	Copies of dependency determinations.		Cut off on termination of dependency. Destroy 6 months after cutoff. AUTH: (N11507-97-1) (7340/R20)
21.	REFERENCE MATERIALS	DJMS-AC company code directories, JFTR indexes, DJMS- AC locators, and similar products.		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7340/R21)

**NOTE:**

1. Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians. (GRS 6, NOTE at end of Item 1)

**SCHEDULE 7341**  
**TRAINEE MILITARY PAY SYSTEM (TMPS) RECORDS**

This schedule governs disposition of records pertaining to basic military trainees (BMT). (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7341</b>				
<b>TRAINEE MILITARY PAY SYSTEM (TMPS) RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	<del>SUBSTANTIATING INFORMATION</del>	<del>Original or record transmittal listing with supporting records such as report leave transactions, MPOs, allotment authorizations, pay adjustment authorizations, and related matters.</del>	<del>DFAS Site designated offices</del>	<del>Cut off at end of month. (See NOTE 1) Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7341/R1)</del>
323 2.	MASTER BMT ACCOUNT	BMT history of trainee's leave/pay transactions and leave and earnings data.		Cut off on separation or graduation. Destroy 3 months after cutoff. AUTH: (N1-507-97-1) (7341/R2)
324 3.	MANAGEMENT CASE FILES	Detailed records of unit designation, number of personnel assigned, and associated pay dates.		Cut off on graduation date. Destroy 60 days after cutoff. AUTH: (N1-507-97-1) (7341/R3)
325 3.01		ATM card issued by Paying & Collecting, used to provide payment to BMT.		Cut off on graduation payment. Destroy upon cutoff. AUTH: (N1-507-97-1) (7341/R3.01)
326 3.02		VCR tape containing continuous pictures of each ATM transaction.		Cut off at end of day. Destroy 60 days after cutoff. AUTH: (N1-507-97-1) (7341/R3.02)
327 3.03		Copies of separation paperwork.		Cut off on date of separation. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7341/R3.03)
328 3.04		Discretionary files based on local needs which may include unprocessed Article		Cut off on PCS, or when superseded or obsolete. AUTH: (N1-507-97-1) (7341/R3.04)
329 4.	DATA COLLECTION LISTINGS	All transactions that processed, recycled, or rejected during an update.		Cut off at end of month. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7341/R4)
330 5.	REJECTED TRANSACTION LISTINGS	Rejected transactions.		Cut off at end of month. Destroy 90 days after cutoff. (See NOTE 2) AUTH: (N1-507-97-1) (7341/R5)

**NOTES:**

1. All original substantiating documents are submitted to Servicing Sites and retired as appropriate.
2. Records containing discrepancies identified by DFAS Sites will be held until corrective action has been taken; otherwise, destroy when eligible.

**SCHEDULE 7342**  
**RESERVE OFFICER TRAINING CORPS (ROTC) PAY RECORDS.**

This schedule governs disposition of Reserve Officer Training Corps (ROTC) Pay Records (maintained at Accountable Stations). (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7342</b>				
<b>RESERVE OFFICER TRAINING CORP (ROTC) PAY RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.	PAY ORDERS	Copies; substantiating documents and listings.	DFAS Servicing Sites	Cut off at end of month. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7342/R1)
2.	PAY REPORTS	Reports pertaining to pay.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7342/R2)
3.	SUMMARY OF EARNINGS LISTINGS	Payroll listings; cumulative transaction listings.		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (GRS 6, Item 5b) (7342/R3)
4.	COLLECTION AND DISBURSEMENT VOUCHERS	Copies of vouchers and supporting records maintained centrally for research and audit purposes.		Cut off at end of month. Destroy 1 year after cutoff. (See <b>NOTE</b> ) AUTH: (GRS 6, Item 1b) (7342/R4)

**NOTE:** Records containing discrepancies identified by Servicing Sites will be held until corrective action has been taken; otherwise, destroy when eligible

**SCHEDULE 7343**  
**CADET PAY RECORDS**

This schedule governs disposition of records pertaining to pay for Service Academy cadets (maintained at Accountable Stations, unless otherwise noted). (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7343</b>				
<b>CADET PAY RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
331	1. CADET PAY	Military pay records and other records pertaining to pay while in cadet status.	DFAS Sites	Cut off on graduation or separation. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7343/R1)
332	2. PAY STATEMENTS	Pay statements of cadets.		Cut off on graduation. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7343/R2)
333	3. ACCOUNTING POSTING MEDIA	Journal vouchers and other related specialized posting media for machine operations used to effect internal adjustment through accounting system.	DFAS Sites and Accountable Stations	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7343/R3)
334	4. TAX AND INTEREST DISTRIBUTION	W-2 listings, quarterly FICA reports and state tax vouchers.		Cut off at end of calendar year. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7343/R4)
335	5. TRANSMITTAL LETTERS	Receipt copy of document transmittal letters.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7343/R5)
336	6. DEBT MANAGEMENT CONTROL SHEETS	Manual balancing sheets to mechanized system.		Cut off at end of fiscal year. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7343/R6)
337	7. OTHER CONTROL SHEETS	Manual balancing sheets to mechanized system.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7343/R7)
338	8. TRUST LEDGERS	Ledger of trust revolving computerized balancing system.		Cut off on graduation. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7343/R8)
	<del>9. GENERAL LEDGERS</del>	<del>Trial balance.</del>		<del>Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (GRS 7, Item 4a) (7343/R9)</del>
339	10. DOCUMENT CONTROL LOGS	Logs of numbered source documents used to provide internal control of source documents.	DFAS Sites and Accountable Stations	Cut off at end of fiscal year. Destroy 3 months after cutoff. AUTH: (N1-507-97-1) (7343/R10)



**SCHEDULE 7344****DEFENSE JOINT MILITARY PAY SYSTEM - RESERVE COMPONENT (DJMS-RC) RECORDS**

This schedule governs disposition of records pertaining to the Reserve Component Pay System. (Reference: Financial Management Regulation, DoD 7000.14-R)

**SCHEDULE 7344****DEFENSE JOINT MILITARY PAY SYSTEM – RESERVE COMPONENT (DJMS-RC) RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	DJMS-RC PAY - MASTER HISTORY	Originals of quarterly master file history, voucher and transaction data for computerized payments, drill pay.	Applicable DFAS Sites and Accountable Stations	Cut off at end of quarter. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7344/R1)
2.	DJMS-RC PAY	Central operational copies of originals of quarterly master history file, voucher and transaction data for computerized payments, drill pay.		Cut off at end of quarter. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7344/R2)
3.	SUPPORTING DOCUMENTS	Signature cards, numbered and unnumbered military pay orders, travel voucher claims, statement of tours of duty, drill attendance records, adjustment authorizations, correction of records, medical certificates, line of duty determinations, accounts receivable closed case files for out-of-service members, partial payment vouchers, officer uniform allowance certificate and maintenance forms, quarterly quality exams, earning statement for manual payments and other related records.	Accountable DFAS Sites and DJMS-RC Payroll Offices	Cut off at end of month. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7344/R3)
4.	FEDERAL INCOME TAX WITHHOLDING (FITW), STATE INCOME TAX WITHHOLDING (SITW), <sup>a</sup> AND FEDERAL INSURANCE CONTRIBUTION ACT (FICA)	Employer copies of TD Forms W-2 and listings, adjustment records, FICA extracts and other related records.	All DFAS Sites	Cut off on payment of taxes. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7344/R4)

**SCHEDULE 7344****DEFENSE JOINT MILITARY PAY SYSTEM – RESERVE COMPONENT (DJMS-RC) RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
342	5. SUBSIDIARY DATA	Listings used to reconcile voucher balancing for disbursements and collections, billing records, and FICA, FITW, and SITW summaries, journal vouchers, worksheets for schedule of transactions, transcripts, ledgers, and other accounting data.		Cut off at end of fiscal year in which all outstanding discrepancies are cleared. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7344/R5)
343	6. VOUCHERS-ACCOUNTING COPY	Copies of paid vouchers with supporting records that are used for accounting purposes.		Cut off at end of fiscal year in which all outstanding discrepancies are cleared. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7344/R6)
	7. DEBT MANAGEMENT	Debt management forms and data for in-service and out-of-service Reserve and National Guard members.		Cut off on final collection or case closure. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7344/R7)
344	8. POSTING MEDIA	Records (other than source records), such as posting data transfers and similar forms, used to provide input data to accounting operations.	Accountable Stations	Cut off when posting is completed or all discrepancies are cleared. Destroy 90 days after cutoff. AUTH: (N1-507-97-1) (7344/R8)
345	9. LISTINGS AND TABULATIONS	Included but not limited to edit lists, transactions registers, ledgers, reports maintained in monthly/quarterly/year-end increments.		Cut off and destroy upon receipt of new listing. AUTH: (N1-507-97-1) (7344/R9)
346	10. REFERENCE MATERIALS	Locators, master tables, and other similar products used for reference purposes.		Cut off and destroy when record is superseded or becomes obsolete. AUTH: (N1-507-97-1) (7344/R10)
347	11. MANAGEMENT INFORMATION	Computerized listings used for reports, historical data and for evaluation and control purposes.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7344/R11)

**SCHEDULE 7345**  
**MILITARY FHA CASE FILES**

This schedule governs disposition of records pertaining to FHA case files. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7345</b>				
<b>MILITARY FHA CASE FILES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	INDIVIDUAL CASE FOLDERS	Request for certification of eligibility forms, certification of termination (used for discontinuance of loans and paid-up loans), premium notice (indicating name, service number, case number, effective date, and amount of money paid to FHA) and copy of pay adjustment authorization reflecting indebtedness to government received from military personnel through FHA relative to loans for purchase of private homes.	DFAS Sites	Cut off when case is closed. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7345/R1)

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**SCHEDULE 7346**  
**MILITARY PAY RECORDS CREATED PRIOR TO AUTOMATION**

This schedule governs disposition of military pay records created prior to automation to include active duty pay, reserve pay, retired pay, and annuity pay. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7346</b>				
<b>MILITARY PAY RECORDS CREATED PRIOR TO AUTOMATION</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
349	1. ACTIVE DUTY PAY RECORDS	Military pay records and related records.	Federal Records Centers	Cut off on conversion to DJMS. Destroy on October 1, 2033 (56 years after implementation of JUMPS). AUTH: (N1-507-02-1, Item 80) (7346/R1)
350	2. DJMS-RC LEAVE BALANCES	Final leave balance (prior to JUMPS) listings.		Cut off on conversion to JUMPS. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7346/R2)
351	3. RESERVE AND NATIONAL GUARD (NG) PAY RECORDS	Pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence.		Cut off at end of payroll year. Destroy 56 years after year in which created. (See NOTE 1) AUTH: (N1-507-97-1) (7346/R3)
352	4. RETIRED PAY FOLDERS	Source data used to establish and continue the pay of a retiree, to include retirement orders, data for pay of retired armed forces personnel, statement of employment, withholding certificates, Veteran Affairs and Office of Personnel Management waivers, etc., and records such as medical reports, court appointed fiduciary and other related papers pertaining to mentally incompetent individuals.		Cut off at end of calendar year in which death occurred or on removal from temporary disability retired list. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7346/R4)
353	5. ANNUITANT PAY FOLDERS	Terminated due to death or termination of annuitant eligibility. (See NOTE 2)		Cut off at end of calendar year in which terminated. Destroy 6 years after cutoff. AUTH: (N1-507-02-1, Item 81) (7346/R5)

**NOTES:**

1. NG records not located at Regional Records Service Centers are located at the appropriate State Adjutant General.
2. Limited income cases are subject to be reopened.

**SCHEDULE 7347**  
**RETIRED PAY RECORDS**

This schedule governs disposition of retired pay records maintained by DFAS Cleveland, as well as other systems containing similar records at other DFAS Finance Sites. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7347</b>				
<b>RETIRED PAY RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
354	1. RETIREMENT DOCUMENTS/ TRANSACTIONS	Retired pay case jacket documents consisting of the retirement order or equivalent transaction (automated), Statement of Service, Tower Certification, and pay data form.	DFAS Cleveland and at other DFAS Finance Sites	Cut of at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7347/R1)
355	2. ENTITLEMENT/ ELIGIBILITY RECORDS	Certificates of entitlement and eligibility including birth certificate (child), certificate of adoption (child), affidavit acknowledging paternity (child), marriage certificate (new spouse), affidavit supporting common law marriage (spouse), and certification of annuitant identity.		Cut of at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7347/R2)
356	3. THIRD PARTY ACCOUNT MANAGEMENT RECORDS	Retired pay case jacket records covering minimum income individuals, incapacitated individuals, and disabled/minor individuals. These documents consist of guardianship papers, power of attorney, custodianship of minor, representative payee application, and child annuitant physician's certificate.		Cut of at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7347/R3)
357	4. ACCOUNT COMPUTATION INFORMATION	Retired member account computation documents, including active duty death worksheets, VA (Minimum Income Widow) (MIW) accounts, Board for Correction of Military Records (BCMR) cases, social security statements (annuitant, offset), dependent's indemnity compensation (annuitant, VA offset), and requests for other income information (offset).		Cut off at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7347/R4)

<b>SCHEDULE 7347</b>				
<b>RETIRED PAY RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
358	5. DEBT RECORD	Retired pay records relating to debt incurred by the member. These records include the completed Pay Adjustment Authorization (DD Form 139), Request for Waiver of Indebtedness, and Waiver Determination letter.		Cut off at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7347/R5)
359	6. LEGAL RECORDS	Two way memo included in retired member case jacket.		Cut off at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7347/R6)
360	7. TRUSTEE RECORDS FOR MENTALLY INCOMPETENT	Source data used to establish and continue payments to trustee in behalf of mentally incompetent member/retiree/annuitant terminated due to death, discharge, separation, appointment of legal representative or when member is declared competent.		Cut off at end of calendar year in which terminated from retired pay system. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7347/R7)
361	8. SURVIVOR BENEFIT PLAN (SBP) ELECTION CERTIFICATIONS/ FORMS	SBP certification and forms consisting of Retired Serviceman's Family Protection Program (RSFPP) Election, Reserve Component Survivor Benefit Plan (RCSBP) Election, Service Secretary Driven Election, SBP application (MIW), SBP Plan Election certificate, SBP Open Season, SBP Election (former spouse), and Deemed SBP Election (former spouse).	DFAS Cleveland and other DFAS Finance Sites	Cut off at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7347/R8)
362	9. DEATH NOTICES	Records documenting the death of a retired member. These include the Report of Casualty (DD Form 1300), death certificates, and coroner's reports (in case of homicide).		Cut off on death of member. Forward for inclusion in retired pay folder. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7347/R9)
363	10. TAX RECORDS	Retired member tax records which include the W-4, and the annual tax option certification and former spouse records which include the W-4P.		Cut off at end of tax year. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7347/R10)

SCHEDULE 7347				
RETIRED PAY RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
11.	RPS PAY MASTER FILE HISTORY (MICROFICHE) - MONTHLY/ QUARTERLY	Account identification, entitlement data, pay and allotment data, accounts receivable, and transaction history.	DFAS Cleveland	Cut off at end of calendar year. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7347/R11)
11.01			Functional areas at DFAS Cleveland	Cutoff at end of month. Destroy after receipt of next copies. AUTH: (N1-507-97-1) (7347/R11.01)
11.02			Central reference area in DFAS Cleveland	Cut off at end of quarter. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7347/R11.02)

**SCHEDULE 7348**  
**ANNUITANT PAY RECORDS**

This schedule governs disposition of records in any media which are created by or support the annuitant pay system as well as other systems containing similar records. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7348</b>				
<b>ANNUITANT PAY RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.	<del>ANNUITANT PAY ACCOUNTS - MAIL IMAGE ROUTING AND OPTICAL RECORDING SYSTEM (MIRORS) OPTICAL DISKS</del>	<del>Annuitant Pay Accounts. (See NOTE)</del>	<del>Designated DFAS Sites</del>	<del>Cut off at end of calendar year in which terminated due to death or termination of eligibility. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7348/R1)</del>
1.01		Source data used to establish and continue payments to annuitants, such as application for annuity, Dependency Indemnity Compensation, Social Security information, certificate of continued eligibility minimum income claims, request for federal income tax withholding, custodianship certificate, correspondence, other documenting evidence, retiree death gratuity information, survivor benefit elections, emergency information, claim for arrears of retired pay, divorce decrees, death certificates, marriage certificates.		Cut off at termination. Delete 6 years after cutoff. AUTH: (N1-507-97-1) (7348/R1.01)
2.	<del>CAPS PAYMASTER FILE HISTORY (MICROFICHE) MONTHLY/ QUARTERLY</del>	<del>Account identification, entitlement and pay data, accounts receivable and transaction history.</del>	<del>Designated DFAS Sites</del>	<del>Cut off at end of calendar year. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7348/R2)</del>
2.01			Functional areas at designated DFAS site(s)	Cut off at end of month. Destroy after receipt of next month-end copies. AUTH: (N1-507-97-1) (7348/R2.01)
2.02			Central reference area at DFAS	Cut off at end of quarter. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7348/R2.02)

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<b>SCHEDULE 7348</b>				
<b>ANNUITANT PAY RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
<del>3.</del>	<del>SUBSTANTIATING DATA (PAY AFFECTING)</del>	<del>Indebtedness, payroll deduction agreements, and other source data used to change the net pay of an annuitant filmed with the Micrographic Information Management System (MIMS).</del>		<del>Cut off on date filmed. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7348/R3)</del>
4.	VOUCHER DATA	Annuitant original voucher listings and summaries, blanket company and financial organization listings and summaries, and accounts receivable listings, check payment detail, and other related data.		Cut off at end of month. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7348/R4)
4.01		Operational copies of records in Rule 4.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 4.01)
5.	RECONCILIATIONS	Subsidiary data used to reconcile voucher balances for disbursement and collections, uncleared transactions, lot proof listings, pay status analysis, and other similar products used for research, corrections, review and reconciliation of rejects, conditions, or events to include edit and exception listings.		Cut off at end of fiscal year in which all questions have been resolved and annotations transferred. Destroy 1 year, 1 month after cutoff. AUTH: (N1-507-97-1) (7348/R5)
6.	TAX DATA	Federal income tax withholding records such as TD W2, W2Ps, W2P negative/zero balances, annuitant W2P control lists.	Central reference area at DFAS	Cut off at end of tax year. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7348/R6)
7.	MANAGEMENT DATA	Data which reflects the activity of the annuitant pay systems internal examination records, and other related records used for statistical and management purposes.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7348/R7)
<del>8.</del>	<del>WORKLOAD CONTROL SYSTEM (WCS) (MICROFICHE)</del>	<del>Record of purged document control numbers of MIMS reels.</del>		<del>Cut off at end of calendar year. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7348/R8)</del>

NOTE: Limited income cases are subject to be reopened.

**SCHEDULE 7349**  
**PAY ACCOUNT RECORDS**

This schedule governs disposition of records pertaining to the Marine Corps Total Force System (MCTFS).

<b>SCHEDULE 7349</b>				
<b>PAY ACCOUNT RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
368	1. STANDARD PAY DIRECT DEPOSIT (i.e. SF 1199)	A copy of these records is distributed as follows:  Bank (Original) Member (copy 2) Unit (copy 3)	Office of Record	Destroy upon supersession of form or separation of individual member, whichever is sooner. AUTH: (N1-502-02-10/Item 82) (7349/R1)
369	2. ALLOTMENTS/ BOND AUTHORIZATIONS (i.e. SF 1199)	Document used to create record copy		Destroy after the record copy is created. AUTH: (N1-507-09-2, Item 1) (7349/R2)
370	2.01	Record copy		Cut off at end of fiscal year. Destroy 6 years and 3 months after cutoff. AUTH: (N1-507-09-2, Item 2) (7349/R2.01)
371	2.02	All other copies	Office of Record or Off-site storage	Destroy when no longer needed. AUTH: (N1-507-09-2 Item 3) (7349/R2.02)
	<del>3. COLLECTION AND DISBURSEMENT VOUCHER</del>	<del>Original collection and disbursement vouchers, statements of transactions, statements of accountability, collection schedules, disbursement schedules, and other documents used as schedules or vouchers.</del>	Office of Record	<del>Cut off at end of month. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7349/R3)</del>
	4. MCTFS SUBSTANTIATING DOCUMENTS	Substantiating records for MCTFS, including the original documents transmittal listing with detailed mid-month and end-of- month payroll listings used for inquiries and to advise financial organizations of deposits made to member's accounts, and supporting records.		Cut off at end of month. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7349/R4)
372	5. DAILY TRANSACTIONS	Detailed records of all transactions received and actions taken, used for inquiry/audit purposes.		Cut off at end of day. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7349/R5)

SCHEDULE 7349				
PAY ACCOUNT RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
373 6.	REJECTED TRANSACTIONS	Detailed records of all rejected transactions received and actions taken, used for inquiry/audit purposes.		Cut off at end of month in which any outstanding discrepancies have been cleared. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7349/R6)
<del>7.</del>	<del>MANAGEMENT NOTICES</del>	<del>Data identifying transactions which require manual processing.</del>		<del>Cut off at end of month. Place on microfiche and destroy source documents upon verification of the microfiche. Destroy microfiche 6 years, 3 months after cutoff. AUTH: (N1-507-97-1) (7349/R7)</del>
<del>7.01</del>		<del>If the records are no longer being microfiched, then</del>		<del>Cut off at end of month. Transfer to RRSF 3 years after cutoff. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7349/R7.01)</del>
374 8.	MASTER MILITARY PAY ACCOUNT (MMPA)	History of member's leave/pay transactions and leave and earnings data.		Cut off at end of fiscal year. Destroy 56 years after cutoff. AUTH: (N1-507-97-1) (7349/R8)
<del>9.</del>	<del>ALLOTMENT DATA</del>	<del>Original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments, uniformed services savings deposit program and transaction histories.</del>		<del>Cut off at end of fiscal year. Destroy 6 years and 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7349/R9)</del>
<del>10.</del>	<del>LEAVE AND EARNING STATEMENTS (LES)</del>	<del>Monthly statement of member's leave and earnings.</del>		<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7349/R10)</del>
375 11.	MCTFS PAYMENTS.	Regular and special payments issued to Marine Corps Active and Reserve members bi-monthly.		Cut off at end of fiscal year. Destroy 50 years after cutoff. AUTH: (N1-507-97-1) (7349/R11)
376 12.	VOUCHER BALANCING RECONCILIATION	Summaries of MCTFS payment transactions, used to reconcile payment posting with MMPAs.		Cut off when payroll has achieved military pay voucher/registered (MPV/reg) balanced. Destroy 13 months after cutoff. AUTH: (N1-507-97-1) (7349/R12)

**SCHEDULE 7349****PAY ACCOUNT RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
377	13. FEDERAL INCOME TAX WITHHOLDING (FITW), STATE INCOME TAX WITHHOLDING (SITW), AND	Copies of amounts of FICA wage deductions, FITW, and SITW deductions for military members used to determine benefits and answer inquiries.		Cut off at end of fiscal year. Transfer to microform 3 years after cutoff. Destroy 56 years after cutoff. AUTH: (N19507-97-1) (7349/R13)
378	13.01 FEDERAL INSURANCE CONTRIBUTION ACT (FICA)	Federal Income Tax (FITW), State Income Tax Withholding (SITW), and Federal Insurance Contribution Act (FICA). Copies of quarterly reports sent to Social Security Administration or Internal Revenue Service reflecting amounts of FICA wage deductions, FITW and SITW deductions for military members.		Cut off at end of fiscal year. Destroy 4 years after cutoff. AUTH: (GRS 2, Item 13b) (7349/R13.01)
	<del>14. CLOSED SEPARATION REENLISTMENT DATA ACCOUNT</del>	<del>MMPA printouts, copies of pay adjustment authorizations, correspondence and related records created at time of member's separation reenlistment and reflect payments made.</del>		<del>Cut off at end of month. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7349/R14)</del>
379	15. DATA COLLECTION LISTINGS	All transactions that processed, recycled, or rejected during an update.		Cut off bi-monthly. Destroy 6 years, 3 months after cutoff. AUTH: (N1-507-97-1) (7349/R15)

**SCHEDULE 7360**  
**FOREIGN MILITARY SALES (FMS) RECORDS**

This schedule governs disposition of records pertaining to Foreign Military Sales (FMS) activities. The records listed in this schedule are from those offices performing financial management on FMS cases. (Reference: Financial Management Regulation, DoD 7000.14-R, Volume 15, Chapter 6); and cover records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer.

<b>SCHEDULE 7360</b>				
<b>FOREIGN MILITARY SALES (FMS) RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	<del>CASE FILES</del>	<del>Original or office copies of FMS case documentation (See NOTE 1) to include: letter of request, pricing data, correspondence, financial analysis/termination liability worksheets, Defense Requirements Survey Report, letter of intent, letter of offer and acceptance, modifications and amendments, Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA), Congressional notification, financial control documents, Implementation Directives, DSAA 4200 system documentation, execution documentation, special logistics documentation, shipping/control records, management reviews, case closure documentation, reopened case documentation, and copies of disbursement vouchers.</del>	DFAS FMS activities	Cut off at end of fiscal year in which case closed. Destroy 30 years after cutoff. (See NOTE 2) AUTH: (N1-507-97-1) (7360/R1)
1.01		All FMS electronic imaging data stored by FMS case designator.	Superseded by: DAA-0507-2016-0001-0001 DATE (MM/DD/YYYY): <u>07/01/2016</u>	Cut off/close at end of fiscal year in which case closed. Transfer to an archive reserved for 10-year retention(s). Delete/erase 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R1.01)

## SCHEDULE 7360

## FOREIGN MILITARY SALES (FMS) RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
382 2.	FMS REPORTS	Reports, such as detailed balance of payment transactions affecting funds disbursed and/or collected, FMS forecast of deliveries report, part I-status of open cases quarterly report; part II-status of closed cases only annual report; and Reports of Status of Funds or Execution.	DFAS FMS activities	Cut off at end of fiscal year. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R2)
383 2.0a			DFAS Sites	Cut off when superseded. Destroy upon cutoff. AUTH: (N1-507-97-1) (7360/R2.01)
<del>3.</del>	<del>FMS ADMINISTRATIVE BUDGET</del>	<del>Originals or copies of documentation relating to estimating, distributing, and executing the budget.</del>	<del>DFAS FMS activities</del>	<del>Cut off at end of fiscal year in which allocated. Destroy 5 years after cutoff. AUTH: (GRS 5, Item 3a) (7360/R3)</del>
384 3.01		Equipment inventory records for items purchased under the FMS Administrative Budget.		Cut off when superseded. Destroy upon cutoff. AUTH: (N1-507-97-1) (7360/R3.01)
385 4.	FMS CONTRACT FILES	Copies of Paying or Accounting Office Contract files containing FMS fund citations.		Cut off at end of fiscal year in which contract is closed. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R4)
386 5.	FMS COLLECTION AND DISBURSEMENT VOUCHERS	Original collection and disbursement vouchers.		Cut off at end of month in which case is closed. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R5)
<del>5.01</del>		<del>Copies of vouchers and supporting records maintained centrally for research and audit purposes.</del>		<del>Cut off at end of fiscal year in which reconciliation complete. Destroy 1 year after cutoff. See NOTE 3. AUTH: (GRS 6, Item 1b) (7360/R5.01)</del>
387 6.	FMS BILLING DOCUMENTATION	Copies of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence, delivery, and case control listings.		Cut off at end of fiscal year in which created. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R6)

**SCHEDULE 7360****FOREIGN MILITARY SALES (FMS) RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
388 6.01		Microfiche of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence delivery and case control listings.		Cut off at end of fiscal year in which created. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R6.01)
389 7.	COMMAND REIMBURSEMENTS	Command lists, accounts payable lists, non-interfund transaction lists, and other products supporting FMS reimbursements to commands.		Cut off at end of fiscal year in which created. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R7)
390 8.	ARMY AND NAVY LOAD MATERIAL	Initial load cumulative list, case spread sheets, audit notes, FMS transactions, and related documentation.		Cut off at end of fiscal year in which created. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R8)
391 9.	INTERFUND BILLS FOR FMS CUSTOMERS	Buyer and seller listings, transactions, and data.		Cut off at end of fiscal year in which bill clears. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R9)
392 10.	ARMY INTERFUND	Billing data which consists of Army Input Totals List, rejected Army interfund transactions, Army interfund unmatched by product control number (PCN), register of delete out-of-balance actions taken, in-balance summary cards list, retail stock loss allowance transactions, interfund zero balance listings, unidentified input to Deputate for Security Assistance converter, FMS interfund summary transactions, history file, and other records pertaining to Army interfund.	DFAS FMS activities	Cut off at end of fiscal year in which bill clears. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R10)
393 11.	REPORTS OF DISCREPANCIES (RODs)	Financial RODs and related correspondence.		Cut off at end of fiscal year after discrepancy is resolved. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7360/R11)

**SCHEDULE 7360****FOREIGN MILITARY SALES (FMS) RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
394 12.	ACCOUNTS RECEIVABLE AND PAYABLE CASE FILES	International and intragovernment accounts containing basic accounting records, related posting records, reports, correspondence, copies of agreements between US and foreign countries or international organizations (originals at Department of State), evidence support rendered or received, and collection and payment actions.		Cut off at end of fiscal year in which final action or payment is made and when all corrective actions required by any audit have been accomplished. Destroy 30 years after cutoff. (See <b>NOTE</b> ) AUTH: (N10507-97-1) (7360/R12)
395 13.	SHIPPING RECORDS	Machine listings, material inspection and receiving report (DD Form 250), country transaction report, and comparable and related records pertaining to accounting for expenditures incident to the Direct Forces Support Programs, Common Items Programs, Excess Program, Foreign Military Facilities Program, Off Shore Procurement Program, and the FMS Program (formerly the Reimbursable Aid (RMA) Program).	DFAS FMS activities	Cut off at end of fiscal year in which case closed. Destroy 10 years after cutoff. AUTH: (N10507-97-1) (7360/R13)

**NOTES:**

1. Paragraph 060201 of referenced regulation (DoDFMR, DoD 7000.14-R, Volume 15, Chapter 6).
2. This schedule does not authorize the destruction of those records appraised as permanent under NC1-330-78-4 and NC1-330-78-6.
3. Disposition of copies of disbursement vouchers in FMS case files is covered by Rule 1.



**SCHEDULE 7400**  
**REVOLVING FUND RECORDS**

This schedule governs disposition of records pertaining to the revolving fund. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7400				
REVOLVING FUND RECORDS				
	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
396	1.	INDUSTRIAL FUNDS	DFAS Sites and Accountable Stations	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7400/R1)
397	1.01	Ledgers (subsidiary and detail), registers, trial balances, requisitions, movement records, and supporting books of original entry).		Cut off at end of fiscal year or when all outstanding discrepancies, for which corrective actions were prescribed, have been cleared. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7400/R1001)
398	2.	STOCK FUNDS	DFAS Sites offices	Cut off at end of fiscal year or when all outstanding discrepancies, for which corrective actions were prescribed, have been cleared. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7400/R2)
	<del>2.01</del>	<del>Computer listings of Accountable Station input comprised of prevalidation, edit errors, stock record account number status, out-of-balance, and in-balance.</del>		<del>Cut off at end of month. Destroy 6 months after cutoff. AUTH: (GRS 8, Item 7b(2)) (7400/R2.01)</del>
	3.	GENERAL LEDGERS		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 7, Item 2) (7400/R3)
399	4.	FINANCIAL STATEMENTS	Accountable Stations	Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7400/R4)
400	4.01	Copies of statements.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7400/R4.01)
401	4.02	Year-end statements.	Accountable Stations	Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7400/R4.02)

**SCHEDULE 7400****REVOLVING FUND RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
5.	STANDARD MATERIEL ACCOUNTING SYSTEM (U1100/BJ) PRODUCTS	Records used to identify authorized users of the system and to list transaction validation tables at base level which consist of: Fund Code Table (UEO), General, Ledger Account Description Table (UFO), List of Authorized SMAS Users (UMO), List of Modified SMAS Users (UM1), Proof of Accounts Table (UHO), Sales Code Description Table (UGO), Transaction ID Code Table Renort.	DFAS Sites	Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (GRS 6, Item 5a) (7400/R5)
5.01		Records used to effect monthly reporting, perform monthly reconciliations, or satisfy research requirements which consist of: Aerospace Guidance and Meteorology Center File OBJKDA), AF Stock Fund Trial Balance Report File (OBJSBA), Air Force Materiel Command File (OBJKEA), Detail Record vs. GLA Reconciliation List (VMO), Follow-up to Depot File (OBJTDB), Medical Materiel Management Report File (OBJSVA), Selective Transaction History (SQO).		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (GRS 6, Item 5b) (7400/R5.01)
5.02		Voucher for Transfers Between Appropriations and/or Funds (UAA) used to affect the transfer of funds (billings).	DFAS Sites	Cut off at end of fiscal year, or when discrepancies for which corrective actions are prescribed, have been cleared. Destroy 6 years, 3 months after close of FY in which final payment is made. AUTH: (GRS 6, Item 1a) (7400/R5.02)
5.03		Daily Transaction History (SOO), Reject Suspense (TCO) used to validate the results of daily transaction processing.		Cut off at end of month. Destroy 3 months after cutoff. AUTH: (N1-507-97-1) (7400/R5.03)
5.04		AF Stock Fund Report Requests (UKO), Daily Processing Summary Section 1 (FLO), Daily Processing Summary Section 2 (FMO) used to validate interface transaction input and output.		Cut off at end of month. Destroy 3 months after cutoff. AUTH: (N1-507-97-1) (7400/5.04)

<b>SCHEDULE 7400</b>				
<b>REVOLVING FUND RECORDS</b>				
<b>R U L E</b>	<b>A  RECORD SERIES</b>	<b>B  DESCRIPTION</b>	<b>C  MAINTAINED IN</b>	<b>D  CUTOFF/ DISPOSITION/ AUTHORITY</b>
<del>5.05</del>		Records used to perform and document required reconciliations and provide SMAS database information to other users for further analysis which consist of: Accounts Receivable Detail List (SNO), Accounts Receivable Summary List (SCO), Acquisition Fund Control Report (SSO), AF Stock Fund Approved Operating Program (SGO), AF Stock Fund Approved Operating Program Status (SFO), AF Stock Fund IMR/GLA Reconciliation (SJO), AF Stock Fund Obligation Flash Report (SKO), Bill Number Log (UBO), BNR 150 Day Follow-up List (VDO), BNR 60 Day Follow-up List (VCO), Cost of Operations Division Sales Report (HFO), Daily Interfund Processing Control List (VHO), Due-Out Reconciliation Report (HBO), Follow-up to Depot (VBO), Interfund Accounts Payable Open Item List (VJO), Inventory Reconciliation Report (HAO), MEDLOG Due-In vs. SMAS Interfund Detail Reconciliation List (VNO), MILSTRIP Research and Follow-up List (VEO), Reimbursable Issues/Sales & Creditable Returns Analysis (SDO), Stock Fund Inventory Management Report (STO), Transaction Stratification (SEO), Unprocessed Interfund Detail Transactions (VGO).	DFAS Sites	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7400/R5.05)
5.06		Stock Fund Proof of Accounts (SHO), AF Stock Fund Trial Balance (SAO), Deleted Reject List (VTO), Medical Materiel Management Report (RCS: HAF-SGS(M)7136)(SRO), Monthly Transaction History (SPO), Post Closing Audit Listing SIO).	DFAS Sites	Cut off at end of fiscal year, provided any corrective action required by audit has been accomplished. Destroy 3 years after cutoff. AUTH: (GRS 6, Item 5b) (7400/R5.06)

SCHEDULE 7400		REVOLVING FUND RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
5.07		Collection Voucher Log (UCO), <del>Disbursement Voucher Log (UDO).</del>		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. <del>AUTH: (GRS 6, Item 1a) (7400/R5.07)</del>
404 6.	STANDARD MATERIAL ACCOUNTING SYSTEM (SMAS)	Materiel accountant errors/messages; stock fund managers' errors/messages.	Accountable Stations	Cut off at end of month. Destroy 30 days after cutoff. AUTH: (N1-507-97-1) (7400/R6)
405 6.01		Processing control.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7400/R6.01)
6.02		General ledger audit update.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. <del>AUTH: (GRS 7, Item 2) (7400/R6.02)</del>
406 6.03		Trial balance; proof of accounts.		Cut off at end of fiscal year or when all outstanding discrepancies, for which corrective actions are prescribed, have been cleared. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7400/R6.03)
407 6.04		Consolidated payment history list.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7400/R6.04)
408 7.	SELLER INTERFUND BILLS - NON-FMS	Bills distributed to buyers.		Cut off at end of fiscal year in which billed and during which corrective annotations have been made. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7400/R7)

**SCHEDULE 7600**  
**INTERNAL AUDIT AND INSPECTION RECORDS**

This schedule governs disposition of records pertaining to audits and inspections done to evaluate effectiveness and economy of DFAS operations, methods, and procedures. (Reference: Financial Management Regulation, DoD 7000.14-R, Volume 15)

<b>SCHEDULE 7600</b>				
<b>INTERNAL AUDIT AND INSPECTION RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
409	1. AUDIT/INSPECTION PROGRAMMING	Records pertaining to planning, organizing, directing, and controlling the audit or inspection program. Includes schedules, resources planned or expended for the program, plans for the conduct of a specific audit, inspection itineraries, team personnel rosters, and similar records.	DFAS offices responsible for performing audits or inspections	Cut off and destroy when superseded or obsolete. AUTH: (N1-507-93-2, Item 185) (7600/R1)
410	2. REPORTS OF AUDIT	Report created upon completion of an audit to show findings, recommendations, and similar information and to track follow-up actions taken to correct identified deficiencies.		Cutoff when all deficiencies have been corrected. Destroy 2 years after cutoff. AUTH: (N1-507-93-2, Item 186) (7600/R2)
411	3. COMMANDER'S AUDIT PROGRAM	Reports of audit (held by installation commanders or their staff).		Cut off and destroy when purpose has been served. AUTH: (N1-507-93-2, Item 187) (7600/R3)
412	4. RISK ASSESSMENTS	Documented worksheets, minutes of meetings, and reports addressing the risk of assessable units.		Cut off on completion of vulnerability assessment. Destroy 5 years after cutoff. AUTH: (N1-507-93-2, Item 188) (7600/R4)
413	5. STATEMENTS OF ASSURANCE	Letters stating compliance or noncompliance with internal control objectives.		Cut off on completion of next comparable statement. Destroy 5 years after cutoff. AUTH: (N1-507-93-2, Item 189) (7600/R5)
414	6. ANNUAL STATEMENT OF ASSURANCE SENT TO SECDEF (RCS: DD-COMP(AR) 1618)	Annual reports including description of evaluation report of material weakness, status of corrective action and other similar records.	DFAS Arlington	Cut off on completion of next comparable statement. Destroy 5 years after cutoff. AUTH: (N1-507-97-1A)(7600/R6)

**SCHEDULE 7700**  
**REPORTS OF SURVEY**

This schedule governs disposition of records pertaining to reports of survey (ROS) and related documents. (Reference: Financial Management Regulation, DoD 7000.14-R and Accounting and Reporting for Government Property Lost, Damaged or Destroyed, DoD 7200.10-M)

<b>SCHEDULE 7700</b>				
<b>REPORTS OF SURVEY</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.	CASE FILES	Records used in lieu of, and correspondence pertaining to, lost, damaged, or destroyed government-owned or leased property; investigations and reviews of facts and circumstances involved, assessment of financial liability and actions on waivers and appeals thereof, actions taken on debts resulting from assessments.	DFAS Sites	Cut off at end of cycle. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7700/R1)
415 1.01		Retained copies of reports of survey or records and related correspondence.		Cut off on final action. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7700/R1.01)
416 1.02		Retained copies of reports of survey or records used to support supply system stocks inventory adjustment vouchers, or adjustment to in-use accountable property record items.		Cut off on final action. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7700/R1.02)
417 1.03		Retained copies of reports of survey or records pertaining to damage to government motor vehicles.		Cut off on final action. Destroy 3 years after cutoff. AUTH: (N1-507-97-1) (7700/R1.03)
418 1.04		Retained copies of reports of survey or records used to support assessment of financial liability.	Accountable Stations	Cut off on collection of assessment or voidance of financial liability. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7700/R1.04)
419 2.	REGISTERS	Form registers and comparable forms that provide a complete record of each report of survey.	DFAS Sites and Accountable Stations	Cut off on termination of register. Destroy 1 year after cutoff. AUTH: (N1-507-97-1A) (7700/R2)
420 3.	GAO NOTICES	Notices of exceptions that are issued by GAO against disbursing and accounting officers charged with appropriated funds.		Cut off after GAO clearance. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7700/R3)

**SCHEDULE 7705**  
**FINANCIAL PROPERTY ACCOUNTING RECORDS**

This schedule governs disposition of records pertaining to financial property accounting. (Reference: Financial Management Regulation, DoD 7000-14R)

<b>SCHEDULE 7705</b>				
<b>FINANCIAL PROPERTY ACCOUNTING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	<del>AUTOMATED RECORDS</del>	Detail and summary records.	DFAS Sites and Accountable Station	Cut off and delete upon reconciliation. AUTH: (N1-507-97-1) (7705/R1)
1.01		Listings and tabulations.		Cut off and delete upon receipt of new listing. AUTH: (N1-507-97-1) (7705/R1.01)
2.	BASIC TRANSACTIONS	Financial inventory accounting (FIA) forms and records, requisitions, and shipping records, issue and turn-in slips, reconciliation and adjustment vouchers, and other pertinent documents.	Accountable Stations	Cut off at end of fiscal year. Destroy 2 years after cutoff. (1 year increase in retention over previous guidance) AUTH: (N1-507-97-1) (7705/R2)
2.01		FIA monthly and/or quarterly reports, operating statements, special reports and analyses, and other pertinent reports.		Cut off at end of fiscal year. Destroy 2 years after cutoff. (1 year increase in retention over previous guidance) AUTH: (N1-507-97-1) (7705/R2.01)

**SCHEDULE 7710**  
**FINANCIAL STATEMENTS AND CONTROLLED REPORTS**

This schedule governs disposition of records pertaining to financial statements and controlled accounting and finance reports. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7710					
FINANCIAL STATEMENTS AND CONTROLLED REPORTS					
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY	
423	1.	CONSOLIDATED STATEMENTS AND REPORTS	Records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, financial material, violations, costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property, supporting records, and related schedules.	DFAS Sites and Accountable Stations	Cut off at end of fiscal year. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7710/R1)
	<del>1.01</del>	<del></del>	<del>Consolidated statements and reports related to expired and merged ("M") accounts.</del>	<del>Accountable Stations</del>	<del>Cut off at end of fiscal year in which appropriate account is closed or all obligations in the closed account are liquidated. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7710/R1.01)</del>
	2.	STATEMENT OF ACCOUNTABILITY	SF 1210, or comparable forms and supporting records reflecting summarizations of all collections, disbursements, and transfers for each account month.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. (See NOTE) AUTH: (GRS 6, Item 1a) (7710/R2)
424	3.	STATEMENT OF DESIGNATED DEPOSITORY ACCOUNT	Original SFs 1d49 and supporting records, such as negotiated or cancelled checks (or certified lists), bank statements, check reconciliation listings, and related papers.	DFAS Sites	Cut off at end of fiscal year. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7710/R3)
425	4.	CONTROLLED REPORTS	Correspondence and other papers relating to reports that include but are not limited to survey code reports, surety bond report, containing data required by DFAS for submission to other government agencies and Congress.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7710/R4)
426	4.01		Accountable Stations	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7710/R4.01)	



<b>SCHEDULE 7710</b>				
<b>FINANCIAL STATEMENTS AND CONTROLLED REPORTS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
427	5. REPORT OF ACCOUNTING AND FINANCE ACTIVITIES (RAFAS)	Workload and man-hour data.	DFAS Sites	Cut off at end of calendar year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7710/R5)
428			Accountable Stations	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7710/R5.01)
429	6. USER CHARGES REPORTS AND REPORTS OF	Consolidated reports, feeder reports, correspondence, and related data.		Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7710/R6)
430	6.01 SERVICES RENDERED	Copies of consolidated reports, feeder reports, correspondence, and related data.	Accountable Stations	
		Reports with no discrepancies.		Cut off and destroy on completion of follow-on report. AUTH: (N1-507-97-1) (7710/R6.01)
431	6.02	Reports with discrepancies.		Cut off on reconciliation of discrepancies by servicing DFAS Finance Sites. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7710/R6.02)

**NOTE:** Destroy these records in annual blocks only if there are no outstanding discrepancies for which corrective actions are prescribed by servicing DFAS Sites.

**SCHEDULE 7740**  
**LOGISTICS ACCOUNTING RECORDS**

This schedule governs disposition of records pertaining to accounting records at Logistics activities only.  
(Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7740</b>				
<b>LOGISTICS ACCOUNTING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
432	1. BASIC TRANSACTIONS	Cost ledger sheets, control registers, pro rata registers, recapitulation work sheets and reconciliations used to record one year's cost.	DFAS Logistic activities	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7740/R1)
433	2. ELECTRONIC ACCOUNTING MACHINE (EAM) TRANSACTIONS AND TABULATIONS	Daily detail transactions.		Cut off when reconciliation with periodic summaries is complete. Destroy upon cutoff. AUTH: (N1-507-97-1) (7740/R2)
434	2.01	Periodic summary transactions (except budget justification cost summary transactions), tabulations and correction sheets.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7740/R2.01)
435	2.02	Daily listings, when consolidated in monthly listings.		Cut off at end of month. Destroy 90 days after cutoff. AUTH: (N1-507-97-1) (7740/R2.02)
436	3. HISTORICAL COST DATA	Summary costs by organization (operating cost reports), summary of cost by type production (budget justification cost summary cards), and special project costs.		Cut off at end of fiscal year. Destroy 10 years after cutoff. AUTH: (N1-507-97-1) (7740/R3)
437	4. MATERIEL ACCOUNTS PAYABLE (MAP) MAINTENANCE AND REHABILITATION PROJECT RECORDS	Detailed records pertaining to all maintenance and rehabilitation projects on reimbursable military assistance sales.		Cut off at end of fiscal year. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7740/R4)
438	5. R&D JOB ORDER COST ACCOUNTING SYSTEM (JOCAS)	Job order estimates and job order time sheets.		Cut off on completion of job order. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7740/R5)
439	5.01	Records reflecting cost structure of job order standard rates and man-hour rates.		Cut off when superseded. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7740/R5.01)

<b>SCHEDULE 7740</b>				
<b>LOGISTICS ACCOUNTING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
440	5.02	JOCAS tables, register listings, detailed listings, and management reports.	DFAS Logistics activities	Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7740/R5.02)
441	5.03	Monthly job order register listings other than last month of FY.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7740/R5.03)
442	5.04	Job order master history listing.		Cut off at end of fiscal year. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7740/R5.04)
443	5.05	JOCAS tables, detailed listings, management reports, and the job order register listing for the last month of the FY.		Cut off at end of fiscal year. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7740/R5.05)

**SCHEDULE 7750**  
**FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED REPORTS**

This schedule governs disposition of records pertaining to financial statements and controlled finance and accounting reports. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7750</b>				
<b>FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED REPORTS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
444	1.	CASH ACCOUNTING	DFAS Sites	Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (N1-507-97-1) (7750/R1)
445	1.01	Year-end finals of above reports and statement of transactions and (foreign transactions) reports commitments, obligations, disbursement and collections.		Cut off at end of fiscal year. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7750/R1.01)
446	1.02	Consolidated certification and statement of reasons, countries, and amounts for contracts let in excess currency countries paid in dollars report.		Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7750/R1.02)
	<del>2.</del>	<del>APPROPRIATION ACCOUNTING DATA</del>		<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after closure of appropriate account or liquidation of all obligations in the closed account, whichever is later. AUTH: (GRS 6, Item 1a) (7750/R2)</del>
	3.	APPROPRIATION ACCOUNTING DATA-YEAR-END FINALS		Cut off at end of fiscal year. Destroy 6 years, 3 months after closure of appropriate account or liquidation of all obligations in the closed account, whichever is later. AUTH: (GRS 6, Item 1a) (7750/R3)
447	4.	EXPENSE ACCOUNTING DATA		Cut off at end of fiscal year. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7750/R4)
448	4.01	Fourth quarter report of reimbursable property disposal expenses.		Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH: (N1-507-97-1) (7750/R4.01)

SCHEDULE 7750				
FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED REPORTS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
5	FINANCIAL STATEMENTS (GENERAL LEDGERS)	Reports and supporting records showing the financial position of DFAS and selected activities.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 7, Item 2) (7750/R5)
5.01		Financial statements required by TD Circular 966, industrial fund statements and schedule for annual budget estimate for industrial fund, stock fund statements and schedule for annual budget estimate for stock fund, and consolidated trial balance.		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 7, Item 2) (7750/R5.01)
6.	MISCELLANEOUS TYPE ACCOUNTING DATA	A variety of reports and supporting records not classified in Rules 1 through 5.		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH: (GRS 7, Item 4a) (7750/R6)

SCHEDULE 7755  
LEDGERS, VOUCHERS, AND LISTINGS

This schedule governs disposition of records that are common to all functional areas within the accountable station. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7755</b>				
<b>LEDGERS, VOUCHERS, AND LISTINGS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
1.	<del>GENERAL LEDGERS</del>	<del>Ledgers, allocation files, and command files.</del>	DFAS Accountable Stations	<del>Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 7, Item 2) (7755/R1)</del>
449 2.	RECONCILIATION LISTINGS	Credit and debit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings.		Cut off at end of month. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7755/R2)
450 3.	DAILY AUDIT LISTS	Reconciled mechanical lists.		Cut off at end of day. Destroy 1 month after cutoff. AUTH: (N1-507-97-1) (7755/R3)

**SCHEDULE 7800**  
**DEFENSE CONTRACT FINANCING RECORDS**

This schedule governs disposition of records pertaining to advance payment pool agreements and indebted contractors contracting activities. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7800</b>				
<b>DEFENSE CONTRACT FINANCING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
451	1. ADVANCE PAYMENT POOL AGREEMENTS	Documentation relating to Advance Payment Pool Agreements with nonprofit educational institutions.	DFAS Columbus Contract Government Debt Office	Cut off on expiration of agreement. Destroy 4 years after cutoff. AUTH: (N1-507-97-1) (7800/R1)
452	2. INDEBTED CONTRACTORS	Documentation pertaining to delinquent debts of defense contractor.		Cut off on date of final action. Destroy 6 years after cutoff. AUTH: (N1-507-97-1) (7800/R2)

SCHEDULE 7801MECHANIZATION OF CONTRACT ADMINISTRATIVE SERVICES (MOCAS) RECORDS

This schedule governs disposition of records accumulated by individual offices while carrying out the operational business of contract payment offices at DFAS Columbus and its off-site locations. (Reference: Financial Management Regulation, DoD 7000.14-R)

<b>SCHEDULE 7801</b>				
<b>MECHANIZATION OF CONTRACT ADMINISTRATIVE SERVICES (MOCAS) RECORDS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
	<del>1. PAYING OFFICE CONTRACT FILES</del>	<del>Payment records for contracts which may include DD Forms 250, basic contracts/modifications, contractor invoices, payment vouchers and subvouchers, and any other document required to effect payment.</del>	<del>DFAS Columbus Site and its off-site locations</del>	<del>Cut off on closure of contract. Destroy 6 years, 3 months after cutoff. (See NOTE) AUTH: (GRS 3, Item 3a(1)(a) or 3a(2)(a)) (7801/R1)</del>
453	2. SHIPMENT CONTROL RECORDS	Documents maintained to ensure prompt receipt of Material Inspection and Receiving Reports and invoices. These may include reports and listings.		Cut off on completion of the related contract; for those relating to transferred contracts and contract number changes, cut off on transfer or change in contract number. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7801/R2)
454	3. RECONCILIATIONS	Subsidiary data used to reconcile voucher balances for disbursements and collections, uncleared transactions, status analysis, and other similar products used for research, corrections, review and reconciliation of rejects, conditions, or events to include edit and exception listings.		Cut off at end of fiscal year or when all outstanding irregularities or discrepancies have been cleared. Destroy 1 year, 1 month after cutoff. AUTH: (N1-507-97-1) (7801/R3)
	<del>4. CONTRACT LOCATOR DATA</del>	<del>Locator cards, registers, data sheets, and summary listings used to track the location of contract files.</del>		<del>Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH: (GRS 23, Item 8) (7801/R4)</del>
	5. MANAGEMENT INFORMATION REPORTS	Statistical reports and management summaries generated from the MOCAS database for reference and management purposes.		Cut off when superseded by subsequent report/summary. Destroy 2 years after cutoff. AUTH: (GRS 3, Item 4a) (7801/R5)



**SCHEDULE 7801****MECHANIZATION OF CONTRACT ADMINISTRATIVE SERVICES (MOCAS) RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/ DISPOSITION/ AUTHORITY</b>
6.	DATA COLLECTION LISTINGS	All transactions that processed, recycled, or rejected during an update.		Cut off at end of month. Destroy 2 months after cutoff. AUTH: (N1-507-97-1) (7801/R6)
<del>7.</del>	<del>SUBSTANTIATING INFORMATION</del>	<del>Original or record transmittal listing with supporting records that reflect changes/adjustment to the MOCAS database or related matters.</del>		<del>Cut off at end of month. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7801/R7)</del>

**NOTE:** Files known to be pertinent to unsettled claims, incomplete investigations, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation.

**SCHEDULE 7900**  
**ELECTRONIC RECORDKEEPING**

This schedule governs disposition of records related to computer operations such as system software/input/output records, information stored electronically without paper backup, and hard-copy records pertaining to computer system management; and covers records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer. (See Notes 1 through 4).

<b>SCHEDULE 7900</b>				
<b>ELECTRONIC RECORDKEEPING</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
1.	SYSTEM TEST RECORDS	Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for electronic files records.	Any DFAS Office	Cut off when administrative, legal, audit, or other operational purposes have been served. Delete/destroy at cutoff. AUTH: (GRS 20, Item 1a) (7900/R1)
2.	MASTER FILE UPDATE	Electronic files used to create or update a master file, including but not limited to, work files, valid transaction files, and intermediate input/output files.		Cut off when information has been transferred to the Master File and verified. Delete/destroy at cutoff. AUTH: (GRS 20, 1b) (7900/R2)
3.	SYSTEM USAGE FILES	Electronic files and hard-copy printouts created to monitor system usage, including but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.		Cut off when no longer needed for administrative, legal, audit, or other operational purposes. Delete/destroy at cutoff. AUTH: (GRS 20, Item 1c) (7900/R3)
4.	HARD-COPY <sup>a</sup> SOURCE RECORDS	Non-electronic documents of forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures), and not previously scheduled for permanent retention in a NARA-approved agency records schedule.		Cut off when information has been converted to electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the master file, whichever is later. Destroy at cutoff. AUTH: (GRS 20, Item 2a) (7900/R4)

<b>SCHEDULE 7900</b>				
<b>ELECTRONIC RECORDKEEPING</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
5.	ELECTRONIC INPUT RECORDS	Electronic records, except as noted in rule 6, entered into the system during an update process and not required for audit and legal purposes	Any DFAS Office	Cut off when data has been entered into the master file or database and verified, or when no longer needed to support the reconstruction of, or serve as back up to a master file or database, whichever is later. Destroy at cutoff. AUTH: (GRS 20, Item 2b) (7900/R5)
6.	ELECTRONIC INPUT RECORDS FROM ANOTHER AGENCY	Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.		Cut off when data has been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to the master file or database, whichever is later. Delete at cutoff. AUTH: (GRS 20, Item 2c) (7900/R6)
7.	DIGITAL MASTER FILE INPUT	Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.		Cut off when necessary data has been incorporated into a master file. Delete at cutoff. AUTH: (GRS 20, Item 2d) (7900/R7)
8.	MASTER FILES RELATED TO ADMINISTRATIVE FUNCTIONS	Files that replace in whole or in part hard copy records governed by other schedules in this manual.		Cutoff in accordance with the cutoff instructions for the records they replace. Delete after the expiration of the retention period authorized for the disposable hard-copy file or when no longer needed, whichever is later. See Note 5. AUTH: (GRS 20, Item 3) (7900/R8)
9.	DATA FILES CONSISTING OF SUMMARIZED INFORMATION	Files that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database that is authorized for deletion in other schedules in this regulation.		Cut off when no longer needed for administrative, legal, audit or other operational purposes. Delete at cutoff. AUTH: (GRS 20, Item 4) (7900/R9)

**SCHEDULE 7900****ELECTRONIC RECORDKEEPING**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
10.	EXTRACTED INFORMATION RECORDS	Electronic files consisting of records extracted from a single master file or database that is authorized for deletion in other schedules in this regulation.		Cut off when no longer needed for administrative, legal, audit, or other operational purposes. Delete at cutoff. See Note 6 for exclusions. AUTH: (GRS 20, Item 5) (7900/R10)
11.	PRINT FILE	Electronic file extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports.		Cut off when no longer needed for administrative, legal, audit, or other operational purposes. Delete at cutoff. AUTH: (GRS 20, Item 6) (7900/R10)
12.	TECHNICAL REFORMAT FILE	Electronic file consisting of data copied from a complete or partial master file or database made for the specified purpose of information interchange and written with varying technical specifications EXCLUDING file created for transfer to the National Archives.		Cut off when no longer needed for administrative, legal, audit, or other operational purposes. Delete at cutoff. AUTH: (GRS 20, Item 7) (7900/R12)
13.	SECURITY BACKUP FILES	Electronic copy, considered by the agency to be a Federal Record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased. File identical to records scheduled for transfer to the National Archives.		Cut off when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied. Delete upon cutoff. AUTH: (GRS 20, Item 8a) (7900/R13)
13.01		Above Item 13 records, which are authorized for disposal in a NARA-approved schedule.	Any DFAS Office	Cut off upon deletion or update of master file. (See NOTE 7 for exception). Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. AUTH: (GRS 20, Item 8b) (7900/R13.01)

<b>SCHEDULE 7900</b>				
<b>ELECTRONIC RECORDKEEPING</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
14.	FINDING AIDS	Electronic indexes, lists, registers and other finding aids used only to provide access to computer files authorized for destruction in other schedules in this regulation, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.		Cut off when purpose has been served. Delete with related records or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. AUTH: (GRS 20, Item 9) (7900/R14)
15.	SPECIAL PURPOSE PROGRAMS	Application software necessary solely to use or maintain a master file or database authorized for disposal elsewhere in this regulation, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database scheduled for transfer to the National Archives.		Cut off when purpose has been served. Delete when related master file or database has been deleted. AUTH: (GRS 20, Item 10) (7900/R15)
16.	DOCUMENTATION	Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database that has been authorized for destruction elsewhere in this regulation.		Cut off when purpose has been served. Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. AUTH: (GRS 20, Item 11a) (7900/R16)
16.01		Copies of records relating to system security, including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130.	Any DFAS Office	Cut off when superseded or obsolete. Destroy or delete at cutoff. (See NOTE 6) AUTH: (GRS 20, Item 11b) (7900/R16.01)
17.	DOWNLOADED AND COPIED DATA	Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained. Used specifically for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis, or review.		Cut off when no longer needed for administrative, legal, audit, or other operational purposes. Delete at cutoff. AUTH: (GRS 20, Item 12a) (7900/R17)

<b>SCHEDULE 7900</b>				
<b>ELECTRONIC RECORDKEEPING</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>RECORD SERIES</b>	<b>DESCRIPTION</b>	<b>MAINTAINED IN</b>	<b>CUTOFF/DISPOSITION/ AUTHORITY</b>
17.01		Above item 17 records, which provide the user access in lieu of hard-copy reports that are authorized for disposal.	Any DFAS Office	Cut off when no longer needed for administrative, legal, audit, or other operational purposes. Delete at cutoff. AUTH: (GRS 20, Item 12b) (7900/R17.01)
17.02		Above item 17 records, which are metadata or reference data, such as format, range, or domain specifications, which is transferred from a host computer or server to another computer for input, updating or transaction processing operations.		Cut off when no longer needed for processing. Delete from receiving system or device at cutoff. AUTH: (GRS 20, Item 12c) (7900/R17.02)
18.	WORD PROCESSING FILES	Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microfilm for recordkeeping purposes.		Cut off when no longer needed for updating or revision. Delete from the word processing system at cutoff. AUTH: (GRS 20, Item 13) (7900/R18)
19.	ELECTRONIC MAIL RECORDS	Sender's and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.		Cut off after copying to a recordkeeping system. (See NOTE 8). Delete from the e-mail system at cutoff. AUTH: (GRS 20, Item 14)
20.	ELECTRONIC SPREADSHEETS	Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports. When used to produce hard copy that is maintained in organized files.		Cut off when no longer needed to update or produce hard copy. Delete at cutoff. AUTH: (GRS 20, Item 15a)
20.01		Above Rule 20 spreadsheets when maintained only in electronic form.		Cut off after the expiration of the retention period authorized for the hard copy by this regulation. (See NOTE 9). Delete at cutoff. AUTH: (GRS 20, Item 15b)

**NOTES:**

1. This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.

2. The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3. Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.
4. The terms "destroy" and "delete" used in this schedule mean to "scratch", or "blank" the media so the media can be reused. The media will be destroyed when it is unserviceable or not reusable due to security requirements.
5. Excluded are official personnel folders, employee medical folders, statistical summaries and related records pertaining to employee health at the reporting unit, equal employment opportunity statistics files, administrative payroll report files, telecommunications operational files, and top secret accounting and control files.
6. Excluded are data files created as disclosure-free files to allow public access to the data, or created from a master file or database that is unscheduled or disposition that was scheduled as permanent records but no longer exists, or is no longer accessible; all such records must be retained until their disposition is approved.
7. If the backup copy is for electronic records scheduled for transfer to the National Archives for permanent retention, delete the backup copy after transfer to the National Archives has been successfully completed.
8. Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.
9. If the electronic version replaces hard-copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired.