

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-565-08-9</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/24/08</i>	
1 FROM (Agency or establishment) Department of Defense		<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Missile Defense Agency			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Mr Petar Sredojevic	5 TELEPHONE NUMBER (719)721-8724	DATE <i>4/28/11</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
6 AGENCY CERTIFICATION 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 (See attached) page(s) are not needed now for the business for 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 type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 3/18/08	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Deputy Information Management, Chief Information Office
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<del>Missile Defense Agency records series (see attached)</del>		<b>WITHDRAWN</b> <i>4/28/11</i>

**Category: 200**

**Category Title: BUDGET AND FINANCE**

**Category Number: 202**

**Category Title: BUDGET FILES**

**Description:** These files accumulate in the process of formulating the MDA Five-Year Defense Program Budget and Financial Plan. Included are program and budget documents relating to the BMDS Program.

**File: 202-01**

**Title: Program Formulation and Presentation Files.**

**Description:** Documents relating to the preparation, coordination, justification, reprogramming, and recommendations submitted to the Director for submission for approval and issuance of the Five-Year Defense Program. These programs serve as the basis for the development, by the Agency Program/Budget Staff, of the more detailed program and budget guidance to the operating elements. Included are Program Budget Decisions (PBD), Defense Resources Boards (DRB), Issue papers, summary and description data sheets, program change requests, manpower memoranda, summary tables and related papers (Formerly "Program and Budget Advisory Board (PBAB) Files")

A Office of Primary Responsibility

**Disposition: Permanent.** Cut off every 2 years at the end of the fiscal year. Transfer inactive files to the WNRC/FRC when no longer needed for operations. After 5 years, transfer to the NARA

**Authority:**

B All others

**Disposition: Temporary.** Destroy when 2 years old or sooner if of no further reference value

**Authority:**

**Privacy Act:**

**File: 202-02**

**Title: Program and Budget Direction Files**

**Description:** Records accumulated in elements charged with primary responsibility for developing and issuing budgets. Included are instructions, guidelines, directives and correspondence relative to preparation of program documents in consonance with objectives and budget considerations, analysis, comments, reprogramming papers, and the final program documents with related annexes

**Disposition: Temporary.** Destroy when 10 years old or sooner if of no further reference value

**Authority:**

**Privacy Act:**

**File: 202-03**

**Title: Congressional Budget Justification Files**

**Description:** Records accumulated by Agency Program/Budget Staff and elements responsible for presenting the justification or testimony in defending Agency budget estimates before

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Congressional Committees Included are copies of opening statements, documents reflecting questions and answers thereto, coordinating actions, minutes of Congressional hearings and related papers

A Office of Primary Responsibility

**Disposition: Permanent.** Transfer inactive files to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

**Authority:**

B All others

**Disposition: Temporary.** Destroy when 2 years old or sooner if of no further reference value

**Authority:**

**File: 202-04**

**Title: Five-Year Defense Program Files**

**Description:** Records reflecting the program and budget decisions pertaining to the approved allocations by appropriations and authorization and related files

A Office of Primary Responsibility

**Disposition: Permanent.** Transfer inactive files to the WNRC/FRC when no longer needed for operations After 5 years, transfer files to the NARA

**Authority:**

B All others

**Disposition: Temporary.** Destroy when 2 years old or sooner if of no further reference value

**Authority:**

**File: 202-05**

**Title: Five-Year Program Summary Data Files**

**Description:** Records reflecting data changes to the MDA Five-Year structure Plan by fiscal year

**Disposition: Permanent.** Office of primary responsibility, place in inactive file after completion Transfer to the WNRC/FRC 2 years after fiscal year cut off

**Authority:**

**Privacy Act:**

**File: 202-06**

**Title: Budget Estimate File**

**Description:** Records accumulated by the Agency program and Budget Staff in the preparation, of the MDA budget, minutes of internal review budget meetings, and consolidated budget estimated submitted to the Director These files include the Seven-Year Program records, the current year, the Budget Year, and Program Years

**Disposition: Temporary.** Office of Primary Responsibility – Destroy when superseded or when 10 years old or sooner if of no further reference value

**Authority:**

**Privacy Act:**

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**Category Number: 204**

**Category Title: FINANCE AND ACCOUNTING FILES**

**Description:** These files contain the official finance and accounting records of the MDA for its appropriated funds. Included are accounting policies, regulations, procedures, fiscal status reports, debit and credit vouchers, allotment ledgers, payroll records, Plant Equipment Accounting Records and related financial documentation concerning the accounting for government-owned facilities and equipment and appropriated funds.

**File: 204-01**

**Title: Finance and Accounting Policy Files**

**Description:** Policy and procedures papers, regulations, and authorization papers governing Agency-wide fiscal management in accordance with statutory requirements and OMB & DOD directives. Their retention is to provide a basis of document related to other categories of files

A Office of Primary Responsibility

**Disposition: Permanent.** Cut off at the end of each fiscal year. Transfer to the WNRC/FRC when 5 years old and when no longer needed for operations. After 7 years, transfer to the NARA.

**Authority:**

B All others

**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account

**Authority:** (GRS-6-1a)

**Privacy Act:**

**File: 204-02**

**Title: Accounting Administrative Files**

**Description:** Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disabusing operations

A Files used for workload and personnel management purposes

**Disposition: Temporary.** Destroy when 2 years old

**Authority:** (GRS-6-5a)

B All others

**Disposition: Temporary.** Destroy when 3 years old

**Authority:** (GRS-6-5a)

**Privacy Act:**

**File: 204-03**

**Title: Accounting Reference Paper Files**

**Description:** These papers consist of copies of documents which duplicate the record of fiscal copies filed elsewhere in Accounting, documents which require no action, rough drafts notes, feeder reports, and similar working papers accumulated in preparation of correspondence, studies, or other documents but exclusive of formal recommendations, coordination actions, or

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papers which contributed to or resulted from preparation of the documents, and cards, listings, indexes, and related papers used for controlling work

**Disposition: Temporary.** Destroy 3 years after the period of the account

**Authority:** (GRS-6-1b)

**Privacy Act:**

**File: 204-04**

**Title: Control Files**

**Description:** These files result from analyzing and controlling all accounting documents requiring posting to the general ledger and subsidiary ledgers of the Agency to include general accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary

**Disposition: Temporary.** Destroy 10 years the close of the fiscal year involved

**Authority:** (GRS-7-2)

**Privacy Act:**

**File: 204-05**

**Title: Installation Accounts Files**

**Description:** These files contain copies of documents and reports relating to the administrative control of Agency funds and financial inventory accounting records. They include such documents and reports as

A COMSEC Reports, Plant Equipment Accounting System Report/Reconciliation, worksheets and reports, and source documents and computer generated listings

**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account

**Authority:** (GRS-6-1a)

B Non-stock Fund MILSTRIP Requisitions, Report of Survey Files, Receiving Reports, and obligating documents

**Disposition: Temporary.** Destroy when 3 years old

**Authority:** (GRS-8-7)

C Financial Inventory Accounting Documents, Shipping documents, inventory adjustment documents, disposals documents, turn-ins, issues, disposals, receiving documents, other documentation reflecting financial inventory accounting transactions

**Disposition: Temporary.** Destroy 3 years after the period of the account

**Authority:** (GRS-6-1b)

D Installations Accounts, miscellaneous accounting documents, journal vouchers, transfer of adjustments vouchers, stock fund vouchers, bills of lading, advice of obligations authorities, purchase requests, job order contracts (Army, Navy, Air Force), purchase orders, reimbursable orders received (classified and nonclassified), rental contracts, miscellaneous contracts, and MIPR's

**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account

**Authority:** (GRS-6-1a)

E Fiscal Disbursing and Collection Vouchers

**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account

**Authority:** (GRS-6-1a)

**Privacy Act:**

**File: 204-06**

**Title: Stock Fund Files**

**Description:** These files result from the consolidated management, financing, control, and accounting for the procurement and inventorying of those items of materials, supplies, and equipment, the costs of which are chargeable when issued for use, to a number of consuming activities

A Stock Fund Ledgers, reports, and reimbursable issues

**Disposition: Temporary.** Destroy 6 years, 3 months after the close of the fiscal year involved

**Authority:** (GRS-7-2)

B Stock Fund Reference Files, spot inventories, stock fund compare trial balance, monetary value of property accounting transactions

**Disposition: Temporary.** Destroy when 3 years old or sooner if of no further reference value

**Authority:** (GRS-8-4)

C Stock fund documents, MIPR's, shipping documents, inventory adjustment reports, disposal documents, returns on material, turn-ins, equipment, milstrip requisitions, receipt documents, interfund vouchers, and miscellaneous reference papers

**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account

**Authority:** (GRS-6-1a)

D Non-stock fund MILSTRIP requisitions, Report of survey files, receiving reports, and obligating documents

**Disposition: Temporary.** Destroy when 3 years old

**Authority:** (GRS-8-7)

**Privacy Act:**

**File: 204-07**

**Title: Analysis and Reconciliation Files**

**Description:** These files verify and substantiate the accounting data developed by other finance and accounting units

A Miscellaneous Accounting documents, general journal vouchers, transfer of adjustment vouchers (SF1907, etc ), travel vouchers

**Disposition: Temporary.** Destroy 6 years, and 3 months after period covered by account

**Authority:** (GRS-6-1a)

B Adjustment voucher log books

**Disposition: Temporary.** Destroy 6 years, and 3 months after period covered by account

**Authority:** (GRS-6-1a)

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C General Ledger Trail Balance

**Disposition: Temporary.** Destroy 6 years, and 3 months after period covered by account

**Authority:** (GRS-6-1a)

D Subsidiary Ledgers (Master copies) Consolidate transaction register, status of subsidiary ledgers

**Disposition: Temporary.** Destroy 6 years, and 3 months after period covered by account

**Authority:** (GRS-6-1a)

E Other ledgers and Journals (Master Copies), financial plan detail, financial plan summary

**Disposition: Temporary.** Destroy 6 years, and 3 months after period covered by account

**Authority:** (GRS-6-1a)

F Daily Transaction Registers

**Disposition: Temporary.** Destroy monthly after receipt of the consolidated transactions register

**Authority:**

G Automatic data processing reports (master copies), orders received reports, cost and assets reports, status of foreign military assistance transactions, object class reports, fiscal liquidations, fiscal summary, fiscal case detail, bi-weekly payroll

**Disposition: Temporary.** Destroy 6 years, and 3 months after period covered by account

**Authority:** (GRS-6-1a)

H General ledger, general ledgers, accounting records and supporting adjustment vouchers

**Disposition: Temporary.** Destroy 6 years, and 3 months after period covered by account

**Authority:** (GRS-7-2)

**Privacy Act:**

**File: 204-08**

**Title: Not Used**

**File: 204-09**

**Title: Command Accounts and Reports Files**

**Description:** These files contain papers on the status of funds, statements and financial reports for all funds which are accounted for by the Agency

A Fund allotment and allocation files object classifications, allotment and sub-allotment status and funding schedules, and allocation advices

**Disposition: Temporary.** Destroy 6 years, 3 months after the close of the fiscal year involved

**Authority:** (GRS-7-3)

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B Financial reports files, copies of reports to DoD or other external accounting offices on status of allotments, expenditure, disbursements, or reimbursements, etc

**Disposition: Temporary.** Destroy 6 years, 3 months after the close of the fiscal year involved

**Authority:** (GRS-7-3)

C Reports submitted to MDA by external accounting offices, for incorporation into miscellaneous DoD treasury report

**Disposition: Temporary.** Destroy 6 years, 3 months after the close of the fiscal year involved

**Authority:** (GRS-7-3)

D Report of transactions for and/or by others transfer vouchers

**Disposition: Temporary.** Destroy 6 years, 3 months after the close of the fiscal year involved

**Authority:** (GRS-6-1a)

**Privacy Act:**

**File: 204-10**

**Title: Military Assistance Program Files**

**Description:** Files relating to financial activities of the Foreign Military Sales Program to include grant aid to countries by MAP. Files contain original "Offer and Acceptance," correspondence pertaining to foreign sales, and copies of related fiscal documents pertaining to sales and grant aid

A Documents relating to legal establishment, policies, procedures, management and evaluation of FMS and Government AID cases

**Disposition: Permanent.** Close annually at the end of the fiscal year. Transfer to the WNRC/FRC after two years or when no longer needed for operations. Review after 15 years

**Authority:** (DoD Financial Manual Vol 15, Ch 6-060101)

**Privacy Act:**

**File: 204-11**

**Title: Commercial Accounts**

**Description:** Fiscal copies of contracts, small purchases, charge accounts, and Military Interdepartmental Purchase Requests (MIPR's) maintain to document disbursement actions

A Transactions of 25,000 or less, includes all construction contracts under \$2,000

**Disposition: Temporary.** Destroy 3 years after final payment

**Authority:** (GRS-3-3a(2))

B Transactions of more than \$25,000, includes all construction contracts exceeding \$2,000

**Disposition: Temporary.** Destroy 6 years, 3 months after final payment

**Authority:** (GRS-3-3a(1))

C All other copies

**Disposition: Temporary.** Destroy upon termination or completion

**Authority:** (GRS-3-3a(3))

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**Privacy Act:****File: 204-12****Title: Bill Register Cards****Description:** Cards indicating payee's name, amount paid, voucher number, and date paid, reflects all payments on contracts and small purchases**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account**Authority:** (GRS-6-1a)**Privacy Act:****File: 204-13****Title: Impress Fund Files****Description:** Files pertaining to inspection of funds in the hands of Impress Funds Cashiers, correspondence pertaining to overseas Impress Funds and traveling Impress Fund Cashiers**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account**Authority:** (GRS-6-1a)**Privacy Act:****File: 204-14****Title: Money Account Files****Description:** Documents which show the receipt and disbursement of funds and consist of original cash blotters, money folders, and Schedule of checks drawn**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account**Authority:** (GRS-6-1a)**Privacy Act:****File: 204-15****Title: Cash Blotter Files****Description:** Monthly summary records of disbursement transactions maintained for reference use**Disposition: Temporary.** Destroy when 3 years old or sooner if of no further reference value**Authority:****Privacy Act:****File: 204-16****Title: Individual Employee Pay Record****Description:**

A Pay record for each employee as maintained in an electronic database This database may be a stand-alone payroll system or par of a combined personnel/payroll system

**Disposition: Temporary.** Update elements and/or entire record as required**Authority:** (GRS-2-1a)

B Individual Pay Record, containing pay data on each employee within an agency This record may be in paper or microform but not in machine readable form

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**Disposition: Temporary.** Transfer to National Personnel Records Center Destroy when 56 years old

**Authority:** (GRS-2-1b)

**Privacy Act:**

**File: 204-17**

**Title: Time and Attendance Source Records**

**Description:** All time and attendance records upon which leave input data is based, such as time or sign-in sheets, time cards, flextime records, leave applications for jury and military duty, authorized premium pay or overtime, maintained at duty post, upon which leave input data is based Records may be in either machine readable or paper form

**Disposition: Temporary.** Destroy after GAO audit or when 6 years old whichever is sooner

**Authority:** (GRS-2-7)

**Privacy Act:**

**File: 204-18**

**Title: Applications for Leave**

**Description:** Leave applications, leave records and subsidiary work papers, including time and attendance reports

A If the time card has been initialed by the employee

**Disposition: Temporary.** Destroy at the end of the applicable pay period

**Authorization:** (GRS-2-8a)

B If the time card has not been initialed by the employee

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-8a)

**Privacy Act:**

**File: 204-19**

**Title: Records of Military Leave**

**Description:** These files show leave used by employees in organized reserves, with attached certificated of attendance

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-22)

**Privacy Act:**

**File: 204-20**

**Title: Payroll Control Files**

**Description:** Papers such as payroll variation transcripts, notifications of personnel actions, federal and state tax changes, applications for or cancellations of savings bonds, requests for checks to be mailed, and Public Law 89-516 Tax Letters (payments for Federal taxes withheld as moving expenses)

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-22)

**Privacy Act:**

**File: 204-21**

**Title: Payroll Control Registers**

**Description:** Machine runs reflecting all pertinent information affecting individual pay

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-22)

**Privacy Act:**

**File: 204-22**

**Title: Payroll Health Registers.**

**Description:** Machine runs reflecting all pertinent information affecting health benefit plans of civilian employees

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-22)

**Privacy Act:**

**File: 204-23**

**Title: Payroll Allotment Registers**

**Description:** Machine runs reflecting all pertinent information affecting allotments

**Disposition: Temporary.** Destroy after completion of second succeeding survey

**Authority:**

**Privacy Act:**

**File: 204-24**

**Title: Pay Comparability Records**

**Description:** Written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisory differentials under Federal Employees Pay Comparability Act

**Disposition: Temporary.** Destroy after 3 subsequent reports have been files

**Authority:** (GRS-1-41)

**Privacy Act:**

**File: 204-25**

**Title: Individual Retirement Records**

**Description:** Individual retirement records reflecting amounts deducted from pay of each employee subject to the Retirement Act, and for deposit to the OPM Retirement and Disability Fund

**Disposition: Permanent.** Transfer to Office of Personnel Management, Bureau of Retirement, Occupational Health and Insurance, Washington, D C , 30 days after separation

**Authority:**

**Privacy Act:**

**File: 204-26**

**Title: Requests for Authorization and Discontinuance of Authorizations**

**Description:** Reflect subsistence and quarters for employees overseas

**Authority:** (GRS-2-17b)

**Privacy Act:**

WITHDRAWN

**File: 204-27**

**Title: Requests for Separation and Wage Earnings Information**

**Description:** These records are used to certify wages earned and other separation information to State Unemployment Offices

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-16A)

**Privacy Act:**

**File: 204-28**

**Title: Agency Copy of Employee's Income Tax Withheld**

**Description:**

**Disposition: Temporary.** Destroy when 4 years old

**Authority:** (GRS-2-18b)

**Privacy Act:**

**File: 204-29**

**Title: Memorandum Copies of Payroll Vouchers**

**Description:** Consist of listings and related certifications sheets

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-14)

**Privacy Act:**

**File: 204-30**

**Title: Not Used**

**File: 204-31**

**Title: Not Used**

**File: 204-32**

**Title: Transportation Transactions Files**

**Description:** Copies of transportation vouchers and correspondence reflecting Agency PCS and TDY travel and move of household goods

A International Shipments of Goods

**Disposition: Temporary.** Destroy 6 years after the period of the account

**Authority:**

B Schedules of Valuables Shipped, CONUS shipments, correspondence, memos, reports relating to shipments, including lost or damaged shipments

**Disposition: Temporary.** Destroy when 6 years old

**Authority:** (GRS-9-2)

**Privacy Act:**

**File: 204-33**

**Title: Internal Review and Audit Files**

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**Description:** (See records Category #106)

**File:** 204-34

**Title:** Not Used

**File:** 204-35

**Title:** Individual Authorized Allotments

**Description:**

A U S Savings Bond Authorization, Standard Form 1192 or equivalent, and authorization for individual allotment of the Combined Federal Campaigns

(1) If record is maintained on earning record card

**Disposition: Temporary.** Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred

**Authority:** See Treasury Fiscal Requirements Manual, para 6030 10 for instructions regarding savings bonds authorizations, and FPM Chapter 550, subchapter 3, Part 8, for instructions regarding CFC authorizations (GRS-2-4a (1))

(2) If record is not maintained elsewhere

**Disposition: Temporary.** Destroy 3 years after supersedes or 3 years after separation of employee

**Authority:** See (1) above for transfer instructions (GRS-2-4a (2))

B All other authorizations, including union dues and savings

(1) If record is maintained on earning record card

**Disposition: Temporary.** Destroy when superseded or after transfer or separation of employee

**Authority:** (GRS-2-4b (1))

(2) If record is not maintained elsewhere

**Disposition: Temporary.** Destroy 3 years after superseded or 3 years after transfer or separation of employee

**Authority:** (GRS-2-4b (2))

**Privacy Act:**

**File:** 204-36

**Title:** Savings Bond Purchase Files

**Description:**

A U S Savings Bond Authorization SF 1192 or equivalent

**Disposition: Temporary.** Destroy when superseded or after separation of employee

**Authority:** (GRS-2-14a)

B Bond registration files issuing agent's copies of bond registration stubs

**Disposition: Temporary.** Destroy 4 months after date of issuance of bond

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**Authority:** (GRS-2-14b)

C Bond receipt and files receipts for and transmittals of U S Savings Bonds

**Disposition: Temporary.** Destroy 4 months after date of issuance of bond

**Authority:** (GRS-2-14c)

**Privacy Act:**

**File: 204-37**

**Title: Thrift Savings Plan Election Form**

**Description:** Form TSP-1 authorizing deduction of employee contribution of the Thrift Savings Plan

**Disposition: Temporary.** Destroy when superseded or after separation of employee

**Authority:** (GRS-2-16)

**Privacy Act:**

**File: 204-38**

**Title: Direct Deposit Sign-up Form (SF 1199A)**

**Description:**

**Disposition: Temporary.** Destroy when superseded or after separation of employee

**Authority:** (GRS-2-17)

**Privacy Act:**

**File: 204-39**

**Title: Not Used**

**File: 204-40**

**Title: Notification of Personnel Action Files**

**Description:** Pay or fiscal copy, not filed in the Official Personnel Folder

**Disposition: Temporary.** Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner

**Authority:** (GRS-2-11)

**Privacy Act:**

**File: 204-41**

**Title: Payroll System Reports**

**Description:**

A Error reports, ticklers, system operation reports

**Disposition: Temporary.** Destroy when related actions are completed or when no longer needed, not to exceed 2 years

**Authority:** (GRS-2-22b)

B Reports and data used for agency workload and/or personnel management purposes

**Disposition: Temporary.** Destroy when 2 years old

**Authority:** (GRS-2-22b)

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C Reports providing fiscal information on agency payroll

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-22c)

**Privacy Act:**

**File:** 204-42

**Title:** Payroll Change Files

**Description:** Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor

A Copies subject to GAO audit

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-23a)

B All other copies

**Disposition: Temporary.** Destroy 1 month after the end of related pay period

**Authority:** (GRS-2-15c)

**Privacy Act:**

**File:** 204-43

**Title:** Retirement Files

**Description:** Reports, registers or other control documents, and other records relating to retirement

**File:** 204-44

**Title:** Payroll Correspondence

**Description:** Correspondence between agency and payroll processor regarding general routine administrative issues that do not relate to individual payments

**Disposition: Temporary.** Destroy when 2 years old

**Authority:** (GRS-2-24)

**Privacy Act:**

**File:** 204-45

**Title:** Levy and Garnishment Files

**Description:** Official Notice of Levy or Garnishment, change slip, work papers, correspondence, release and other forms, and other records relating to change against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees

**Disposition: Temporary.** Destroy 3 years after garnishment is terminated

**Authority:** (GRS-2-18)

**Privacy Act:**

**File:** 204-46

**Title:** Non-current Payroll Files

**Description:** Copy of non-current payroll data as maintained by payroll service bureaus in either microform or machine readable form

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**Disposition: Temporary.** Destroy 15 years after close of pay year in which generated

**Authority:** (GRS-2-2)

**Privacy Act:**

**File: 204-47**

**Title: GAO Exceptions Files**

**Description:** General Accounting Office notices of exceptions, formal or informal, and related correspondence

**Disposition: Temporary.** Destroy 1 year after exception has been reported as cleared by GAO

**Authority:** (GRS-6-2)

**Privacy Act:**

**File: 204-48**

**Title: Certificates Settlement Files**

**Description:** Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records

A Certificates covering closed account settlements, supplemental settlements, and final balance settlements

**Disposition: Temporary.** Destroy 2 years after date of settlement

**Authority:** (GRS-6-3a)

B Certificates covering period settlements

**Disposition: Temporary.** Destroy when subsequent certificate of settlement is received

**Authority:** (GRS-6-3b)

**Privacy Act:**

**File: 204-49**

**Title: General Fund Files**

**Description:** Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered in Item 1 of this schedule

**Disposition: Temporary.** Destroy when 3 years old

**Authority:** (GRS-6-4)

**Privacy Act:**

**File: 204-50**

**Title: Federal Personnel Security Bond Files**

**Description:**

A Official copies of bond and attached powers of attorney

(1) Bonds purchased before January 1, 1956

**Disposition: Temporary.** Destroy 15 years after bond become inactive

**Authority:** (GRS-6-6a (1))

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(2) Bonds purchased before December 31, 1955

**Disposition: Temporary.** Destroy 15 years after end of bond premium period

**Authority:** (GRS-6-6a (2))

B Other bond files including other copies of bonds and related documents

**Disposition: Temporary.** Destroy when bond becomes inactive or after the end of the bond premium period

**Authority:** (GRS-6-6b)

**Privacy Act:**

**File: 204-51**

**Title: Gasoline Sales Tickets**

**Description:** Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-6-7)

**Privacy Act:**

**File: 204-52**

**Title: Telephone Toll Tickets**

**Description:** Originals and copies of toll tickets files in support of telephone toll call payments

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-6-8)

**Privacy Act:**

WITHDRAWN

**File: 204-53**

**Title: Administrative Claims File**

**Description:**

A Claims against the United States Records relating to claims against the United States for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by sub-item c below

**Disposition: Temporary.** Destroy when 6 years, 3 months old

**Authority:** (GRS-6-10a)

B Claims by the United States subject to the Federal claims collection Standards and 28 U S C 2415 or 31 U S C 3716 (c) (1)

Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below

(1) Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103

**Disposition: Temporary.** Destroy when 6 years, 3 months old

**Authority:** (GRS-6-10b (1))

104 (2) Claims for which collection action has been terminated under 4 CFR Part

(a) Claims for which the Government's right to collect was not extended

**Disposition: Temporary.** Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued

**Authority:** (GRS-6-10b (2) (a))

(b) Claims for which the Government is entitled (per 28 U S C 2415) to additional time to initiate legal action

**Disposition: Temporary.** Destroy 3 months after the end of the extended period

**Authority:** (GRS-6-10b (2) (b))

C Claims files that are affected by a court order or that are subject to litigation proceedings

**Disposition: Temporary.** Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later

**Authority:** (GRS-6-10c)

**Privacy Act:**

**File: 204-54**

**Title: Waiver of Claims Files**

**Description:** Records relating to waiver of claims of the United States against a person raising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for a waiver of claim, investigative reports, decision by agency and/or GAO approving or denying the waiver, and related records

A Approved waivers (agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount)

**Disposition: Temporary.** Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved

**Authority:** (GRS-6-11a)

B Denied waivers

**Disposition: Temporary.** Destroy with related claims files in accordance with items 10b and 10c of this schedule

**Authority:** (GRS-6-11b)

**Privacy Act:**

**File: 204-55**

**Title: Expenditures Accounting General Correspondence and Subject Files**

**Description:** Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration

WITHDRAWN

**Disposition: Temporary.** Destroy when 2 years old

**Authority:** (GRS-7-1)

**Privacy Act:**

**File: 204-56**

**Title: General Accounting Ledgers**

**Description:** General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary

**Disposition: Temporary.** Destroy 6 years, 3 months after the close of the fiscal year involved

**Authority:** (GRS-7-2)

**Privacy Act:**

**File: 204-57**

**Title: Appropriation Allotment Files**

**Description:** Allotment records showing status of obligations and allotment under each authorized appropriations

**Disposition: Temporary.** Destroy 6 years, 3 months after the close of the fiscal year involved

**Authority:** (GRS-7-3)

**Privacy Act:**

**File: 204-58**

**Title: Expenditures Accounting Postings and Control Files**

**Description:** Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule

A Original Records

**Disposition: Temporary.** Destroy when 3 years old

**Authority:** (GRS-7-4a)

B Copies

**Disposition: Temporary.** Destroy when 2 years old

**Authority:** (GRS-7-4b)

**Privacy Act:**

**File: 204-59**

**Title: Cost Accounting Reports**

**Description:**

A Copies in units receiving reports

**Disposition: Temporary.** Destroy when 3 years old

**Authority:** (GRS-8-6a)

B Copies in reporting units, and related work papers

**Disposition: Temporary.** Destroy when 3 years old

**Authority:** (GRS-8-6b)

**Privacy Act:**

WITHDRAWN

**File: 204-60****Title: Time and Attendance Input Records**

**Description:** Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor

**Disposition: Temporary.** Destroy after GAO audit or when 6 years old, whichever is sooner

**Authority:** (GRS-2-8)

**Privacy Act:**

**File: 204-61****Title: Leave Record**

**Description:**

A Record of employee leave, such as SF 1150, prepared upon transfer or separation

**Disposition: Temporary.** File on right side of OPF See GRS 1, item 1

**Authority:** (GRS-2-9a)

B Creating agency copy, when maintained

**Disposition: Temporary.** Destroy when 3 years old

**Authority:** (GRS-2-9b)

**Privacy Act:**

**File: 204-62****Title: Tax Files**

**Description:**

A Employee withholding allowance certificate such as IRS Form W-4 and state equivalents

**Disposition: Temporary.** Destroy 4 years after superseded or obsolete or upon separation of employee

**Authority:** (GRS-2-13a)

B Agency copy of employee wages and tax statements, such IRIS Form W-2 and state equivalents, maintained by agency or payroll processor

**Disposition: Temporary.** Destroy when 4 years old

**Authority:** (GRS-2-13b)

C Agency copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor

**Disposition: Temporary.** Destroy when 4 years old

**Authority:** (GRS-2-13c)

**Privacy Act:**

**File: 204-63**

**Title: Combined Federal Campaign and Other Allotment Authorizations.**

WITHDRAWN

**Description:**

A Authorization for individual allotment to the Combined Federal Campaign

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-15a)

B Other authorizations, such as union dues and savings

**Disposition: Temporary.** Destroy after GAO audit or when 3 years old, whichever is sooner

**Authority:** (GRS-2-15b)

**Privacy Act:**

**File: 204-64**

**Title: Management Audit Files**

**Description:** Papers documenting the review, recommendations, actions taken, and the results in connection with reviews of Agency operational and resource management operatives, relative to DAs and GAO audits

**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account

**Authority:** (GRS-6-1a)

**Privacy Act:**

**File: 204-65**

**Title: Financial Audit Files (Appropriated Funds)**

**Description:** These are Agency copies of GAO or DAS audit certifications or final audit reports indicating proof of on-site audit and clearance of specific accounts. Included are audits of individual contracts, contracting activities, or the management aspects of the organization

**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account

**Authority:** (GRS-6-1a)

**Privacy Act:**

**File: 204-66**

**Title: Audits of Non-appropriated Funds**

**Description:** Fiscal year audits of each specific Non-appropriated account. Included are audit reports and related back-up papers

**Disposition: Temporary.** Destroy 6 years, 3 months after period covered by account

**Authority:** (GRS-6-1a)

**Privacy Act:**

**File: 204-67**

**Title: Input to Audit Responses**

**Description:** Responses to draft and final GAO and DAS reports operational management activities. Includes comments from subordinate organizations from which the Director's position was formulated, and related working papers and supporting documentation

**Disposition: Temporary.** Destroy 3 years after issuance of final Agency comments

**Authority:** (GRS-6-5b)

**Privacy Act:**

WITHDRAWN

**File: 204-68****Title: Internal Control Reviews**

**Description:** Documentation of internal reviews as required by Public Law 97-255, "Federal Managers' Financial Integrity Act" Includes papers documenting the review, actions taken, findings and recommendations

**Disposition: Temporary.** Destroy 6 years after date of annual DIR MDA memorandum to SECDEF

**Authority:**

**Privacy Act:**

**File: 204-69****Title: Internal Control Records**

**Description:** Created in accordance with procedures mandated by OMB Circular A-123, Internal Control Systems, and P L 97-255, the Federal Managers' Financial Integrity Act Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud and mismanagement

A Policy, procedure, and guidance files

Copies of internal directives maintained by the agency's internal control staff (but not those copies maintained in the agency's official file of internal directives), external directives such as OMB Circular A-123, and correspondence outlining policy and procedure for performing management reviews

**Disposition: Temporary.** Destroy when superseded

**Authority:** (GRS-16-14a)

B Management control plans

Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123

**Disposition: Temporary.** Destroy when superseded

**Authority:** (GRS-16-14b)

C Risk analysis

Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions

**Disposition: Temporary.** Cut off closed files and the end of the fiscal year. Destroy after next review cycle

**Authority:** (GRS-16-14c)

D Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level, and compiled by the agency into a single unified report for direct submission to the President and Congress

(NOTE: This item does not cover the consolidated final reports submitted directly to the President and Congress. The final reports must be scheduled by submitting an SF 115 to the National Archives.

**Disposition: Temporary.** Cut off closed files and the end of the fiscal year. Destroy after next reporting cycle.

**Authority:** (GRS-16-14d)

E Tracking files

Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report and correspondence relating to the performance of the reviews.

**Disposition: Temporary.** Destroy when no longer needed.

**Authority:** (GRS-16-14e)

F Review files

Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.

(1) Office with responsibility for coordinating Internal Control functions

**Disposition: Temporary.** Cut off when no further corrective action is necessary. Destroy 5 years after cutoff.

**Authority:** (GRS-16-14f(1))

(2) Copies maintained by other offices as internal reviews

**Disposition: Temporary.** Cut off when no further corrective action is necessary. Destroy 1 year after cutoff.

**Authority:** (GRS-16-14f(2))

**Privacy Act:**

(NOTE: Alternative reviews as computer security reviews and management and consultant studies may need to be kept longer than provided in item 14f(2))

**Category Number:** 206

**Category Title:** NON-APPROPRIATED FILES

**Description:** These files result from conducting Morale, Welfare, and Recreation (MWR) activities designed to contribute to the comfort, well being and recreation of Agency employees.

**File:** 206-01

**Title:** Management Files

**Description** Records reflecting the formulation, directions, development, and supervision of non-appropriated fund activities. Included are basic authority directives, planning, and procedural development data, legal opinions and interpretations, and council charters

**Disposition:** Temporary. Destroy when superseded

**Authority:**

**Privacy Act:**

**File:** 206-02

**Title:** Operations Files

**Description** Records reflecting the operating guidance and management of fund operations. Included are minutes of council meetings, memoranda and similar papers

**Disposition:** Temporary. Close annually. Cut off at end of fiscal year. Destroy when 10 years old

**Authority:**

**Privacy Act:**

**File:** 206-03

**Title:** Not Used

**File:** 206-04

**Title:** Not Used

**File:** 206-05

**Title:** Concessionaire Agreement Records

**Description** Copies of contract bids, current agreements, insurance certificates, financial statements, correspondence, and related documents relative to the operations of concessions (Cafeteria, vending machines, drug store, and barber shop )

**Disposition:** Temporary. Destroy 6 years, 3 months after termination or cancellation of concessionaire agreement

**Authority:**

**Privacy Act:**

**File:** 206-06

**Title:** Civilian Welfare Fund Financial Fund Files

**Description** Records which reflect the receipt of and use of funds to defray expenses incurred in providing athletic, recreational, and other welfare services or facilities. Included are audit reports, budgets, financial statements, ledgers, journals, receipt and disbursement vouchers, sales records, inventory records, and related substantiating documents

WITHDRAWN

**Disposition: Temporary.** Destroy 6 years, 3 months after the period of the account

**Authority:**

**Privacy Act:**

**File: 206-07**

**Title: Interim Funding Program Files**

**Description:** Records used to authorize operating elements to incur obligations necessary to permit operations while Congress and OMB complete appropriation apportionment of funds for the new fiscal year. Included are fund authorizations and justification documents directly related to the approved financial plans

A Office of Primary Responsibility

**Disposition: Temporary.** Close at end of each fiscal year Destroy when 10 years old or sooner if of no further reference value

B All others

**Disposition: Temporary.** Cut off at the end of the fiscal year Destroy when 2 years old or sooner if of no further reference value

**Authority:**

**Privacy Act:**

**File: 206-08**

**Title: Financial Plan Files**

**Description:** Records reflecting in detail the actual application of the approved budget, budget execution in terms of its appropriations and apportionments on a fiscal basis as applied to O&M Procurement, RDT&E, Construction, Stock Funds, Family Housing and other appropriated dollar resources

**Disposition: Temporary.** Office of Primary Responsibility – Close at end of each fiscal year Destroy when 10 years old or sooner if of no further reference value

**Authority:**

**Privacy Act:**

**Title: 206-09**

**File: Program and Budget Input Files**

**Description:** These files consist of data submitted Key Components for review and consolidation into the total MDA Budget files and the preparation of summaries as may be desired by Agency top management

**Disposition: Temporary.** Cut off at end of fiscal year Destroy 1 year after close of the fiscal year covered by the budget

**Authority:** (GRS-5-2)

**Privacy Act:**

**File: 206-10**

**Title: Advanced Program Support**

**Description:**

**Disposition: Temporary.** Destroy when 15 years old

WITHDRAWN

**Authority:**  
**Privacy Act:**

**File: 206-11**

**Title: Manpower Budget Formulation Files**

**Description:** Manpower requirements documents created in the formulation and submission of manpower portions of the MDA budget

A Personnel Services Budget Support Papers Data generated in formulation of civilian and military budget submissions

**Disposition: Temporary.** Cut off at the end of each fiscal year Destroy after 1 year covered by the budget

**Authority:** (GRS-5-2)

B Manpower cost submissions Files created in the program cycle including the annual fiscal year updated information by appropriations

**Authority:** (GRS-5-2)

**Privacy Act:**

**File: 206-12**

**Title: Personnel/Manpower Statistical Budget Reports**

**Description:** These files consist of computer software runs which are produced in order to provide source data for evaluation and forecasting purposes

A Consolidated report

**Disposition: Temporary.** Cut off at the end of the fiscal year Destroy after 1 year covered by the budget

**Authority:** (GRS-5-2)

B Recurring reports (civilian/military)

**Disposition: Temporary.** Cut off at the end of the fiscal year Destroy after 1 year covered by the budget

**Authority:** (GRS-5-2)

**Privacy Act:**

**File: 206-13**

**Title: Crosswalks/Program Objective Memorandum (POM) File**

**Description:** This file contains information on past and present crosswalk meetings, as well as program formulation information

A Office of Primary Responsibility

**Disposition: Permanent.** Cut off at the end of the fiscal year Transfer inactive files to the WNRC/FRC when no longer needed for operations After 7 years, transfer to the NARA

**Authority:**

B All others

WITHDRAWN

**Disposition: Temporary.** Destroy when program is completed, cancelled, or becomes obsolete

**Authority:**

**Privacy Act:**

**File: 206-14**

**Title: Corporate Revenue File**

**Description:** This file contains program and budget information used for planning annual corporate reviews for the Director

A Annual Report (end of fiscal year)

**Disposition: Temporary.** Destroy when 5 years old

**Authority:**

B All other reports

**Disposition: Temporary.** Destroy 3 years after the end of the fiscal year

**Authority:** (GRS-5-3)

**Privacy Act:**

**WITHDRAWN**