

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2015-0007

Schedule Status Approved

Agency or Establishment Department of the Navy

Record Group / Scheduling Group Navy Undifferentiated

Records Schedule applies to Agency-wide

Schedule Subject Financial Management

Internal agency concurrences will
be provided No

Background Information Department of the Navy Records Schedule 2015 revision - Chapter 7

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
36	6	30	0

GAO Approval

Outline of Records Schedule Items for DAA-NU-2015-0007

Sequence Number	
1	Chapter 7 - Financial Management
1.1	7000-1 Policy, Strategy, and Planning Disposition Authority Number: DAA-NU-2015-0007-0001
1.2	7000-2 SECNAV, OPNAV, and CMC Program Objectives Memoranda (POM) Review Disposition Authority Number: DAA-NU-2015-0007-0002
1.3	7000-3 Appropriation Structure and Language Disposition Authority Number: DAA-NU-2015-0007-0003
1.4	7000-4 Audit Reports - Auditor General Disposition Authority Number: DAA-NU-2015-0007-0004
1.5	7000-5 Charters of Naval Industrial Fund or Commercial-type Activities: Disposition Authority Number: DAA-NU-2015-0007-0005
1.6	7000-6 Financial Statement of Navy Industrial Fund or Commercial-type Activities: Disposition Authority Number: DAA-NU-2015-0007-0006
1.7	7000-7 Individual Earning and Pay Accounts Disposition Authority Number: DAA-NU-2015-0007-0007
1.8	7000-8 Budget Evaluation Reports Disposition Authority Number: DAA-NU-2015-0007-0008
1.9	7000-9 Military Pay Tabulating Cards Disposition Authority Number: DAA-NU-2015-0007-0009
1.10	7000-10 Purchase Request Builder (PR Builder) Master File Disposition Authority Number: DAA-NU-2015-0007-0010
1.11	7000-11 Budget Execution Analysis Disposition Authority Number: DAA-NU-2015-0007-0011
1.12	7000-12 Audit Schedules and Reports Disposition Authority Number: DAA-NU-2015-0007-0012
1.13	7000-13 Military Payroll - Case Jackets Disposition Authority Number: DAA-NU-2015-0007-0013
1.14	7000-14 General Ledgers of Navy Industrial Fund (NIF) Disposition Authority Number: DAA-NU-2015-0007-0014
1.15	7000-15 Investigations Disposition Authority Number: DAA-NU-2015-0007-0015
1.16	7000-16 Program Management Disposition Authority Number: DAA-NU-2015-0007-0016

1.17	7000-17 Budget Planning Support Disposition Authority Number: DAA-NU-2015-0007-0017
1.18	7000-18 Fiscal Reports Disposition Authority Number: DAA-NU-2015-0007-0018
1.19	7000-19 Congressional Relations Disposition Authority Number: DAA-NU-2015-0007-0019
1.20	7000-20 Apportionment: Disposition Authority Number: DAA-NU-2015-0007-0020
1.21	7000-21 General Accounts and General Allotment Ledgers Disposition Authority Number: DAA-NU-2015-0007-0021
1.22	7000-22 Appropriation Accounting Disposition Authority Number: DAA-NU-2015-0007-0022
1.23	7000-23 Civilian and Military Payroll: Disposition Authority Number: DAA-NU-2015-0007-0023
1.24	7000-24 Internal Audit Reports Disposition Authority Number: DAA-NU-2015-0007-0024
1.25	7000-25 Sales Receipts Disposition Authority Number: DAA-NU-2015-0007-0025
1.26	7000-26 Finance Management System (FMS) Master File Disposition Authority Number: DAA-NU-2015-0007-0026
1.27	7000-27 Retail Workforce Scheduler (RWS) Master File Disposition Authority Number: DAA-NU-2015-0007-0027
1.28	7000-28 General Correspondence (Financial Management) Disposition Authority Number: DAA-NU-2015-0007-0028
1.29	7000-29 General Operations (Financial Management) Disposition Authority Number: DAA-NU-2015-0007-0029
1.30	7000-30 General Operations (Non-appropriated Funds) Disposition Authority Number: DAA-NU-2015-0007-0030
1.31	7000-31 Inter-agency Agreements Disposition Authority Number: DAA-NU-2015-0007-0031
1.32	7000-32 Transient Records Disposition Authority Number: DAA-NU-2015-0007-0032
1.33	7000-33 Reprogramming Policy and Procedures Disposition Authority Number: DAA-NU-2015-0007-0033
1.34	7000-34 Five Year Defense Program Disposition Authority Number: DAA-NU-2015-0007-0034
1.35	7000-35 Facsimile Signature Files Disposition Authority Number: DAA-NU-2015-0007-0035

1 36

7000-36 Group Pay Authorization
Disposition Authority Number: DAA-NU-2015-0007-0036

Records Schedule Items

Sequence Number							
1	<p>Chapter 7 - Financial Management</p> <p>The records described in this chapter are accumulated in connection with the Financial Management of the Department of the Navy (DON). They relate to budgeting, disbursing, appropriation, fund, and cost accounting, property accounting, pay administration accounting; auditing (including internal and contract auditing); industrial fund accounting and financing; financial management reporting and statistics; and other comptroller-type operations of appropriated and nonappropriated funds. Retention periods prescribed in this chapter are applicable to the described records throughout the DON. Cutoff and disposal of fiscal files. Budgetary records, appropriations, funds, cost accounting, and other fiscal accounting records should be cutoff and disposed of on a fiscal-year (rather than on a calendar-year) basis. Exceptions to disposal standards. Regardless of retention periods specified in this chapter, records directly relating to matters listed immediately below will not be destroyed until final clearance is received or settlement of the case: • An outstanding exception by the General Accounting Office (GAO); • An unsettled claim by or against the United States; • A case under litigation; or • An incomplete investigation. In addition, records relating to fund authorizations under which a statutory violation is outstanding will not be destroyed until notification is received that the case has been closed. However, any temporary extension of an approved retention period may be made only with the prior written approval of the National Archives and Records Administration (NARA), as set forth in 41 CFR 101-11.406-8 and required by 44 U.S.C. 3303a. Any permanent alteration of an approved retention period may be made only with the prior written approval of the NARA, as set forth in 41 CFR 101-11.406.7 and required by 44 U.S.C. 3303a.</p>						
1.1	<p>7000-1 Policy, Strategy, and Planning</p> <p>Disposition Authority Number DAA-NU-2015-0007-0001</p> <p>Information relating to the establishment, development and accomplishment of plans, programs and policies related to U.S. Navy and U.S. Marine Corps financial management. This information originates only in offices responsible for the establishment and/or administration of financial policies and programs for the Department of the Navy, US Navy, and US Marine Corps, such as: Office of the Secretary of the Navy, Assistant Secretary of the Navy for Financial Management and Comptroller (ASN FM&C), Chief of Naval (CNO), and the Commandant of the Marine Corps (CMC).</p> <table><tr><td>Final Disposition</td><td>Permanent</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr></table>	Final Disposition	Permanent	Item Status	Active	Is this item media neutral?	Yes
Final Disposition	Permanent						
Item Status	Active						
Is this item media neutral?	Yes						

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
7000-1	SECNAV M-5210.1

GRS or Superseded Authority Citation
 NC1-NU-84-3 / 7000/1/A
 NC1-NU-84-3 / 7000/1/B
 NC1-NU-84-3 / 7000/1/C
 NC1-NU-84-3 / 7000/1/D
 NC1-NU-84-3 / 7000/1/E
 NC1-NU-84-3 / 7000/1/F
 NC1-NU-84-3 / 7000/1/G
 NC1-NU-84-3 / 7000/1/H
 NC1-NU-84-3 / 7300/2/A
 NC1-NU-84-3 / 7650/1

Disposition Instruction

Cutoff Instruction: Cutoff at end of calendar year.
 Transfer to the National Archives for Accessioning: Transfer to the National Archives 25 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
 This schedule revision supersedes various Navy schedules.
 How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 GB	25 GB
Paper	25 Cubic feet	10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

7000-2 SECNAV, OPNAV, and CMC Program Objectives Memoranda (POM) Review

Disposition Authority Number DAA-NU-2015-0007-0002

Information relating to SECNAV, OPNAV and CMC review of DON Program Objectives Memoranda (POM). Includes, but not limited to, reviews and studies, procurement files; structured charts showing allocation of budget items; budget estimates; POM development; records of the development, preparation, and submission to OSD and OMB; and statements and testimonies prepared for congressional relations.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-2	SECNAV M-5210.1

GRS or Superseded Authority Citation
 NC1-NU-84-3 / 7041/1
 NC1-NU-84-3 / 7042/1
 NC1-NU-84-3 / 7043/1
 NC1-NU-84-3 / 7044/1
 NC1-NU-84-3 / 7102/1/A
 NC1-NU-84-3 / 7110/2/A
 NC1-NU-84-3 / 7110/4/A/2
 NC1-NU-84-3 / 7120/1/A
 NC1-NU-84-3 / 7120/2/A

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
 This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is undetermined.

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.3

7000-3 Appropriation Structure and Language

Disposition Authority Number **DAA-NU-2015-0007-0003**

Information accumulated in connection with the preparation by DON of language specific obligations of funds for inclusion by the Congress in appropriation.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
7000-3	SECNAV M-5210.1

GRS or Superseded Authority Citation **NC1-NU-84-3 / 7101/2/A**

Disposition Instruction

Cutoff Instruction **Cutoff at end of fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown

This schedule revision supersedes various Navy schedules. Initial transfer under new schedule is unknown.

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.4

7000-4 Audit Reports - Auditor General

Disposition Authority Number DAA-NU-2015-0007-0004

Final audit report maintained by the Auditor General of the Navy. Includes periodic, continuous, disbursing, multi-location project management reviews, special appropriation and fund reviews, commercial activities review, morale, welfare and recreation reports, and management consulting reports, and records concerning assistance in audit efforts for other audit agencies.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-4	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 7540/1/B

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.5

7000-5 Charters of Naval Industrial Fund or Commercial-type Activities:

Disposition Authority Number DAA-NU-2015-0007-0005

Master charters maintained at departmental or command levels and related papers.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-5	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 7610/1/A

Disposition Instruction

Transfer to the National Archives
for Accessioning

Transfer to the National Archives when 20 years old
or upon disestablishment, whichever is later.

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives?

Unknown

This schedule revision supersedes various Navy
schedules. Initial transfer is undetermined.

How frequently will your agency
transfer these records to the
National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.6

7000-6 Financial Statement of Navy Industrial Fund or Commercial-type Activities:

Disposition Authority Number DAA-NU-2015-0007-0006

Periodic financial statement of Navy Industrial Fund or commercial-type activities
received by ASN (FM&C)

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

No

Manual Citation	Manual Title
7000-6	SECNAV M-5210.1

GRS or Superseded Authority
Citation

NC1-NU-84-3 / 7630/1/A/1

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
This schedule revision supersedes various Navy schedules. Initial transfer is undetermined.

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

17

7000-7 Individual Earning and Pay Accounts

Disposition Authority Number DAA-NU-2015-0007-0007

Personnel earning and payroll records for Department of the Navy Personnel, including military, civilian, and non-appropriated funds personnel.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-7	SECNAV M-5210.1

1.8

GRS or Superseded Authority Citation
NC1-NU-84-3 / 7430/2/A/1
NC1-NU-84-3 / 7430/2/I/1
NC1-NU-84-3 / 7430/3/C
NC1-NU-84-3 / 7430/4/D
NC1-NU-84-3 / 7430/5/B
NC1-NU-84-3 / 7430/6/C
NC1-NU-84-3 / 7430/10/B/2
NC1-NU-84-3 / 7430/11/C
NC1-NU-84-3 / 7430/12/C

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.
Retention Period Destroy 75 year(s) after cutoff

Additional Information

GAO Approval Not Required

7000-8 Budget Evaluation Reports

Disposition Authority Number DAA-NU-2015-0007-0008

Information relating to the evaluation of budget execution. Includes, but not limited to, evaluation reports, studies, and analyses.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-8	SECNAV M-5210.1

GRS or Superseded Authority Citation
NC1-NU-84-3 / 7042/2
NC1-NU-84-3 / 7045/1

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.
Retention Period Destroy 25 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.9

7000-9 Military Pay Tabulating Cards

Disposition Authority Number DAA-NU-2015-0007-0009

Tabulating cards (including microfilm copies) of uniform allowances certified by Naval Reserve Personnel Center and paid by DFAS Under 37 U.S.C. 415 or 416. These are prepared from uniform allowance claims submitted by naval reservists (see 7000-23) and held at DFAS for reference and control purposes.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-9	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 7430/4/F/2

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 21 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.10

7000-10 Purchase Request Builder (PR Builder) Master File

Disposition Authority Number DAA-NU-2015-0007-0010

PR Builder is a web-based system used by the Marine Corps to automate the front-end (i.e., requirements phase) of the electronic procurement business process. The system is used Marine Corps Wide to electronically create and route procurement, funding, and miscellaneous payment documents. PR Builder eliminates the need to manually prepare, store, and mail procurement related documents. An automated workflow engine is used to route documents electronically to the appropriate organizations and personnel. PR Builder Interfaces with the 000 Standard Procurement System (SPS) and the Marine Corps Standard Accounting, Budget and Reporting System (SABRS). Data elements include but are not limited to Initiator ID, Organization, Agency Accounting Identifier, Approver 10, Unit of Measure, Document Title, Financial Approver 10, Unit Price, Document Type, Document Number, Total Amount, Object Class, Description, Contract Line Item Number, Appropriation, Quantity, Item Number, and Cost Code. For similar records,

SECNAV M-5210 1 provides a destruction schedule of 6 years and 3 months after final payment. Records are being maintained for 12 years and 3 months A longer retention period IS requested given the Importance of the information to Marine Corps effective management and operation of the paperless acquisition business enterprise.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-10	SECNAV M-5210.1

GRS or Superseded Authority Citation DAA-0127-2013-0002-0002

Disposition Instruction

Retention Period Destroy 12 year(s) and 3 month(s) after final payment

Additional Information

GAO Approval Not Required

7000-11 Budget Execution Analysis

Disposition Authority Number DAA-NU-2015-0007-0011

Analysis records of current and projected financial and quantitative data to ascertain financial requirements and progress in terms of obligations and expenditure rate of DON's appropriations and reports on significant trends.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
-----------------	--------------

1.11

1.12	7000-11	SECNAV M-5210.1
	GRS or Superseded Authority Citation	NC1-NU-84-3 / 7040/1/A
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	7000-12 Audit Schedules and Reports	
	Disposition Authority Number	DAA-NU-2015-0007-0012
	Audit schedules and audit reports.	
Final Disposition	Temporary	
Item Status	Active	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
1.13	Manual Citation	Manual Title
	7000-12	SECNAV M-5210.1
	GRS or Superseded Authority Citation	NC1-NU-84-3 / 7511/2/B NC1-NU-84-3 / 7585/1
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	7000-13 Military Payroll - Case Jackets	
	Disposition Authority Number	DAA-NU-2015-0007-0013
Manually maintained pay accounts of active duty Navy members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence.		

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-13	SECNAV M-5210.1

GRS or Superseded Authority Citation
 NC1-NU-84-3 / 7430/3/A/1/A
 NC1-NU-84-3 / 7430/3/A/1/B
 NC1-NU-84-3 / 7430/3/A/2
 NC1-NU-84-3 / 7430/3/H
 NC1-NU-84-3 / 7430/3/I
 NC1-NU-84-3 / 7430/3/J
 NC1-NU-84-3 / 7430/4/F/1

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year in which member was separated.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

7000-14 General Ledgers of Navy Industrial Fund (NIF)

Disposition Authority Number DAA-NU-2015-0007-0014

General ledgers of Naval Industrial Fund Activities. Summary records of activity's financial transactions.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

1.14

1.15

Manual Citation	Manual Title
7000-14	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 7331/2
NC1-NU-84-3 / 7640/1

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

7000-15 Investigations

Disposition Authority Number DAA-NU-2015-0007-0015

Reports relating to investigations into misuse of funds or monies.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-15	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 7000/5

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7000-16 Program Management

Disposition Authority Number DAA-NU-2015-0007-0016

1.16

Information relating to the execution of plans, policies, programs, and procedures relating to the commands assigned mission maintained by activities, departments, divisions, and other organizational units.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-16	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-93-1 / 7549/1/A

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7000-17 Budget Planning Support

Disposition Authority Number DAA-NU-2015-0007-0017

Information supporting the budget planning process, particularly budget guidance. Includes documentation of the use of computer systems and programs in support of the budget process, and records submitted to major claimants providing operating funds.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-17	SECNAV M-5210.1

1.17

1.18	GRS or Superseded Authority Citation	NC1-NU-84-3 / 7040/1/B NC1-NU-84-3 / 7132/1			
	Disposition Instruction				
	Cutoff Instruction	Cutoff at end of fiscal year.			
	Retention Period	Destroy 7 year(s) after cutoff.			
	Additional Information				
	GAO Approval	Not Required			
	7000-18 Fiscal Reports				
	Disposition Authority Number	DAA-NU-2015-0007-0018			
	Periodic reports on the status of appropriation accounts and apportionment.				
	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No			
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>7000-18</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	7000-18
Manual Citation	Manual Title				
7000-18	SECNAV M-5210.1				
1.19	GRS or Superseded Authority Citation	NC1-NU-84-3 / 7630/1/A/2 NC1-NU-84-3 / 7630/1/B NC1-NU-84-3 / 7640/2			
	Disposition Instruction				
	Cutoff Instruction	Cutoff at end of fiscal year.			
	Retention Period	Destroy 7 year(s) after cutoff.			
	Additional Information				
	GAO Approval	Not Required			
	7000-19 Congressional Relations				
	Disposition Authority Number	DAA-NU-2015-0007-0019			
	Correspondence with members of Congress of a routine non-policy nature.				
	Final Disposition	Temporary			
	Item Status	Active			

1.20

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-19	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 7120/2/C

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7000-20 Apportionment:

Disposition Authority Number DAA-NU-2015-0007-0020

Apportionment records are documents (DD 1105) which apportion or reapportion appropriations and accounts to DON. Department Of Treasury Appropriation Warrant (FMS FORM 6200) is the document that establishes availability of funds in The Department Of The Treasury For DON. Allocation documents (various forms) are those documents that pass obligation authority from one Navy command to another.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-20	SECNAV M-5210.1

GRS or Superseded Authority Citation
NC1-NU-84-3 / 7131/1/A
NC1-NU-84-3 / 7131/2
NC1-NU-84-3 / 7131/3
NC1-NU-84-3 / 7133/1

1.21

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7000-21 General Accounts and General Allotment Ledgers

Disposition Authority Number DAA-NU-2015-0007-0021

Ledgers maintained by ASSTSECNAV (FM&C) or by the Navy-wide finance network when central accounting functions for the department are performed. General accounts ledgers show debit and credit entries and summarize DON expenditures of appropriated funds. General allotment ledgers reflect the status of obligations and allotments under each authorized appropriation.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-21	SECNAV M-5210.1

GRS or Superseded Authority Citation N1-NU-89-4 / 5603/8/C
NC1-NU-84-3 / 7303/1
NC1-NU-84-3 / 7320/1/A

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7000-22 Appropriation Accounting

Disposition Authority Number DAA-NU-2015-0007-0022

1 22

Information relating to appropriation accounting. Includes, but not limited to, appropriation control ledgers; appropriation reports; detail registers; and trial balances.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
7000-22	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 7301/1/A
NC1-NU-84-3 / 7301/5
NC1-NU-84-3 / 7301/8
NC1-NU-84-3 / 7301/12/A

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 4 year(s) after cutoff

Additional Information

GAO Approval Not Required

7000-23 Civilian and Military Payroll:

Disposition Authority Number DAA-NU-2015-0007-0023

Information relating to Civilian and Military Payroll. Includes, but not limited to, group pay authorization; Master Military Pay Accounts (MMPA); pay entitlements; initiation of checkages and credits; claims; and Navy military pay financial reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

1.23

Manual Citation	Manual Title
7000-23	SECNAV M-5210.1

GRS or Superseded Authority Citation	N1-NU-94-1 / 7420/8 NC1-NU-84-3 / 7420/1/B/2 NC1-NU-84-3 / 7430/2/B NC1-NU-84-3 / 7430/2/C/1 NC1-NU-84-3 / 7430/2/C/2 NC1-NU-84-3 / 7430/2/D/1 NC1-NU-84-3 / 7430/2/D/2 NC1-NU-84-3 / 7430/2/F NC1-NU-84-3 / 7430/2/I/2 NC1-NU-84-3 / 7430/2/J NC1-NU-84-3 / 7430/2/K/1 NC1-NU-84-3 / 7430/2/M/1 NC1-NU-84-3 / 7430/2/M/2 NC1-NU-84-3 / 7430/2/O NC1-NU-84-3 / 7430/27/1 NC1-NU-84-3 / 7430/27/2 NC1-NU-84-3 / 7430/3/D NC1-NU-84-3 / 7430/3/E N1-NU-89-2 / 7430/3/K NC1-NU-84-3 / 7430/4/A NC1-NU-84-3 / 7430/4/B NC1-NU-84-3 / 7430/4/C/1 NC1-NU-84-3 / 7430/4/C/2 NC1-NU-84-3 / 7430/4/E NC1-NU-84-3 / 7430/5/A/1 NC1-NU-84-3 / 7430/5/C NC1-NU-84-3 / 7430/5/D NC1-NU-84-3 / 7430/5/E NC1-NU-84-3 / 7430/6/A NC1-NU-84-3 / 7430/6/B NC1-NU-84-3 / 7430/7/A NC1-NU-84-3 / 7430/7/B NC1-NU-84-3 / 7430/12/B NC1-NU-84-3 / 7430/13/A NC1-NU-84-3 / 7430/13/B NC1-NU-84-3 / 7430/15
Disposition Instruction	
Cutoff Instruction	Cutoff at end of fiscal year.
Retention Period	Destroy 7 year(s) after cutoff.

1.24

Additional Information

GAO Approval Not Required

7000-24 Internal Audit Reports

Disposition Authority Number DAA-NU-2015-0007-0024

These records include periodic, continuous, disbursing, multi-location project management reviews, special appropriation and fund reviews, commercial activities review, morale, welfare and recreation reports, and management consulting reports, and records concerning assistance in audit efforts for other audit agencies. Includes reports by contract auditors.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-24	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 1501/2/C
NC1-NU-84-3 / 7540/1/A
NC1-NU-84-3 / 7540/1/C
NC1-NU-84-3 / 7561/1
NC1-NU-84-3 / 7580/1/B

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.25

7000-25 Sales Receipts

Disposition Authority Number DAA-NU-2015-0007-0025

Records of collections and refunds maintained by disbursing officers or collections or sales agents or sales offices.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? No

Manual Citation	Manual Title
7000-25	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 7270/1

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7000-26 Finance Management System (FMS) Master File

Disposition Authority Number DAA-NU-2015-0007-0026

Computron IS an enterprise integrated accounting system that manages Information related to General Ledger, Accounts Payable, Fixed Assets, Accounts Receivables, Purchasing, and Inventory. Data elements Include but are not limited to Accounts for Profits & Loss and for Balance Sheet, Command Code, Posting accounts, Transaction Description, Transaction amount, Debit or Credit, Data Class.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? No

Manual Citation	Manual Title
7000-26	SECNAV M-5210.1

GRS or Superseded Authority Citation DAA-127-2013-0015-0001

Disposition Instruction

1.26

1.27

Cutoff Instruction Cutoff at end of fiscal year.
Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7000-27 Retail Workforce Scheduler (RWS) Master File

Disposition Authority Number DAA-NU-2015-0007-0027

The Retail Workforce Scheduler (RWS) system IS to use optimized labor scheduling software to allow management to budget, forecast, and schedule labor on a variety of key factors, including. sales forecasts/trends, corporate initiative, ad hoc assignment, employee Skill, and employee preferences. Data elements include but are not limited to Employees, Users, Sites, Departments, Lines of Business (LOBs), Jobs, Sales, Returns, Items, Transactions, and Payroll wages.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-27	SECNAV M-5210.1

GRS or Superseded Authority Citation DAA-127-2013-0016-0001

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.28

7000-28 General Correspondence (Financial Management)

Disposition Authority Number DAA-NU-2015-0007-0028

Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps financial management.

Final Disposition Temporary

Item Status Active

1.29	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>7000-28</td> <td>SECNAV M-5210.1</td> </tr> </table>		Manual Citation	Manual Title	7000-28	SECNAV M-5210.1
	Manual Citation	Manual Title				
	7000-28	SECNAV M-5210.1				
	GRS or Superseded Authority Citation	NC1-NU-84-3 / 7000/4/F NC1-NU-84-3 / 7010/3 NC1-NU-84-3 / 7041/3 NC1-NU-84-3 / 7043/3 NC1-NU-84-3 / 7044/3 NC1-NU-84-3 / 7045/3 NC1-NU-84-3 / 7430/1 NC1-NU-84-3 / 7500/1 NC1-NU-84-3 / 7600/1 NC1-NU-84-3 / 7670/1				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at end of calendar year.				
	Retention Period	Destroy 3 year(s) after cutoff				
	Additional Information					
	GAO Approval	Not Required				
	7000-29 General Operations (Financial Management)					
	Disposition Authority Number	DAA-NU-2015-0007-0029				
	Information relating to the daily operations of Navy and Marine Corps financial management. Includes, but not limited to, appropriations preparations and reviews; fiscal reports preparation; disbursing operations; leave and earning records; safekeeping deposits; held checks; advisory notes; abstract and allotment listings; activity and command-type appropriation control ledgers; funds authorizations; monthly statements; account ledgers; inspection reports; vouchers; summaries of invoices; cash transaction reports; subsidiary bookkeeping; cost accounting; invoices and requisitions; returns and reports; cash allocation; and contractor's payroll.					
	Final Disposition	Temporary				
Item Status	Active					
Is this item media neutral?	Yes					
Do any of the records covered by this item currently exist in	No					

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
7000-29	SECNAV M-5210.1

GRS or Superseded Authority Citation

NC1-NU-84-3 / 7030/1
 NC1-NU-84-3 / 7040/1/C/2
 NC1-NU-84-3 / 7040/1/D
 NC1-NU-84-3 / 7120/1/B
 NC1-NU-84-3 / 7200/1/A
 NC1-NU-84-3 / 7200/1/B
 NC1-NU-84-3 / 7210/1
 NC1-NU-84-3 / 7220/2/A
 NC1-NU-84-3 / 7220/3
 NC1-NU-84-3 / 7220/5
 NC1-NU-84-3 / 7250/5
 NC1-NU-84-3 / 7280/3/A
 NC1-NU-84-3 / 7280/3/B
 NC1-NU-84-3 / 7280/4/A
 NC1-NU-84-3 / 7280/4/B
 NC1-NU-84-3 / 7300/1
 NC1-NU-84-3 / 7301/1/B
 NC1-NU-84-3 / 7301/6
 NC1-NU-84-3 / 7301/7
 NC1-NU-84-3 / 7301/11/A/2
 NC1-NU-84-3 / 7301/11/B
 NC1-NU-84-3 / 7302/2/A
 NC1-NU-84-3 / 7302/2/B
 NC1-NU-84-3 / 7302/3/A
 NC1-NU-84-3 / 7302/3/B
 NC1-NU-84-3 / 7302/4/B
 NC1-NU-84-3 / 7302/5/A
 NC1-NU-84-3 / 7302/5/D
 NC1-NU-84-3 / 7302/6
 NC1-NU-84-3 / 7302/7
 NC1-NU-84-3 / 7302/8
 NC1-NU-84-3 / 7302/9
 NC1-NU-84-3 / 7303/2
 NC1-NU-84-3 / 7310/2/A
 NC1-NU-84-3 / 7310/2/B
 NC1-NU-84-3 / 7310/3/A
 NC1-NU-84-3 / 7310/3/B
 NC1-NU-84-3 / 7310/4/A/2
 NC1-NU-84-3 / 7310/6
 NC1-NU-84-3 / 7310/7/A/1

1.30	NC1-NU-84-3 / 7310/7/A/2	
	NC1-NU-84-3 / 7310/7/A/3	
	NC1-NU-84-3 / 7310/7/A/4	
	NC1-NU-84-3 / 7310/7/A/5	
	NC1-NU-84-3 / 7320/1/B	
	NC1-NU-84-3 / 7321/3	
	NC1-NU-84-3 / 7321/4	
	NC1-NU-84-3 / 7321/5/A	
	NC1-NU-84-3 / 7321/5/B	
	NC1-NU-84-3 / 7323/2	
	NC1-NU-84-3 / 7323/3	
	NC1-NU-84-3 / 7323/4	
	NC1-NU-84-3 / 7330/2	
	NC1-NU-84-3 / 7331/1	
	NC1-NU-84-3 / 7331/3	
	NC1-NU-84-3 / 7420/4	
	NC1-NU-84-3 / 7421/2	
	NC1-NU-84-3 / 7430/2/N	
	NC1-NU-84-3 / 7430/2/P	
	NC1-NU-84-3 / 7430/3/B	
	NC1-NU-84-3 / 7430/3/F	
	NC1-NU-84-3 / 7430/12/A	
	NC1-NU-84-3 / 7430/14/A	
	NC1-NU-84-3 / 7430/14/C	
	NC1-NU-84-3 / 7430/14/D	
	NC1-NU-84-3 / 7430/16	
	NC1-NU-84-3 / 7430/17/B	
	NC1-NU-84-3 / 7620/1	
	NC1-NU-84-3 / 7630/2	
	NC1-NU-84-3 / 7800/1	
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of fiscal year.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	7000-30 General Operations (Non-appropriated Funds)	
	Disposition Authority Number	DAA-NU-2015-0007-0030
	Information relating to the daily operations of Navy and Marine Corps non-appropriated funds activities. Includes, but not limited to, financial administration; charters, constitutions and by-laws; and budget/funding.	
	Final Disposition	Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-30	SECNAV M-5210.1

GRS or Superseded Authority Citation
N1-NU-86-7 / 7010/1
N1-NU-86-7 / 7010/1/A
NC1-NU-84-3 / 7010/2
NC1-NU-84-3 / 7010/7
NC1-NU-84-3 / 7050/1

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7000-31 Inter-agency Agreements

Disposition Authority Number DAA-NU-2015-0007-0031

Information relating to agreements between elements of DON and other federal departments and agencies, or between DON and other non-federal organizations or agencies, but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations for the purpose of providing or obtaining various types of supporting services. The services include logistic, medical, administrative facilities, and similar support on a one-time or continuing basis, and on a reimbursable or non-reimbursable basis. Included are agreement checklists, amendments, reviews, comments, related correspondence, and similar documents.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

1 31

1 32

Manual Citation	Manual Title
7000-31	SECNAV M-5210.1

GRS or Superseded Authority Citation' NC1-NU-84-3 / 7020/1

Disposition Instruction

Cutoff Instruction Cutoff at supersession, expiration or termination of the agreement.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7000-32 Transient Records

Disposition Authority Number DAA-NU-2015-0007-0032

Information related to financial management that has minimal or no documentary or evidential value.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-32	SECNAV M-5210.1

GRS or Superseded Authority Citation

NC1-NU-84-3 / 7110/3/A
NC1-NU-84-3 / 7110/3/D
NC1-NU-84-3 / 7110/4/A/1
NC1-NU-84-3 / 7110/4/B
NC1-NU-84-3 / 7120/2/B
NC1-NU-84-3 / 7220/2/B
NC1-NU-84-3 / 7300/2/B
NC1-NU-84-3 / 7302/4/A
NC1-NU-84-3 / 7301/10/A/2
NC1-NU-84-3 / 7301/10/B
NC1-NU-84-3 / 7310/4/A/1
NC1-NU-84-3 / 7310/4/B/3
NC1-NU-84-3 / 7310/4/C/1

1.33	NC1-NU-84-3 / 7310/4/C/2	
	NC1-NU-84-3 / 7310/5/A	
	NC1-NU-84-3 / 7310/5/B	
	NC1-NU-84-3 / 7321/2	
	NC1-NU-84-3 / 7322/1	
	NC1-NU-84-3 / 7401/3	
	NC1-NU-84-3 / 7421/3	
	NC1-NU-84-3 / 7430/2/D/3	
	NC1-NU-84-3 / 7430/2/E	
	NC1-NU-84-3 / 7430/2/H/1	
	NC1-NU-84-3 / 7430/2/H/2	
	NC1-NU-84-3 / 7430/2/K/2	
	NC1-NU-84-3 / 7430/3/G	
	NC1-NU-84-3 / 7430/8	
	NC1-NU-84-3 / 7430/11/A	
	NC1-NU-84-3 / 7430/11/B	
	NC1-NU-84-3 / 7430/13/C	
	NC1-NU-84-3 / 7430/17/A	
	NC1-NU-84-3 / 7510/1/B	
	NC1-NU-84-3 / 7560/2	
	NC1-NU-84-3 / 7560/4	
	NC1-NU-84-3 / 7700/1/A	
	NC1-NU-84-3 / 7700/1/C/6	
	NC1-NU-84-3 / 7700/1/C/7	
	NC1-NU-84-3 / 7700/1/C/8	
	Disposition Instruction	
	Retention Period	Destroy when 6 months old.
	Additional Information	
	GAO Approval	Not Required
	7000-33 Reprogramming Policy and Procedures	
	Disposition Authority Number	DAA-NU-2015-0007-0033
	Implementing directives and instructions issued or maintained by subordinate commands.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

1.34	Manual Citation	Manual Title
	7000-33	SECNAV M-5210.1
	GRS or Superseded Authority Citation	NC1-NU-84-3 / 7040/1/C/1
	Disposition Instruction	
	Retention Period	Destroy immediately after superseded or obsolete.
	Additional Information	
	GAO Approval	Not Required
	7000-34 Five Year Defense Program	
	Disposition Authority Number	DAA-NU-2015-0007-0034
	Information accumulated in connection with the development, preparation, review, submission, and modification of the DON's FYDP.	
Final Disposition	Temporary	
Item Status	Active	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
1.35	Manual Citation	Manual Title
	7000-34	SECNAV M-5210.1
	GRS or Superseded Authority Citation	NC1-NU-84-3 / 7110/3/C
	Disposition Instruction	
	Retention Period	Destroy immediately after OSD has certified validity of current year's data.
	Additional Information	
	GAO Approval	Not Required
	7000-35 Facsimile Signature Files	
	Disposition Authority Number	DAA-NU-2015-0007-0035

Requisitions, receipts for signature plates, notices of issuance, specimen signatures, and related correspondence and paper maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 07.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-35	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 7250/4

Disposition Instruction

Retention Period Destroy immediately after disestablishment of activity or transfer of individual concerned.

Additional Information

GAO Approval Not Required

7000-36 Group Pay Authorization

Disposition Authority Number DAA-NU-2015-0007-0036

Information relating to group pay authorizations and adjustments, including group work, additional pay, and overtime authorizations.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7000-36	SECNAV M-5210.1

GRS or Superseded Authority Citation NC1-NU-84-3 / 7421/1/B/1

1.36

	Disposition Instruction	
	Retention Period	Destroy immediately after on-site audit has been completed by GAO or when superseded, whichever is earlier.
	Additional Information	
	GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/21/2015	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
12/16/2015	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/20/2016	Submit For Certification	Brent Dockter	Records Management Analyst	Chief of Naval Operations staff - DNS-5
01/21/2016	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
03/28/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/29/2016	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/17/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program

05/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
------------	---------	----------------	--------------------------------	--

DAA-NU-2015-0007 Crosswalk

SSIC/No.	Series Title	Description of Records	Disposition	DAU	Notes
7000	Financial Management:	<p>The records described in this chapter are accumulated in connection with the Financial Management of the Department of the Navy (DON). They relate to budgeting, disbursing, appropriation, fund, and cost accounting, property accounting, pay administration accounting; auditing (including internal and contract auditing); industrial fund accounting and financing; financial management reporting and statistics; and other comptroller-type operations of appropriated and nonappropriated funds.</p> <p>Retention periods prescribed in this chapter are applicable to the described records throughout the DON. Cutoff and disposal of fiscal files. Budgetary records, appropriations, funds, cost accounting, and other fiscal accounting records should be cutoff and disposed of on a fiscal-year (rather than on a calendar-year) basis. Exceptions to disposal standards. Regardless of retention periods specified in this chapter, records directly relating to matters listed immediately below will not be destroyed until final clearance is received or settlement of the case:</p> <ul style="list-style-type: none"> • An outstanding exception by the General Accounting Office (GAO); • An unsettled claim by or against the United States; • A case under litigation; or • An incomplete investigation. <p>In addition, records relating to fund authorizations under which a statutory violation is outstanding will not be destroyed until notification is received that the case has been closed. However, any temporary extension of an approved retention period may be made only with the prior written approval of the National Archives and Records Administration (NARA), as set forth in 41 CFR 101-11.406-8 and required by 44 U.S.C. 3303a. Any permanent alteration of an approved retention period may be made only with the prior written approval of the NARA, as set forth in 41 CFR 101-11.406.7 and required by 44 U.S.C. 3303a.</p>			
Updated Jan 2023					
7000-1	Policy, Planning, and Strategy:	Information relating to the establishment, development and accomplishment of plans, programs and policies related to U.S. Navy and U.S. Marine Corps financial management. This information originates only in offices responsible for the establishment and/or administration of financial policies and programs for the Department of the Navy, US Navy, and US Marine Corps, such as: Office of the Secretary of the Navy, Assistant Secretary of the Navy for Financial Management and Comptroller (ASN FM&C), Chief of Naval (CNO), and the Commandant of the Marine Corps (CMC).	PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0007-0001	
7000.1a	GENERAL FINANCIAL MANAGEMENT RECORDS	<p>1. Financial Management Primary Program Correspondence Records Relating to the Development, Implementation, Interpretation and Overall Administration of Navy-Wide Policies, Procedures and Programs Pertaining to Financial Management Matters. These records are accumulated only in offices responsible for the establishment and/or administration of navy-wide financial policies and programs, such as: the Office of the Secretary, the Assistant Secretary of the Navy (ASSTSECNAV) (Financial Management and Comptroller (FM&C)), The Chief OF Naval Operations (CNO), and The Commandant of the Marine Corps (CMC). Records relate to such matters as:</p> <p>a. Navy-wide policies and procedures governing the development of actions and positions taken regarding Congressional budget authorization and appropriation actions.</p>	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	

DAA-NU-2015-0007 Crosswalk

7000.1b	GENERAL FINANCIAL MANAGEMENT RECORDS	1. Financial Management Primary Program Correspondence Records Relating to the Development, Implementation, Interpretation and Overall Administration of Navy-Wide Policies, Procedures and Programs Pertaining to Financial Management Matters. These records are accumulated only in offices responsible for the establishment and/or administration of navy-wide financial policies and programs, such as: the Office of the Secretary, the Assistant Secretary of the Navy (ASSTSECNAV) (Financial Management and Comptroller (FM&C)), The Chief OF Naval Operations (CNO), and The Commandant of the Marine Corps (CMC). Records relate to such matters as: b. Navy-wide policies and procedures governing appropriations expenditure and obligations.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	
7000.1c	GENERAL FINANCIAL MANAGEMENT RECORDS	1. Financial Management Primary Program Correspondence Records Relating to the Development, Implementation, Interpretation and Overall Administration of Navy-Wide Policies, Procedures and Programs Pertaining to Financial Management Matters. These records are accumulated only in offices responsible for the establishment and/or administration of navy-wide financial policies and programs, such as: the Office of the Secretary, the Assistant Secretary of the Navy (ASSTSECNAV) (Financial Management and Comptroller (FM&C)), The Chief OF Naval Operations (CNO), and The Commandant of the Marine Corps (CMC). Records relate to such matters as: c. Navy-wide policies and procedures established by the ASSTSECNAV (FM&C) governing the development, establishment and execution of budget plans and programs.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	
7000.1d	GENERAL FINANCIAL MANAGEMENT RECORDS	1. Financial Management Primary Program Correspondence Records Relating to the Development, Implementation, Interpretation and Overall Administration of Navy-Wide Policies, Procedures and Programs Pertaining to Financial Management Matters. These records are accumulated only in offices responsible for the establishment and/or administration of navy-wide financial policies and programs, such as: the Office of the Secretary, the Assistant Secretary of the Navy (ASSTSECNAV) (Financial Management and Comptroller (FM&C)), The Chief OF Naval Operations (CNO), and The Commandant of the Marine Corps (CMC). Records relate to such matters as: d. Navy-wide policies governing the military and civilian payroll accounting systems.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	
7000.1e	GENERAL FINANCIAL MANAGEMENT RECORDS	1. Financial Management Primary Program Correspondence Records Relating to the Development, Implementation, Interpretation and Overall Administration of Navy-Wide Policies, Procedures and Programs Pertaining to Financial Management Matters. These records are accumulated only in offices responsible for the establishment and/or administration of navy-wide financial policies and programs, such as: the Office of the Secretary, the Assistant Secretary of the Navy (ASSTSECNAV) (Financial Management and Comptroller (FM&C)), The Chief OF Naval Operations (CNO), and The Commandant of the Marine Corps (CMC). Records relate to such matters as: e. Navy-wide policies, plans and procedures governing general disbursing programs.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	
7000.1f	GENERAL FINANCIAL MANAGEMENT RECORDS	1. Financial Management Primary Program Correspondence Records Relating to the Development, Implementation, Interpretation and Overall Administration of Navy-Wide Policies, Procedures and Programs Pertaining to Financial Management Matters. These records are accumulated only in offices responsible for the establishment and/or administration of navy-wide financial policies and programs, such as: the Office of the Secretary, the Assistant Secretary of the Navy (ASSTSECNAV) (Financial Management and Comptroller (FM&C)), The Chief OF Naval Operations (CNO), and The Commandant of the Marine Corps (CMC). Records relate to such matters as: f. Navy-wide policies and procedures relating to performance and conduct of audits and internal reviews.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	
7000.1g	GENERAL FINANCIAL MANAGEMENT RECORDS	1. Financial Management Primary Program Correspondence Records Relating to the Development, Implementation, Interpretation and Overall Administration of Navy-Wide Policies, Procedures and Programs Pertaining to Financial Management Matters. These records are accumulated only in offices responsible for the establishment and/or administration of navy-wide financial policies and programs, such as: the Office of the Secretary, the Assistant Secretary of the Navy (ASSTSECNAV) (Financial Management and Comptroller (FM&C)), The Chief OF Naval Operations (CNO), and The Commandant of the Marine Corps (CMC). Records relate to such matters as: g. Navy-wide policies and procedures governing the development and execution of the Navy Industrial Fund (NIF) program.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	
7000.1h	GENERAL FINANCIAL MANAGEMENT RECORDS	1. Financial Management Primary Program Correspondence Records Relating to the Development, Implementation, Interpretation and Overall Administration of Navy-Wide Policies, Procedures and Programs Pertaining to Financial Management Matters. These records are accumulated only in offices responsible for the establishment and/or administration of navy-wide financial policies and programs, such as: the Office of the Secretary, the Assistant Secretary of the Navy (ASSTSECNAV) (Financial Management and Comptroller (FM&C)), The Chief OF Naval Operations (CNO), and The Commandant of the Marine Corps (CMC). Records relate to such matters as: h. Other Navy-wide policies, programs and procedures in the financial management area.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA in 5 year blocks when 20-25 years old.	NC1-NU-84-3	

DAA-NU-2015-0007 Crosswalk

7101.1a	APPROPRIATION STRUCTURE AND LANGUAGE RECORDS	1. Budget Guidance Records. Manuals, handbooks and other issuances providing guidance to DON activities relating to the preparation, submission and review of DON budget estimates. a. Record copies of issuances with updates, revisions and changes maintained by ASSTSECNAV (FM&C) CMC (P&R).	Apply SSIC 7000.1.a.	NC1-NU-84-3 / 7101/1/A	Added to bucket
7300.2a	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	2. Accounting procedures issuances. Instructions, manuals and other issuances providing guidance to naval activities concerning appropriation, fund, cost and property accounting procedures, with related background papers. a. Record Copy of Each Issuance, with all Revisions, Updates and Changes Accumulated by ASSTSECNAV (FM&C).	PERMANENT. Transfer to WNRC in 2-year blocks when 1-2 years old. Offer to NARA in 10-year blocks when 20-30 years old.	NC1-NU-84-3 / 7300/2/A	
7650.1	DEFENSE BUSINESS OPERATIONS FUND (DBOF) (FORMERLY NAVY AND MARINE CORPS INDUSTRIAL FUND) RECORD (NAVCOMPT MANUAL, VOLUME 5)	Handbooks and manuals relating to Industrial Fund Accounting Policies and Procedures. Records consist of NAVCOMPT Manual, Volume 5; NAVSO P-1242, NIF Handbook for Naval Shipyard; NAVSO P-1280, NIF Handbook for Military Sealift Command; NAVSO P-1718, NIF Handbook for public works center; NAVSO P-2251, NIF Handbook for Navy Publications and Printing Service; NAVSO P-3045, NIF Handbook for Research, Development, Test and Evaluation Activities; NAVSO P-3046, NIF Handbook for Production, Engineering, and Logistics Type Activities; MCO P-7600.1A, Marine Corps Industrial Fund Handbook and NAVSO P-1000, NAVCOMPT Manual, Volume 3 Chapter 8, Navy and Marine Corps Industrial Funds. (NOTE: NAVCOMPT Manual, Vol. 5 has superseded all the others) 1. Master File. Master file consisting of one copy with changes and revisions.	PERMANENT. Transfer to WNRC when 4 years old. Offer to NARA when 20-25 years old in 5 year blocks.	NC1-NU-84-3 / 7650/1	

7000-2	SECNAV, OPNAV, and CMC Program Objectives Memoranda (POM) Review - Prior to FY2017:	NOTE: Use 7000-57 for records pertaining to FY2017 and forward. Information relating to SECNAV, OPNAV and CMC review of DON Program Objectives Memoranda (POM). Includes, but not limited to, reviews and studies, procurement files; structured charts showing allocation of budget items; budget estimates; POM development; records of the development, preparation, and submission to OSD and OMB; and statements and testimonies prepared for congressional relations.	PERMANENT: Cutoff at end of fiscal year. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0007-0002	
7041.1a	MILITARY PERSONNEL RECORDS	1. DON Military Personnel Records. Reviews, evaluations, and recommendations on DOD components Program Objectives Memoranda (POM) budget requests, apportionment requests, and budget execution plans for active duty military, reserve component, and retired military personnel. Reviews and studies, which monitor the execution of the budget for military personnel appropriation. a. records related to FY 2016 and earlier.	PERMANENT. Transfer to WNRC when 10 years old. Offer to NARA 10 years after transfer.	NC1-NU-84-3 / 7041/1	
7042.1a	OPERATIONS AND MAINTENANCE RECORDS	1. Review, Evaluation, and Recommendation Documents. Files used for the POM budget requests, apportionment requests, and budget execution plans for the annual cost of operations and industrial funds. These files are accumulated at ASSTSECNAV (FM&C) CMC (P&R). a. records related to FY 2016 and earlier.	PERMANENT. Retire to WNRC when 10 years old. Transfer to NARA 10 years after records have been retired. (NC1-NU-84-3 / 7042/1	
7043.1a	PROCUREMENT RECORDS	1. Procurement files. ASSTSECNAV (FM&C) CMC (P&R) documents which review, evaluate, and make recommendations on POM budget requests apportionment requests, and budget execution plans for all procurement appropriations and stock funds. a. records related to FY 2016 and earlier.	PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3 / 7043/1	
7044.1a	RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS	1. Research and Development (R&D) files. ASSTSECNAV (FM&C) CMC (P&R) documents which review, evaluate, and make recommendations on DOD components POM budget requests, apportionment requests, and budget execution plans for all RDT&E apportionments of the DOD. Studies and reports, which monitor execution of the budget for research and development appropriation. (Include reviews, evaluations, budget requests, studies and reports.) a. records related to FY 2016 and earlier.	PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3 / 7044/1	
7102.1a(1)	EXHIBITS AND FORMAT RECORDS	1. DON Structured Charts Showing Allocation of Budget Items. Charts, graphs, tables and other records which provide an overview of the programs and items included in the President's budget for DON. a. Record copies accumulated by ASSTSECNAV (FM&C) HQ. (1) records related to FY 2016 and earlier.	PERMANENT. Retire to WNRC when no longer needed for reference. Transfer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-3 / 7102/1/A	
7110.2a(1)	BUDGET/ESTIMATES PREPARATION RECORDS	2. Budget Estimate Records. a. Consolidated records of the Office of ASSTSECNAV (FM&C). Copies of budget estimates and justifications prepared or consolidated in ASSTSECNAV (FM&C). Included are appropriation language sheets, narrative statements, and related schedules and data. (1) records related to FY 2016 and earlier.	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3 / 7110/2/A	

DAA-NU-2015-0007 Crosswalk

7110.4a(2)a	BUDGET/ESTIMATES PREPARATION RECORDS	4. Program Objectives Memorandums (POMs) and Related Records. Records relating to the development and submission of POMs. a. Records accumulated by CNO and HQMC offices responsible for final review and submission of POMs. (2) All other textual records, including POMs and related annexes; submissions by CNO program sponsors; documents reflecting decisions made by boards and committees charged with reviewing program sponsor submissions; DON-prepared guidance documents. <i>a. records related to FY 2016 and earlier.</i>	PERMANENT. Retire to WNRC when 3 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-3 / 7110/4/A/2	
7110.4a(3)a	BUDGET/ESTIMATES PREPARATION RECORDS	4. Program Objectives Memorandums (POMs) and Related Records. Records relating to the development and submission of POMs. a. Records accumulated by CNO and HQMC offices responsible for final review and submission of POMs. (3) ADP records. <i>a. records related to FY 2016 and earlier.</i>	DO NOT DESTROY. Disposition is not Authorized.	NC1-NU-84-3 / 7110/4/A/3	
7120.1a(1)	BUDGET REVIEW RECORDS	1. Review Files. Records relating to the development, preparation and submission to OSD and OMB of the DON's budget. Records include submission to ASSTSECNAV (FM&C) from claimants, with related review and decision documents; OSD program budget decisions; hearings; mark-ups; and reclaims. a. ASSTSECNAV (FM&C) HQ. (1) records related to FY 2016 and earlier.	PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3 / 7120/1/A	
7120.2a(1)	BUDGET REVIEW RECORDS	2. Congressional Relations Records. a. Records accumulated by ASSTSECNAV (FM&C) in explaining and defending DON budget estimates before congress and congressional committees. Included are statements and testimonies prepared for DON witnesses; proposed answers to anticipated questions; summaries and analyses of congressional actions; and related records. (1) records related to FY 2016 and earlier.	PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-3 / 7120/2/A	
7000-3	Appropriation Structure and Language:	Information accumulated in connection with the preparation by DON of language specific obligations of funds for inclusion by the Congress in appropriation.	PERMANENT: Cutoff at end of fiscal year. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0007-0003	
7101.2a	APPROPRIATION STRUCTURE AND LANGUAGE RECORDS	2. Appropriation Language Records. Files accumulated in connection with the preparation by DON of language specific obligations of funds for inclusion by the Congress in appropriation. a. Submissions to OSD, with related justifications accumulated by ASSTSECNAV (FM&C).	PERMANENT. Cut-off when no longer needed for reference. Transfer to NARA in 10-year blocks 20-30 years after cut-off.	NC1-NU-84-3 / 7101/2/A	
7000-4	Audit Reports - Auditor General:	Final audit report maintained by the Auditor General of the Navy. Includes periodic, continuous, disbursing, multi-location project management reviews, special appropriation and fund reviews, commercial activities review, morale, welfare and recreation reports, and management consulting reports, and records concerning assistance in audit efforts for other audit agencies.	PERMANENT: Cutoff at end of fiscal year. Transfer to the National Archives 20 years after cutoff.	DAA-NU-2015-0007-0004	
7540.1b	INTERNAL AUDIT REPORTS RECORDS	1. Specific Audit Reports. These records include periodic, continuous, disbursing, multi-location project management reviews, special appropriation and fund reviews, commercial activities review, morale, welfare and recreation reports, and management consulting reports, and records concerning assistance in audit efforts for other audit agencies. b. Final audit 'report files maintained by the Auditor General of the Navy.	PERMANENT. Transfer to WNRC when 3 years old. Offer to NARA in 5 year blocks when 20 years old.	NC1-NU-84-3 / 7540/1/B	
7000-5	Charters of Naval Industrial Fund or Commercial-type Activities:	Master charters maintained at departmental or command levels and related papers.	PERMANENT: Transfer to the National Archives when 20 years old or upon disestablishment, whichever is later.	DAA-NU-2015-0007-0005	
7610.1a	CHARTERS RECORDS	1. Charters of Naval Industrial Fund or Commercial-Type Activities. a. Master charters maintained at departmental or command levels and related papers.	PERMANENT. Transfer to FRC when activity is disestablished or industrial financing is withdrawn. Offer to NARA when 20 years old or upon disestablishment, whichever is later.	NC1-NU-84-3 / 7610/1/A	

DAA-NU-2015-0007 Crosswalk

7000-6	Financial Statement of Navy Industrial Fund or Commercial-type Activities:	Periodic financial statement of Navy Industrial Fund or commercial-type activities received by ASN (FM&C)	PERMANENT: Cutoff at end of fiscal year. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0007-0006	
7630.1a(1)	FINANCIAL CONDITION RECORDS	1. Periodic Financial Statement of Navy Industrial Fund or Commercial-Type Activities. a. Periodic statements received by ASSTSECNAV (FM&C). (1) Annual statements.	PERMANENT. Transfer to WNRC 3 years after close of fiscal year involved. Offer to NARA in 10-year blocks when 20-30 years old.	NC1-NU-84-3 / 7630/1/A/1	

7000-7	Individual Earning and Pay Accounts:	Personnel earning and payroll records for Department of the Navy Personnel, including military, civilian, and non-appropriated funds personnel.	TEMPORARY: Cutoff at end of fiscal year. Destroy 75 years after cutoff.	DAA-NU-2015-0007-0007	
7430.2a(1)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) a. Microform of actions occurring on the MMPA produced monthly and consolidated semiannually. Some actions appear on monthly MMPA histories, which do not appear on the semiannual consolidations, and some actions appear on semiannual consolidations, which do not appear on the monthly MMPA histories. (Microfiche title: MMPA HISTORY.) (1) Original monthly microform.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 75 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/2/A/1	
7430.2l(1)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) l. Microform of history of discontinued allotments. Files produced monthly, quarterly, and consolidated annually by DFAS. (Microfiche title: HISTORY.) (1) Annual original microform.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy 56 years after transfer. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/2/L/1	
7430.3c	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) c. Microfilm of regularly and intermittently closed military pay records. Files include cross reference index for pay records closed in 1976. (Index microfiche title: SERPAY INDEX.)	Transfer original microfilm to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 56 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/3/C	
7430.4d	MILITARY PAYROLL ACCOUNTING RECORDS	4. Pay Related Records for Active and Inactive Naval Reserve Members. Records containing military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. d. Microform of NRDP account pay items for active and discontinued accounts. (Microform titles: NRDP MASTER, NRDP LOSSES.)	Transfer original microfilm to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy original microfilm when 56 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/4/D	
7430.5b	MILITARY PAYROLL ACCOUNTING RECORDS	5. Pay Related Records for Active and Closed Retired/Retainer Accounts. Files containing retired/retainer pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. b. Original microform of active retired/retainer account pay and related items. (Microform title: RET PAY MASTER.)	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 56 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/5/B	

DAA-NU-2015-0007 Crosswalk

7430.6c	MILITARY PAYROLL ACCOUNTING RECORDS	6. Pay Related Records for Active and Closed Retired/Retainer Annuity Accounts. Accounts containing annuity pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. c. Microform list of SBP limited period eligibility notifications. Lists mailed to previously unenrolled retirees (produced September 1972) (Microform title: SBP NOTICE) held at FRC, DAYTON, OH. (Original microform.)	Retain on board. Destroy when 56 years old.	NC1-NU-84-3 / 7430/6/C	
7430.10b(2)	MILITARY PAYROLL ACCOUNTING RECORDS	10. Records of Withholding and Reporting to Social Security Administration (SSA) Federal Insurance Contribution Act (FICA) Taxes for Recipients of Active Duty or Reserve Military Pay. b. Microform listing of periodic automated reports sent to SSA. (Microfiche title: FICA HISTORY.) (2) Applicable to FICA taxes withheld on or after 1 January 1977.	Retain on board. Destroy when 35 years old.	NC1-NU-84-3 / 7430/10/B/2	
7430.11c	MILITARY PAYROLL ACCOUNTING RECORDS	11. Records of Collection and Transmittal of Premiums for National Service Life Insurance (NSLI). c. Microform of machine listings described in SSIC 7430.12a and b.	Retain on board. Destroy when 56 years old.	NC1-NU-84-3 / 7430/11/C	
7430.12c	MILITARY PAYROLL ACCOUNTING RECORDS	12. Records of Collection and Transmittal of Premiums for Serviceman's Group Life Insurance (SGLI). c. Microform of master SGLI account list and microfilm of losses to master SGLI account list for Naval Reservists in a Non-drill Pay Status. (Microfilm titles: NR SGLI MASTER, NR SGLI LOSSES.) (Original microfilm.)	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 56 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/12/C	

7000-8	Budget Evaluation Reports:	Information relating to the evaluation of budget execution. Includes, but not limited to, evaluation reports, studies, and analyses.	TEMPORARY: Cutoff at end of fiscal year. Destroy 25 years after cutoff.	DAA-NU-2015-0007-0008	
7042.2	OPERATIONS AND MAINTENANCE RECORDS	2. Reports of the Execution of the Budget Relating To Operations Funds. Evaluation reports and documents which monitor financial execution.	Transfer to WNRC when 3 years old. Destroy when 25 years old.	NC1-NU-84-3 / 7042/2	
7045.1	MILITARY CONSTRUCTION RECORDS	1. Formulation and preparation records. Records that document the annual and other military construction programs, based on inputs from the major claimants for consideration.	Retain on board. Destroy when 15 years old.	NC1-NU-84-3 / 7045/1	

7000-9	Military Pay Tabulating Cards:	Tabulating cards (including microfilm copies) of uniform allowances certified by Naval Reserve Personnel Center and paid by DFAS Under 37 U.S.C. 415 or 416. These are prepared from uniform allowance claims submitted by naval reservists (see 7000-23) and held at DFAS for reference and control purposes.	TEMPORARY: Cutoff at end of fiscal year. Destroy 21 years after cutoff.	DAA-NU-2015-0007-0009	
7430.4f(2)	MILITARY PAYROLL ACCOUNTING RECORDS	4. Pay Related Records for Active and Inactive Naval Reserve Members. Records containing military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. f. Tabulating cards (including microfilm copies) of uniform allowances certified by Naval Reserve Personnel Center and paid by DFAS Under 37 U.S.C. 415 or 416. These are prepared from uniform allowance claims submitted by naval reservists (see SSIC 7430.5e) and held at DFAS for reference and control purposes. (2) Original microform.	Cut-off and transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy 21 years after cut-off. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/4/F/2	

DAA-NU-2015-0007 Crosswalk

7000-10	Purchase Request Builder Data Archive - FY21 and Prior	The Purchase Request Builder Data Archive maintains legacy FY21 and prior purchase request and documentation records migrated from the Purchase Request (PR) Builder system. The PR system was a web-based system used by the Marine Corps to automate the front-end (i.e., requirements phase) of the electronic procurement business process. The system was used Marine Corps Wide to electronically create and route procurement, funding, and miscellaneous payment documents. Data elements include but are not limited to: Initiator ID, Organization, Agency Accounting Identifier, Approver 10, Unit of Measure, Document Title, Financial Approver 10, Unit Price, Document Type, Document Number, Total Amount, Object Class, Description, Contract Line Item Number, Appropriation, Quantity, Item Number, and Cost Code. NOTE: Records relating to FY22 and forward are maintained in the iProcurement Module of the Defense Agencies Initiative Enterprise Resource Planning (DAI eRP) system, applying 7000-45 GRS 1.1 010 Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting.	TEMPORARY: Cutoff at final payment. Destroy 12 years, 3 months after cutoff.	DAA-NU-2015-0007-0010	Updated Title and Description
7310.9	COST ACCOUNTING RECORDS	9. Purchase Request Builder (PR Builder) Master File. PR Builder is a web-based system used by the Marine Corps to automate the front-end (i.e., requirements phase) of the electronic procurement business process The system is used Marine Corps Wide to electronically create and route procurement, funding, and miscellaneous payment documents PR Builder eliminates the need to manually prepare, store, and mail procurement related documents An automated workflow engine is used to route documents electronically to the appropriate organizations and personnel PR Builder Interfaces with the 000 Standard Procurement System (SPS) and the Marine Corps Standard Accounting, Budget and Reporting System (SABRS). Data elements Include but are not limited to Initiator ID, Organization, Agency Accounting Identifier, Approver 10, Unit of Measure, Document Title, Financial Approver 10, Unit Price, Document Type, Document Number, Total Amount, Object Class, Description. Contract Line Item Number, Appropriation, Quantity, Item Number, and Cost Code For similar records, SECNAV M-5210 1 provides a destruction schedule of 6 years and 3 months after final payment. Records are being maintained for 12 years and 3 months A longer retention period IS requested given the Importance of the information to Marine Corps effective management and operation of the paperless acquisition business enterprise.	Destroy 12 year(s) and 3 month(s) after final payment	DAA-0127-2013-0002-0002	
7000-11	Budget Execution Analysis:	Analysis records of current and projected financial and quantitative data to ascertain financial requirements and progress in terms of obligations and expenditure rate of DON's appropriations and reports on significant trends.	TEMPORARY: Cutoff at end of fiscal year. Destroy 10 years after cutoff.	DAA-NU-2015-0007-0011	
7040.1a	SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES RECORDS	1. Program and Financial Control Files. a. ASSTSECNAV (FM&C) Headquarters (HQ) Analyses. Analysis records of current and projected financial and quantitative data to ascertain financial requirements and progress in terms of obligations and expenditure rate of DON's appropriations and reports on significant trends.	Cut off at end of fiscal year. Transfer to WNRC when 5 years old. Destroy when 10 years old.	NC1-NU-84-3 / 7040/1/A	
7000-12	Audit Schedules and Reports:	Audit schedules and audit reports.	TEMPORARY: Cutoff at end of fiscal year. Destroy 10 years after cutoff.	DAA-NU-2015-0007-0012	
7511.2b	AUDIT SCHEDULES RECORDS	2. Management Information Systems. Machine readable systems used in preparing the Annual Audit Plan, which maintain a ten year history for auditable activities and which generate various reports required for future audit planning. b. History file.	Retain on board. Purge and destroy data when 11 years old.	NC1-NU-84-3 / 7511/2/B	
7585.1	GENERAL ACCOUNTING OFFICE REPORTS RECORDS.	1. GAO Reports. (See also SSIC 7501.)	Retain on board. Destroy 10 years after the close of the fiscal year involved.	NC1-NU-84-3 / 7585/1	

DAA-NU-2015-0007 Crosswalk

7000-13	Military Payroll - Case Jackets:	Manually maintained pay accounts of active duty Navy members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence.	TEMPORARY: Cutoff at end of calendar year in which member was separated. Destroy 10 years after cutoff.	DAA-NU-2015-0007-0013	
7430.2a(2)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) a. Microform of actions occurring on the MMPA produced monthly and consolidated semiannually. Some actions appear on monthly MMPA histories, which do not appear on the semiannual consolidations, and some actions appear on semiannual consolidations, which do not appear on the monthly MMPA histories. (Microfiche title: MMPA HISTORY.) (2) Original semiannual microform.	Apply SSIC 7430.3a(1).	NC1-NU-84-3 / 7430/2/A/2	Added to bucket
7430.3a(1)(a)	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) a. Case jackets containing regularly and intermittently closed military pay records transferred to DFAS in accordance with NAVSO P-3069, and related claims and correspondence. (1) Case jackets pertaining to separated, discharged, or deceased members. (a) Records created prior to 1974.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439. Destroy 10 years after receipt. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/3/A/1/A	
7430.3a(1)(b)	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) a. Case jackets containing regularly and intermittently closed military pay records transferred to DFAS in accordance with NAVSO P-3069, and related claims and correspondence. (1) Case jackets pertaining to separated, discharged, or deceased members. (b) Records created during and after 1974.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after close of calendar year in which member was separated, discharged, or deceased. Destroy 10 years after discharge, or death, whichever is applicable. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/3/A/1/B	
7430.3a(2)	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) a. Case jackets containing regularly and intermittently closed military pay records transferred to DFAS in accordance with NAVSO P-3069, and related claims and correspondence. (2) Case jackets pertaining to members on active duty when converted to JUMPS.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 18 months after conversion of all Navy members to JUMPS. Destroy 10 years after member's conversion to JUMPS. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/3/A/2	
7430.3h	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) h. Microform summary list of all retroactive payments made to active duty members under Executive Order 11778 held at FRC, Dayton, OH (Produced 1975).	Retain on board. Destroy when 10 years and 3 months old.	NC1-NU-84-3 / 7430/3/H	

DAA-NU-2015-0007 Crosswalk

7430.3i	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) i. Microform of Executive Order 11778 retroactive pay entitlement notification post cards. Cards mailed to former active duty members but returned as undeliverable (produced 1975)	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. Destroy 10 years after transfer. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/3/I	
7430.3j	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) j. Microform Summary list of all retroactive Variable Reenlistment Bonus (VRB) payments. Payments made in accordance with Supreme Court Decision 76-413 of 13 June 1977.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439. Destroy 10 years after transfer. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/3/J	
7430.4f(1)	MILITARY PAYROLL ACCOUNTING RECORDS	4. Pay Related Records for Active and Inactive Naval Reserve Members. Records containing military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. f. Tabulating cards (including microfilm copies) of uniform allowances certified by Naval Reserve Personnel Center and paid by DFAS Under 37 U.S.C. 415 or 416. These are prepared from uniform allowance claims submitted by naval reservists (see SSIC 7430.5e) and held at DFAS for reference and control purposes. (1) Tabulation cards.	Retain on board. File in 4-year increments, then microfilm. Destroy when oldest card is 8 years old.	NC1-NU-84-3 / 7430/4/F/1	

7000-14	General Ledgers of Navy Industrial Fund (NIF):	General ledgers of Naval Industrial Fund Activities. Summary records of activity's financial transactions.	TEMPORARY: Cutoff at end of fiscal year. Destroy 10 years after cutoff.	DAA-NU-2015-0007-0014	
7331.2	INDUSTRIAL ACCOUNTING REPORTS AND RETURNS RECORDS	2. Master Navy Industrial Fund (NIF) Ledgers.	Retain on board. Cut off at end of fiscal year. Destroy 10 years after cut off.	NC1-NU-84-3 / 7331/2	
7640.1	INCOME AND EXPENSE RECORDS	1. General Ledgers of Naval Industrial Fund Activities. Summary records of activity's financial transactions (manual or mechanized).	Retain on board. Destroy 10 years after close of fiscal year involved, as provided in SSIC 7331.2.	NC1-NU-84-3 / 7640/1	

7000-15	Investigations:	Reports relating to investigations into misuse of funds or monies.	TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.	DAA-NU-2015-0007-0015	
7000.5	GENERAL FINANCIAL MANAGEMENT RECORDS	5. Investigative reports. Reports relating to investigations into misuse of funds or monies.	Retain on board. Destroy when 10 years old.	NC1-NU-84-3 / 7000/5	
5040.5	NAVAL COMMAND INSPECTION PROGRAM RECORDS	5. Special Financial Survey, Investigation, and Inquiry Records. Special investigation reports, correspondence, and other documents relating to possible violations or irregularities.	Retire to WNRC when 6 years old. Destroy when 20 years old.	N1-NU-89-4 / 5040/5	Moved from 5000-42

7000-16	Program Management:	Information relating to the execution of plans, policies, programs, and procedures relating to the commands assigned mission maintained by activities, departments, divisions, and other organizational units.	TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.	DAA-NU-2015-0007-0016	
7549.1	MANAGEMENT CONSULTING	1. Management consulting. Reports and associated correspondence related to providing management consulting services to all levels of DON.	Destroy when 5 years old.	N1-NU-93-1	

7000-17	Budget Planning Support:	Information supporting the budget planning process, particularly budget guidance. Includes documentation of the use of computer systems and programs in support of the budget process, and records submitted to major claimants providing operating funds.	TEMPORARY: Cutoff at end of fiscal year. Destroy 7 years after cutoff.	DAA-NU-2015-0007-0017	
7040.1b	SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES RECORDS	1. Program and Financial Control Files. b. Data automation planning and operation support records. Records, which help document the use of computer systems and programs in support of the budget process: Computer reports, users' manuals, and correspondence with programming and Automatic Data Processing (ADP) support activities, and similar records.	Transfer to WNRC 1 year after supersession. Destroy 6 years after supersession. (If related tapes are permanent, retain with tape.)	NC1-NU-84-3 / 7040/1/B	

DAA-NU-2015-0007 Crosswalk

7132.1	FINANCIAL PLANS AND OPERATING BUDGETS RECORDS	1. Operating Budget and Financial Funds. Records submitted to major claimants providing operating funds for O&MN, O&MNR, and RPN.	Retain on board. Destroy when 6 years old.	NC1-NU-84-3 / 70132/1	
--------	---	---	--	-----------------------	--

7000-18	Fiscal Reports:	Periodic reports on the status of appropriation accounts and apportionment.	TEMPORARY: Cutoff at end of fiscal year. Destroy 7 years after cutoff.	DAA-NU-2015-0007-0018	
7630.1a(2)	FINANCIAL CONDITION RECORDS	1. Periodic Financial Statement of Navy Industrial Fund or Commercial-Type Activities. a. Periodic statements received by ASSTSECNAV (FM&C). (2) All others.	Destroy when 6 years and 3 months old.	NC1-NU-84-3 / 7630/1/A/2	
7630.1b	FINANCIAL CONDITION RECORDS	1. Periodic Financial Statement of Navy Industrial Fund or Commercial-Type Activities. b. Statement received and/or prepared by departments, bureaus, and offices or other cognizant activities for submission to ASSTSECNAV (FM&C)	Retain on board. Destroy when 4 years old.	NC1-NU-84-3 / 7630/1/B	
7640.2	INCOME AND EXPENSE RECORDS	2. Subsidiary Accounting Ledgers. Accounting ledger records subsidiary to and used as control and posting media to the general ledger. These consist of such documents as cash receipt and disbursement ledgers, issue and turn-in ledgers, voucher registers, journal vouchers, materials on order ledgers, etc.	Retain on board. Destroy 4 years after close of fiscal year involved.	NC1-NU-84-3 / 7640/2	

7000-19	Congressional Relations:	Correspondence with members of Congress of a routine non-policy nature.	TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.	DAA-NU-2015-0007-0019	
7120.2c	BUDGET REVIEW RECORDS	2. Congressional Relations Records. c. General correspondence relating to congressional relations. Correspondence with members of Congress of a routine non-policy nature. (Exclude records covered by SSICs 7120.2a and 7000.1.)	Retain on board. Destroy when 5 years old.	NC1-NU-84-3 / 7120/2/C	

7000-20	Apportionment:	Apportionment records are documents (DD 1105) which apportion or reapportion appropriations and accounts to DON. Department Of Treasury Appropriation Warrant (FMS FORM 6200) is the document that establishes availability of funds in The Department Of The Treasury For DON. Allocation documents (various forms) are those documents that pass obligation authority from one Navy command to another.	TEMPORARY: Cutoff at end of fiscal year. Destroy 7 years after cutoff.	DAA-NU-2015-0007-0020	
7131.1a	APPORTIONMENTS/ALLOCATIONS RECORDS	Apportionment records are documents (DD 1105) which apportion or reapportion appropriations and accounts to DON. Department Of Treasury Appropriation Warrant (FMS FORM 6200) is the document that establishes availability of funds in The Department Of The Treasury For DON. Allocation documents (various forms) are those documents that pass obligation authority from one Navy command to another. 1. Apportionment and Reapportionment Schedules (DD 1105). These schedules are prepared by ASSTSECNAV (FM&C) and submitted to OMB via the Office of the Secretary of Defense (SECDEF) requesting apportionment or reapportionment. Approved apportionment or reapportionment schedules are returned to ASSTSECNAV (FM&C) via the Office of SECDEF. Copies of approved apportionments and reapportionments are forwarded by ASSTSECNAV (FM&C) to responsible/administering offices for information. 2. Records Created at ASSTSECNAV (FM&C) (R&B)	Retain on board. Destroy when 7 years old.	NC1-NU-84-3 / 7131/1/A	
7131.2	APPORTIONMENTS/ALLOCATIONS RECORDS	Apportionment records are documents (DD 1105) which apportion or reapportion appropriations and accounts to DON. Department Of Treasury Appropriation Warrant (FMS FORM 6200) is the document that establishes availability of funds in The Department Of The Treasury For DON. Allocation documents (various forms) are those documents that pass obligation authority from one Navy command to another. 2. Appropriation Warrants. Appropriation warrants are prepared by the Department of the Treasury upon the enactment of a DOD Appropriation Act and forwarded to ASSTSECNAV (FM&C) who is the depository.	Destroy when 7 years old.	NC1-NU-84-3 / 7131/2	
7131.3	APPORTIONMENTS/ALLOCATIONS RECORDS	Apportionment records are documents (DD 1105) which apportion or reapportion appropriations and accounts to DON. Department Of Treasury Appropriation Warrant (FMS FORM 6200) is the document that establishes availability of funds in The Department Of The Treasury For DON. Allocation documents (various forms) are those documents that pass obligation authority from one Navy command to another. 3. DON Program Fund Allocations. These are various documents issued by ASSTSECNAV (FM&C) and other Navy activities, which pass obligation authority from one DON activity to another.	Destroy when 7 years old.	NC1-NU-84-3 / 7131/3	
7133.1	REPROGRAMMING RECORDS	1. Reprogramming Action (DD FORMS 1415-1, 1415-2, AND 1415-3). Records prepared by commands and offices and submitted to ASSTSECNAV (FM&C) requesting reprogramming of appropriated funds in accordance with current NAVCOMPTINST 7133.1. ASSTSECNAV (FM&C) notifies commands and offices when all necessary approvals are received.	Cut-off and transfer to nearest Federal Records Center (FRC) after expiration of appropriation. Destroy 4 years after cut-off.	NC1-NU-84-3 / 7133/1	

DAA-NU-2015-0007 Crosswalk

7000-21	General Accounts and General Allotment Ledgers:	Ledgers maintained by ASSTSECNAV (FM&C) or by the Navy-wide finance network when central accounting functions for the department are performed. General accounts ledgers show debit and credit entries and summarize DON expenditures of appropriated funds. General allotment ledgers reflect the status of obligations and allotments under each authorized appropriation.	TEMPORARY: Cutoff at end of fiscal year. Destroy 5 years after cutoff.	DAA-NU-2015-0007-0021	
5603.8c	PRODUCTION RECORDS	8. Industrial Activities Financial Statements or Reports of DAPS. c. Accounting Registers. Registers used to record and accumulate financial and cost data on a monthly basis for posting to the general and subsidiary ledger: cash receipts and disbursement registers' materials on order registers, accounts receivable and payable registers, labor and material distribution registers, journal vouchers, and other similar registers.	Destroy when 4 years old.	NC1-NU-84-3 / 5603/8/C	
7303.1	ALLOTMENTS AND PROJECT ORDERS RECORDS	The records described in this (7303) paragraph relate to allotment/operating budget authorizations, funded reimbursable orders, and other expenditures/disbursements records used in accumulating expenditures/disbursements and accounting data. They cover records accumulated in connection with allotment/operating budget authorizations and expenditures/disbursements for the maintenance and construction of facilities, ships, and of aeronautical, astronautical, ordnance, and other materials. (see also SSIC 7320.) 1. Allotment/operating budget/project order/work request economy act order files. Authorizations, Project Orders and Work Requests (such as NAVCOMPT 2275) and related work orders or production and service orders or requests, requisitions, or other obligating documents. Include Allotment-Suballotment Authorizations (NAVCOMPT 372) and Resource Authorization/Economy Act Orders (NAVCOMPT 3468-1).	Retain on board. Destroy when 4 years old or 1 year after completion of project, whichever is sooner.	NC1-NU-84-3 / 7303/1	
7320.1a	PROPERTY ACCOUNTING RECORDS	1. Property Accounting Records Include Correspondence, Reports, and Related Records Concerning the Operation and Administration of Property Accounting Functions. a. Authorized selling activities.	Retain on board. Destroy when 5 years old.	NC1-NU-84-3 / 7320/1/A	

7000-22	Appropriation Accounting:	Information relating to appropriation accounting. Includes, but not limited to, appropriation control ledgers; appropriation reports; detail registers; and trial balances.	TEMPORARY: Cutoff at end of fiscal year. Destroy 4 years after cutoff.	DAA-NU-2015-0007-0022	
7301.1a	APPROPRIATION ACCOUNTING RECORDS	1. Activity and command-type appropriation control ledgers. Ledgers maintained by responsible bureaus, commands, and offices for each appropriation under their financial cognizance or by shore activities responsible for suballocations. a. Annual appropriations.	Retain on board. Destroy when 4 years old.	NC1-NU-84-3 / 7301/1/A	
7301.5	APPROPRIATION ACCOUNTING RECORDS	5. Appropriation Reports. Reports on budget status (obligation basis), reports on budget execution, appropriation status by fiscal year program and subaccounts, reports on reimbursement, and similar reports.	Retain on board. Destroy 4 years after close of fiscal year involved.	NC1-NU-84-3 / 7301/5	
7301.8	APPROPRIATION ACCOUNTING RECORDS	8. Detail registers. Registers and listings reporting detailed disbursing transactions and adjustments to administering bureau, command, or activity. Include detail registers received from AAA Financial Information Processing Centers, consolidated detail registers prepared from AAA Financial Information Processing Centers, and summaries and other registers of the bureau, command-type, or activity.	Retain on board. Destroy when 4 years old.	NC1-NU-84-3 / 7301/8	
7301.12a	APPROPRIATION ACCOUNTING RECORDS	12. Trial Balances. Copies of balances prepared monthly by bureaus and command-types after ledgers are closed and final annual trial balance submitted to the Office of ASSTSECNAV (FM&C), Central Accounting and Reporting Branch. These are used to balance bureau and command-type ledgers within each appropriation and to reconcile appropriation cash balances to master control accounts maintained by the Office of ASSTSECNAV (FM&C). (Information is also used as basis for reports required by Department of the Treasury and by administrative directives.) a. ASSTSECNAV (FM&C) Copies	Retain on board. Destroy when 4 years old.	NC1-NU-84-3 / 7301/12/A	

7000-23	Civilian and Military Payroll:	Information relating to Civilian and Military Payroll. Includes, but not limited to, group pay authorization; Master Military Pay Accounts (MMPA); pay entitlements; initiation of checkages and credits; claims; and Navy military pay financial reports.	TEMPORARY: Cutoff at end of fiscal year. Destroy 7 years after cutoff.	DAA-NU-2015-0007-0023	
---------	---------------------------------------	--	---	-----------------------	--

DAA-NU-2015-0007 Crosswalk

1770.1b	CASUALTIES AND SURVIVORS' BENEFITS RECORDS	1. Records on Individual Casualties and Mass Casualty Incidents, as well as Related Casualty Documents Submitted to or Generated by the Department of the Navy. Casualty Records include Reports of Death; Summary of Assistance provided; pay vouchers; Casualty Reports, DD Form 1300; Serviceman's Group Life Insurance/ Government Insurance payment documentation and general correspondence concerning the adjudication of benefits (e.g., Death Gratuity, Arrears in Pay, Dependent Identification Card Entitlements, Survivor Benefit Plan (SBP) elections, Veterans Administration (VA) benefits, and funeral honors elections). b. Survivor Benefit Plan (SBP) Records	Apply SSIC 7430.6a.	N1-NU-09-8 / 1770/1/B	Added to bucket
1770.2b	CASUALTIES AND SURVIVORS' BENEFITS RECORDS	2. Hostile and Non-Hostile Unaccounted for Casualty Records Associated with Individuals or Group Loss Incidents, as well as, Related Casualty Documents Submitted to or Generated by the Department of the Navy. Casualty Records, to include Naval Board of Inquiry Recommendations; Presumptive findings of Death Determination; Summary of Assistance provided; Casualty Reports, DD 1300; pay records, DFAS; U.S. Government Identification Report; Serviceman's Group Life Insurance/ Government Insurance payment documentation and general correspondence concerning the adjudication of benefits for dependent spouse and or minor children (e.g., Death Gratuity, Arrears in Pay, Dependent Identification Card entitlements, Veterans Administration (VA) benefits eligibility and funeral honors election). Closed hard copy case files prior to 31 December 2008 can either be interfiled with hard copy of OMPF or electronic OMPF. If this is not practical due to scope and cost, the records will be managed/transferred separately per SSIC 1070.1 for Naval personnel and SSIC 1070.3 for Marine Corps personnel. Closed hard copy case files after 1 January 2009 shall be scanned and placed into members electronic OMPF. b. Survivor Benefit Plan (SBP) Records – Unaccounted for Casualty Loss Incidents Hostile and Non-Hostile.	Apply SSIC 7430.6a.	N1-NU-09-8 / 1770/2/B	Added to bucket
7420.8	CIVILIAN PAYROLL ACCOUNTING RECORDS	8. Reports of Insurance Deductions and Related Records.	Destroy when 6 years old.	N1-NU-94-1	
7421.1b(2)	PAY AUTHORIZATIONS AND CONTROLS RECORDS	1. Pay Authorization Records. b. Group pay authorization. Records relating to group pay authorizations and adjustments, including group work, additional pay, and overtime authorizations. (2) If no on-site audit is performed.	Retain on board. Destroy when 4 years old or superseded, whichever is earlier.	NC1-NU-84-3 / 7421/1/B/2	
7430.2b	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) b. Original microform of changes to MMPA caused by member charged with unauthorized absence or receiving a court memorandum. (Microfiche title: 6/7 HISTORY.)	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131	NC1-NU-84-3 / 7430/2/B	
7430.2c(1)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) c. Microfilm (including cross reference index) of original OCR documents effecting changes to the MMPA. (Index microfilm titles: JOCR DOC DON IND, JOCR FOC SSN IND, J-PAY.) (1) Original OCR document microform.	After verification of microform, destroy OCR documents and transfer the microfilm to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. Destroy when 6 years old. Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/2/C/1	
7430.2c(2)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) c. Microfilm (including cross reference index) of original OCR documents effecting changes to the MMPA. (Index microfilm titles: JOCR DOC DON IND, JOCR FOC SSN IND, J-PAY.) (2) Original index microform.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131	NC1-NU-84-3 / 7430/2/C/2	
7430.2d(1)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) d. Microform list. Files include cross reference index and incorrect OCR input documents manually corrected at DFAS on a cathode ray tube (CRT) showing incorrect and correct entries. (Microfiche titles: AUDIT TRL LIST, AUD TRL INDX.) (1) Original monthly microform list.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131	NC1-NU-84-3 / 7430/2/D/1	

DAA-NU-2015-0007 Crosswalk

7430.2d(2)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) d. Microform list. Files include cross reference index and incorrect OCR input documents manually corrected at DFAS on a cathode ray tube (CRT) showing incorrect and correct entries. (Microfiche titles: AUDIT TRL LIST, AUD TRL INDX.) (2) Original semiannual microform index.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/2/D/2	
7430.2f	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) f. Microform of field automated data as described in paragraph 7430.3e. (Microfiche title: FAD.)	Transfer original microform to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/2/F	
7430.2i(2)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) i. Microform of documents and correspondence. Files include cross reference index providing data not received on OCR documents (see SSIC 7430.3a) or by automated input (see SSIC 7430.3h) which support changes to the MMPA or which must be maintained for other legal purposes, such as disclosure accounting under the Privacy Act of 1974. (Index microfiche titles: JLPS CURRENT, JLPS HISTORY.) (2) JLPS HISTORY microform.	Transfer to FRC when 1 year old. Destroy when 6 years and 3 months old.	NC1-NU-84-3 / 7430/2/I/2	
7430.2j	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) j. Original microform of allotment account list. (Microfiche title: ACCT LIST.)	Retain on board. Destroy when 6 years old.	NC1-NU-84-3 / 7430/2/J	
7430.2k(1)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) k. Microform of allotment starts and stops produced weekly (Microfiche title: MASTERLIST) and consolidated monthly (Microfiche title: M MASTERLIST) (1) Original monthly microform.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/2/K/1	
7430.2m(1)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) m. Microform of machine and typewritten listings. (1) Machine or typewritten listing of foreign civilian checks issued, spoiled savings bonds, blanket allotment checks issued, and checks cancelled and included as supporting documents for financial returns.	Transfer to FRC when 1 year old. Destroy when 6 years old.	NC1-NU-84-3 / 7430/2/M/1	
7430.2m(2)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) m. Microform of machine and typewritten listings. (2) Machine listing of various type blanket allotment payments produced for each blanket allotment payee and forwarded with check to blanket payee.	Transfer to FRC when 1 year old. Destroy when 6 years old.	NC1-NU-84-3 / 7430/2/M/2	

DAA-NU-2015-0007 Crosswalk

7430.2o	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) o. Microform (including cross reference index) of monthly Leave and Earnings Statements showing current status of member's MMPA. (Microform title: DATA LES and INDEX LES.)	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. Destroy when 6 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/2/O	
7430.27q(1)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) q. Microform pay tables files. Microform of current authorized military pay and allowance schedule for active duty Navy members held at the DFAS Cleveland and Marine Corps active duty members held at the DFAS Kansas City. (Original microform master.) (1) Navy activities.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 3 months old. FRC will destroy 6 years and 3 months after period covered by the account.	NC1-NU-84-3 / 7430/2/Q/1	DAA-NU-2015-0007-0023 had a typo in the superseded authority citations. Lists NC1-NU-84-3 / 7430/27/1 ; should be NC1-NU-84-3 / 7430/2/Q/1
7430.27q(2)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) q. Microform pay tables files. Microform of current authorized military pay and allowance schedule for active duty Navy members held at the DFAS Cleveland and Marine Corps active duty members held at the DFAS Kansas City. (Original microform master.) (2) Marine Corps activities.	Transfer to FRC, 2306 E. Bannister Rd., Kansas City, MO, 64131, when 3 months old. FRC will destroy 6 years and 3 months after period covered by the account.	NC1-NU-84-3 / 7430/2/Q/2	DAA-NU-2015-0007-0023 had a typo in the superseded authority citations. Lists NC1-NU-84-3 / 7430/27/2 ; should be NC1-NU-84-3 / 7430/2/Q/2
7430.3d	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) d. Microform copies of mustering out payment vouchers. Mustering out pay is specifically authorized by Congress immediately following certain major conflicts such as World War II and the Korean Conflict.	Retain on board. Destroy when 6 years old.	NC1-NU-84-3 / 7430/3/D	
7430.3e	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) e. Records of deposits and withdrawals to military savings deposit program accounts. All military savings deposit accounts, except those Missing-in-Action (MIA), were closed out in 1974 by law.	Cut-off and transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 3 years after last Vietnam era MIA account is reconciled. Destroy 6 years after cut-off. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/3/E	
7430.3k	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) k. Allotment and Family Allowance Account Files for Navy Personnel. Consolidated individual case files consisting of applications, authorizations, records of adjustments, overpayments, collections, suspensions, stoppages of payments, documentary evidence, and related papers and correspondence concerned with the individual account.	Retire to FRC 1 year after close of calendar year in which member was discharged, retired, or deceased. Destroy 6 years and three months after close.	N1-NU-89-2	

DAA-NU-2015-0007 Crosswalk

7430.4a	MILITARY PAYROLL ACCOUNTING RECORDS	4. Pay Related Records for Active and Inactive Naval Reserve Members. Records containing military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. a. Hard copy pay records, when produced, and related supporting documentation. Items filed in individual account case jackets of members receiving Naval Reserve Drill Pay (NRDP), Naval Reserve Officers Training Corps (NROTC), Armed Forces Health Profession Scholarships Program (AFHPSP), or Active Duty for Training (ACDUTRA) payments	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after member's separation, graduation, disenrollment, or death. Destroy 6 years and 3 months after member's separation, graduation, disenrollment, or death, whichever is applicable.. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/4/A	
7430.4b	MILITARY PAYROLL ACCOUNTING RECORDS	4. Pay Related Records for Active and Inactive Naval Reserve Members. Records containing military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. b. Reserve Unit Personnel and Performance Reports (RUPPERT) certifying reserve member's attendance at drills. (Last produced February 1978.)	Retain on board. Destroy when 6 years and 3 months old	NC1-NU-84-3 / 7430/4/B	
7430.4c(1)	MILITARY PAYROLL ACCOUNTING RECORDS	4. Pay Related Records for Active and Inactive Naval Reserve Members. Records containing military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. c. Microform (including cross reference index) of input documents certifying reserve member's attendance at drills under the Reserve Field Reporting System (RESFIRST). (First produced March 1978.) (Index microform title: RESFIRST INDEX.) (1) Document microform.	Retain on board. Destroy when 6 years old.	NC1-NU-84-3 / 7430/4/C/1	
7430.4c(2)	MILITARY PAYROLL ACCOUNTING RECORDS	4. Pay Related Records for Active and Inactive Naval Reserve Members. Records containing military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. c. Microform (including cross reference index) of input documents certifying reserve member's attendance at drills under the Reserve Field Reporting System (RESFIRST). (First produced March 1978.) (Index microform title: RESFIRST INDEX.) (2) Cross reference index microform.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/4/C/2	
7430.4e	MILITARY PAYROLL ACCOUNTING RECORDS	4. Pay Related Records for Active and Inactive Naval Reserve Members. Records containing military pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. e. Original documents submitted by member to claim uniform allowances under 37 U.S.C. 415 or 416 and related correspondence. These records are filed alphabetically within year of payment.	Retain on board. Destroy 6 years and 3 months after payment.	NC1-NU-84-3 / 7430/4/E	
7430.5a(1)	MILITARY PAYROLL ACCOUNTING RECORDS	5. Pay Related Records for Active and Closed Retired/Retainer Accounts. Files containing retired/retainer pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. a. Supporting documentation filed in individual case jackets of Navy or National Oceanographic and Atmospheric Administration (NOAA) Members receiving retired or retainer pay or Veterans Administration (VA) Compensation or case jackets of accounts considered closed (deceased or inactive). (1) No annuity elected.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after final settlement. Destroy 6 years and 3 months after final settlement. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/5/A/1	
7430.5a(2)	MILITARY PAYROLL ACCOUNTING RECORDS	5. Pay Related Records for Active and Closed Retired/Retainer Accounts. Files containing retired/retainer pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. a. Supporting documentation filed in individual case jackets of Navy or National Oceanographic and Atmospheric Administration (NOAA) Members receiving retired or retainer pay or Veterans Administration (VA) Compensation or case jackets of accounts considered closed (deceased or inactive). (2) Annuity elected.	Apply SSIC 7430.7.	NC1-NU-84-3 / 7430/5/A/2	Added to bucket
7430.5c	MILITARY PAYROLL ACCOUNTING RECORDS	5. Pay Related Records for Active and Closed Retired/Retainer Accounts. Files containing retired/retainer pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. c. Original microform list of special adjustments made to VA compensation accounts as a result of congressional actions. (Microform title: VA MASTERBLOCK.)	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years and 3 months old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121	NC1-NU-84-3 / 7430/5/C	

DAA-NU-2015-0007 Crosswalk

7430.5d	MILITARY PAYROLL ACCOUNTING RECORDS	5. Pay Related Records for Active and Closed Retired/Retainer Accounts. Files containing retired/retainer pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. d. Original microform of retired/retainer accounts temporarily suspended. (Microform title: SUSPENSE ROLL.)	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years and 3 months old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121.	NC1-NU-84-3 / 7430/5/D	
7430.5e	MILITARY PAYROLL ACCOUNTING RECORDS	5. Pay Related Records for Active and Closed Retired/Retainer Accounts. Files containing retired/retainer pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. Tabulating card index of inactive retired/retainer accounts.	Retain on board. Destroy 6 years and 3 months after final settlement of account.	NC1-NU-84-3 / 7430/5/E	
7430.6a	MILITARY PAYROLL ACCOUNTING RECORDS	6. Pay Related Records for Active and Closed Retired/Retainer Annuity Accounts. Accounts containing annuity pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. a. Supporting documentation filed in individual case jackets of annuitants receiving Survivor Benefit Plan (SBP), Minimum Income Widow (MIW), or Retired Serviceman's Family Protection Plan (RSFPP) annuities or case jackets of accounts considered closed (deceased or inactive).	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after final settlement. Destroy 6 years and 3 months after final settlement. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121.	NC1-NU-84-3 / 7430/6/A	
7430.6b	MILITARY PAYROLL ACCOUNTING RECORDS	6. Pay Related Records for Active and Closed Retired/Retainer Annuity Accounts. Accounts containing annuity pay entitlements, initiation of checkages and credits, and subsequent claims and correspondence. b. Microform of changes to each direct remittance SBP account. Changes caused by periodic percentage cost of living increases in annuities. (Microfiche title: SBP DIR REMIT.) (Original Microform.)	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy original microfilm when 6 years old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121.	NC1-NU-84-3 / 7430/6/B	
7430.7a	MILITARY PAYROLL ACCOUNTING RECORDS	7. Checks and Electronic Funds (EFT's) Issued to Individual and Blanket Allottees, Active Duty Service Members, Reservists, Retired/Retainer Members, and Annuitants a. Microfilm list (includes cross reference index) of mechanically issued checks and EFT's. (Microfiche titles: A CHECKS, AR CHECKS, A CHIL XREF, X CHECK, X CHK XREF, T CHECK, T CHK XREF, R CHECK, RCHK XREF, ANNUITY CHECK, ANNUITY XREF, HS CHK, HS CHK XREF, EFT HIST. (Original microfilm.)	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, when 1 year old. Destroy when 6 years and 3 months old. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64121.	NC1-NU-84-3 / 7430/7/A	
7430.7b	MILITARY PAYROLL ACCOUNTING RECORDS	7. Checks and Electronic Funds (EFT's) Issued to Individual and Blanket Allottees, Active Duty Service Members, Reservists, Retired/Retainer Members, and Annuitants b. Microfilm of manually issued checks. (Original microfilm.)	Retain on board. Destroy when 6 years old.	NC1-NU-84-3 / 7430/7/B	
7430.12b	MILITARY PAYROLL ACCOUNTING RECORDS	12. Records of Collection and Transmittal of Premiums for Serviceman's Group Life Insurance (SGLI). b. SGLI claims and correspondence concerning Naval Reservists in a Drill Pay or Non-Drill Pay Status.	Retain on board. Destroy when 6 years and 3 months old	NC1-NU-84-3 / 7430/12/B	
7430.13a	MILITARY PAYROLL ACCOUNTING RECORDS	13. Records of Collection or Attempted Collection of Indebtedness Due To Overpayment of Military Pay, Allowances, Allotments, Reserve Pay, or Retired/Retainer Pay made by Navy Disbursing Officers. a. Inactive member case jackets of documents initiating indebtedness collection action, correspondence, and payment records. Files on which further collection action has been terminated, but which are not paid in full.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after collection action is terminated. Destroy 6 years and 3 months after collection action is terminated. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/13/A	

DAA-NU-2015-0007 Crosswalk

7430.13b	MILITARY PAYROLL ACCOUNTING RECORDS	13. Records of Collection or Attempted Collection of Indebtedness Due To Overpayment of Military Pay, Allowances, Allotments, Reserve Pay, or Retired/Retainer Pay made by Navy Disbursing Officers. b. Inactive member case jackets of documents initiating indebtedness collection action and member case jackets of documents initiating indebtedness collection action, correspondence, and payment records for which a request for waiver of indebtedness has been filed under provisions of 10 U.S.C. 6161 and 10 U.S.C. 2774.	Transfer to FRC, 3150 Berwynn Dr., Dayton, OH 45439, 1 year after final action (waiver determination for refund). Destroy 6 years and 3 months after final action. (NC1-NU-84-3) Marine Corps activities will transfer their records to the FRC, 1500 E. Bannister Road, Kansas City, MO, 64131.	NC1-NU-84-3 / 7430/13/B	
7430.15	MILITARY PAYROLL ACCOUNTING RECORDS	15. Navy Military Pay Financial Reports. Machine listing reports showing prior and projected military pay expenditures by type and associated correspondence which are provided to higher authority for budget and appropriation management (accrual accounting) purposes.	Retain on board. Destroy copies 4 years after transmittal of originals to higher authority	NC1-NU-84-3 / 7430/15	

7000-24	Internal Audit Reports:	These records include periodic, continuous, disbursing, multi-location project management reviews, special appropriation and fund reviews, commercial activities review, morale, welfare and recreation reports, and management consulting reports, and records concerning assistance in audit efforts for other audit agencies. Includes reports by contract auditors.	TEMPORARY: Cutoff at end of fiscal year. Destroy 7 years after cutoff.	DAA-NU-2015-0007-0024	
7501.2c	REVIEWS AND SURVEYS CONDUCTED BY THE GAO RECORDS	2. Copies of Reports. Reports issued as a result of survey or review, distributed to action office(s), collateral action office(s), and to other DON offices for information. c. ASSTSECNAV (FM&C) (FMO-31) comprehensive case file on each GAO report.	Transfer to WNRC when 3 years old. Destroy when 6 years old.	NC1-NU-84-3 / 7501/2/C	
7540.1a	INTERNAL AUDIT REPORTS RECORDS	1. Specific Audit Reports. These records include periodic, continuous, disbursing, multi-location project management reviews, special appropriation and fund reviews, commercial activities review, morale, welfare and recreation reports, and management consulting reports, and records concerning assistance in audit efforts for other audit agencies. a. Audit report file of activities performing audit or reviews. Copies of reports and revisions (drafts) including copies of final audit reports as submitted to the commanding officer, the immediate superior in command, or other authority for review; related correspondence; bureau, command, or office concurrences, comments, or objections; and reports concerning bureau, command, or activity implementation.	Retain on board. Destroy when 6 years old.	NC1-NU-84-3 / 7540/1/A	
7540.1c	INTERNAL AUDIT REPORTS RECORDS	1. Specific Audit Reports. These records include periodic, continuous, disbursing, multi-location project management reviews, special appropriation and fund reviews, commercial activities review, morale, welfare and recreation reports, and management consulting reports, and records concerning assistance in audit efforts for other audit agencies. c. Audited files maintained by the audited activity.	Retain on board. Destroy when 4 years old or superseded, whichever is earlier.	NC1-NU-84-3 / 7540/1/C	
7561.1	CONTRACTORS' CONTROLS AND PROCEDURES RECORDS	1. Company Correspondence Files Maintained By Contract Auditors. Alphabetical files of copies of correspondence with individual companies.	Retain on board. Destroy when 6 years old or information is no longer required for current audit purposes, whichever is later.	NC1-NU-84-3 / 7561/1	
7580.1b	CONTRACT AUDIT REPORTS RECORDS	1. Contract Audit Reports. Reports not specifically covered elsewhere in SSICs 7560-7599. Audit reports and all documents comprising a part thereof and related correspondence and working papers. Records include such reports as contract audit closing statements, advisory accounting reports, and reports or special audits and cross servicing audit assignments. b. Official report maintained by Systems Commands.	Retain on board. Destroy when 5 years old	NC1-NU-84-3 / 7580/1/B	

7000-25	Sales Receipts:	Records of collections and refunds maintained by disbursing officers or collections or sales agents or sales offices.	TEMPORARY: Cutoff at end of fiscal year. Destroy 4 years after cutoff.	DAA-NU-2015-0007-0025	
7270.1	RECEIPTS RECORDS	1. Cash and cash receipts. Records of collections and refunds maintained by disbursing officers or collections or sales agents or sales offices.	Retain on board. Destroy 4 years after period covered by the account.	NC1-NU-84-3 / 7270/1	

DAA-NU-2015-0007 Crosswalk

7000-26	Finance Management System (FMS) Master File:	Computron is an enterprise integrated accounting system that manages Information related to General Ledger, Accounts Payable, Fixed Assets, Accounts Receivables, Purchasing, and Inventory. Data elements Include but are not limited to Accounts for Profits & Loss and for Balance Sheet, Command Code, Posting accounts, Transaction Description, Transaction amount, Debit or Credit, Data Class.	TEMPORARY: Destroy 10 years after final payment or cancellation.	DAA-GRS-2013-0003-0001	Previously under DAA-NU-2015-0007-0026. Changed to cite GRS 1.1 010 DAU & updated disposition to 10 year retention period in-line with DON implementation of GRS 1.1 010 (see 7000-45).
7010.8	NON-APPROPRIATED FUNDS RECORDS	8. Finance Management System (FMS) Master File. Computron IS an enterprise integrated accounting system that manages Information related to General Ledger, Accounts Payable, Fixed Assets, Accounts Receivables, Purchasing, and Inventory. Data elements Include but are not limited to Accounts for Profits & Loss and for Balance Sheet, Command Code, Posting accounts, Transaction Description, Transaction amount. Debit or Credit. Data Class.	Destroy 6 years and 3 months after period covered by account.	DAA-0127-2013-0015-0001	

7000-27	Retail Workforce Scheduler (RWS) Master File:	The Retail Workforce Scheduler (RWS) system IS to use optimized labor scheduling software to allow management to budget, forecast, and schedule labor on a variety of key factors, including. sales forecasts/trends, corporate initiative, ad hoc assignment, employee Skill, and employee preferences. Data elements Include but are not limited to Employees, Users, Sites, Departments, Lines of Business (LOBs), Jobs, Sales, Returns, Items, Transactions, and Payroll wages.	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	DAA-NU-2015-0007-0027	
7010.9	NON-APPROPRIATED FUNDS RECORDS	9. Retail Workforce Scheduler (RWS) Master File. The Retail Workforce Scheduler (RWS) system IS to use optimized labor scheduling software to allow management to budget, forecast, and schedule labor on a variety of key factors, including. sales forecasts/trends, corporate initiative, ad hoc assignment, employee Skill, and employee preferences. Data elements Include but are not limited to Employees, Users, Sites, Departments, Lines of Business (LOBs), Jobs, Sales, Returns, Items, Transactions, and Payroll wages.	Destroy when 6 years and 3 months old.	DAA-0127-2013-0016-0001	

7000-28	General Correspondence (Financial Management):	Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps financial management.	TEMPORARY: Cutoff at end of end of calendar year. Destroy 3 years after cutoff.	DAA-NU-2015-0007-0028	
7000.4a	GENERAL FINANCIAL MANAGEMENT RECORDS	4. Financial management reference paper files. a. Notes, Drafts, Feeder Reports, News Clippings, Similar Working Papers, and Other Materials. Items accumulated for preparation of a communication, study, investigation, survey, inspection, or other action. This definition does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other records.	Destroy when 3 years old.		
7000.4f	GENERAL FINANCIAL MANAGEMENT RECORDS	4. Financial management reference paper files. f. Copies of documents. Items accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element that are responsible for performing the action, process, or function. (Such files should be established only when necessary, not in each office of the same organizational element.)	Destroy when 1 year old or no longer needed, whichever is sooner.	NC1-NU-84-3 / 7000/4/F	
7010.3	NON-APPROPRIATED FUNDS RECORDS	These records are accumulated by morale, welfare, and recreation facilities and activities financed from Non-Appropriated Funds (NAF), such as, but not limited to, military messes and clubs, exchanges, hostess houses, civilian clubs, cafeterias, snack bars, stores, and military and civilian recreation activities. 3. Administrative records. General correspondence files, including reports, minutes of meetings, and other papers relating to the operation of the activity.	Destroy when 2 years old.	NC1-NU-84-3 / 7010/3	
7041.3	MILITARY PERSONNEL RECORDS	3. General correspondence files. Records of a routine internal nature.	Destroy when 3 years old.	NC1-NU-84-3 / 7041/3	
7043.3	PROCUREMENT RECORDS	3. General Correspondence Files. Records of a routine internal nature.	Destroy when 3 years old.	NC1-NU-84-3 / 7043/3	
7044.3	RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS	3. General correspondence files. Records of a routine internal nature.	Destroy when 3 years old.	NC1-NU-84-3 / 7044/3	
7045.3	MILITARY CONSTRUCTION RECORDS	3. General correspondence files. Records of a routine internal nature.	Destroy when 3 years old.	NC1-NU-84-3 / 7045/3	
7400.1	GENERAL PAY ADMINISTRATION AND PAYROLL AND LABOR ACCOUNTING RECORDS	1. General Correspondence Files. Records relating to the pay administration and payroll preparation and processing. (Exclude primary program correspondence covered by SSIC 7000.1.)	Destroy when 2 years old.	GRS 2.24 ->	

DAA-NU-2015-0007 Crosswalk

7430.1	MILITARY PAYROLL ACCOUNTING RECORDS	1. General Correspondence Files. Records relating to the administration of military pay computation, accounting, and review functions. (Exclude primary program correspondence covered by SSIC 7000.1.)	Destroy when 2 years old.	NC1-NU-84-3 / 7430/1	
7600.1	GENERAL INDUSTRIAL FUND FINANCING RECORDS	These records are accumulated by industrial or commercial-type activities, including the guaranteed loan fund, specifically designated by SECNAV as an industrial funded activity subject to site audit by the GAO. The records are accumulated by these activities in connection with their utilization of funds in payment for costs or services, repair, manufacture, etc., original disbursement records are retained at the site of operations where they are site audited by gao. The original returns are held on board long enough to satisfy Navy and Marine Corps administrative needs and the audit requirements of GAO. special instructions for these Original Disbursing Records of industrial funded activities are contained in SSIC 7251. In addition, charters, commercial budgets, and other financial records peculiar to industrial funded activities are listed in this (7600-7699) series. Apply pertinent subject matter provisions throughout this manual to other records of industrial activities. 1. General Correspondence Files. Records relating to the internal administration, and operation of industrial or commercial fund financing operations. (Exclude primary program correspondence filed under 7000.1.)	Destroy 3 years following close of the fiscal year involved.	NC1-NU-84-3 / 7600/1	
7670.1	WORKING CAPITAL FUND REGULATIONS RECORDS	1. Correspondence Related to Changes, Revisions, and Clarification of NAVCOMPT Manual, Vol. 5	Destroy when 3 years old.	NC1-NU-84-3 / 7670/1	

7000-29	General Operations (Financial Management):	Information relating to the daily operations of Navy and Marine Corps financial management. Includes, but not limited to, appropriations preparations and reviews; fiscal reports preparation; disbursing operations; leave and earning records; safekeeping deposits; held checks; advisory notes; abstract and allotment listings; activity and command-type appropriation control ledgers; funds authorizations; monthly statements; account ledgers; inspection reports; vouchers; summaries of invoices; cash transaction reports; subsidiary bookkeeping; cost accounting; invoices and requisitions; returns and reports; cash allocation; and contractor's payroll.	TEMPORARY: Cutoff at end of end of fiscal year. Destroy 3 years after cutoff.	DAA-NU-2015-0007-0029	
7030.1	WORK FOR OTHER AGENCIES RECORDS	1. General correspondence files. Records relating to work done for other agencies. (Exclude primary program correspondence filed under SSIC 7000.1).	Destroy when 3 years old.	NC1-NU-84-3 / 7030/1	
7040.1c(2)	SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES RECORDS	1. Program and Financial Control Files. c. Preparations and Reviews. Records documenting the estimates of obligations, expenditures, and annual carry-over of availability. (For establishment of reprogramming procedures and processes for reprogramming action to Congress when appropriate, see SSIC 7133.) (2) Reprogramming actions	Retain on board. Destroy 3 years after account expires for obligation purposes.	NC1-NU-84-3 / 7040/1/C/2	
7040.1d	SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES RECORDS	1. Program and Financial Control Files. d. Documents Used to Prepare Fiscal Reports. Financial statements, charts, and graphs to support budget presentations, studies, and economic analyses. (Exclude records covered by 7102.1)	Destroy when 3 years old.	NC1-NU-84-3 / 7040/1/D	
7120.1b	BUDGET REVIEW RECORDS	1. Review Files. Records relating to the development, preparation and submission to OSD and OMB of the DON's budget. Records include submission to ASSTSECNAV (FM&C) from claimants, with related review and decision documents; OSD program budget decisions; hearings; mark-ups; and reclaims. b. All other offices.	Retain on board. Destroy 1 year after close of fiscal year to which records relate.	NC1-NU-84-3 / 7120/1/B	
7200.1a	GENERAL DISBURSING RECORDS	1. General Correspondence Files. Records relating to the execution of disbursing plans, policies, operations, and procedures. (Exclude Primary Program Correspondence filed under 7000.1.) a. Navy Activities.	Destroy when 3 years old.	NC1-NU-84-3 / 7200/1/A	
7200.1b	GENERAL DISBURSING RECORDS	1. General Correspondence Files. Records relating to the execution of disbursing plans, policies, operations, and procedures. (Exclude Primary Program Correspondence filed under 7000.1.) b. Marine Corps Activities.	Destroy when 3 years old.	NC1-NU-84-3 / 7200/1/B	
7210.1	PROCUREMENT, CUSTODY, AND DISPOSITION OF FUNDS RECORDS	1. Records of Safekeeping Deposits. Records maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 27.	Retain on board. Destroy 2 years after all deposits have been withdrawn.	NC1-NU-84-3 / 7210/1	
7220.2a	MILITARY PAY RECORDS	2. Copies of Leave and Earning Records. Records held by disbursing offices and used in making payments. a. Navy Activities.	File in Personal Financial Records (PFR). Destroy when 1 year old.	NC1-NU-84-3 / 7220/2/A	
7220.3	MILITARY PAY RECORDS	3. Index Cards (or Other Forms) Of Pay and Personal Financial Records. Files maintained at disbursing offices and finance centers.	Destroy 1 year after final action entry.	NC1-NU-84-3 / 7220/3	
7220.5	MILITARY PAY RECORDS	5. Marine Corps Reports of Drills and Attendance. Records used for pay disbursing purposes.	Destroy when 3 years old.	NC1-NU-84-3 / 7220/5	

DAA-NU-2015-0007 Crosswalk

7250.5	DISBURSING RECORDS, REPORTS AND RETURNS RECORDS	5. Held Checks. Control records reflecting final disposition (remailing, release, or cancellation) of paychecks held or returned undelivered and maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 08.	Retain on board. Destroy locally 1 year after last recorded entry.	NC1-NU-84-3 / 7250/5	
7280.3a	REGIONAL CONSOLIDATION PROCEDURES RECORDS	3. Advisory Notes. Notes and related papers in connection with administrative audits accumulated by such activities as DFAS and other activities concerned with administrative audits. a. Navy activities.	Destroy when 2 years old.	NC1-NU-84-3 / 7280/3/A	
7280.3b	REGIONAL CONSOLIDATION PROCEDURES RECORDS	3. Advisory Notes. Notes and related papers in connection with administrative audits accumulated by such activities as DFAS and other activities concerned with administrative audits. b. Marine Corps Activities.	Destroy when 3 years old.	NC1-NU-84-3 / 7280/3/B	
7280.4a	REGIONAL CONSOLIDATION PROCEDURES RECORDS	4. Abstract and allotment listings of public vouchers and listings of expenditures. (See SSIC 7302.6 for reporting activity copies.) a. Daily abstracts and listings.	Destroy when 1 year old.	NC1-NU-84-3 / 7280/4/A	
7280.4b	REGIONAL CONSOLIDATION PROCEDURES RECORDS	4. Abstract and allotment listings of public vouchers and listings of expenditures. (See SSIC 7302.6 for reporting activity copies.) b. Monthly abstracts and listings.	Destroy when 3 years old.	NC1-NU-84-3 / 7280/4/B	
7280.4c	REGIONAL CONSOLIDATION PROCEDURES RECORDS	4. Abstract and allotment listings of public vouchers and listings of expenditures. (See SSIC 7302.6 for reporting activity copies.) c. Reporting activity copies.	Apply SSIC 7302.6.	NC1-NU-84-3 / 7280/4/C	Added to bucket
7300.1	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	1. General correspondence files. Records relating to appropriation, fund, cost, and property accounting. (Exclude primary program correspondence covered by SSIC 7000.1.)	Destroy when 3 years old.	NC1-NU-84-3 / 7300/1	
7301.1b	APPROPRIATION ACCOUNTING RECORDS	1. Activity and command-type appropriation control ledgers. Ledgers maintained by responsible bureaus, commands, and offices for each appropriation under their financial cognizance or by shore activities responsible for suballocations. b. Continuing fiscal year and successor appropriations.	Destroy 1 year after the account is closed out for accounting purposes.	NC1-NU-84-3 / 7301/1/B	
7301.6	APPROPRIATION ACCOUNTING RECORDS	6. Funds Authorizations. Detailed expenditure and reimbursement documents and obligation, commitment, expenditure, and reimbursement status reports prepared and/or received by bureaus, commands, and activities performing appropriation accounting functions. Include unfunded accounts receivable reports; funded accounts receivable reports; trial balance reports; reports on reimbursable orders; status of fund authorization reports, formerly allotment reports; reconciliation reports--expenditure/collections; allotment/suballotment authorizations; resource authorizations, project orders, and economy act orders and vouchers.	Retain on board. Destroy 1 year after completion of all budget projects under a particular budget activity.	NC1-NU-84-3 / 7301/6	
7301.7	APPROPRIATION ACCOUNTING RECORDS	7. Monthly Statements (Listings). Records received from Accounting Authorization Activity (AAA) Navy Information Processing Centers include obligation and payment statements, schedules of legal obligations, summary statements of transactions by appropriation and subhead, and similar records.	Destroy 1 year after close of fiscal year in which statements are received.	NC1-NU-84-3 / 7301/7	
7301.11a(2)	APPROPRIATION ACCOUNTING RECORDS	11. Summary cards or tape records. Summary tabulated punched cards or equivalent taped records of obligations and expenditures. These cards or tapes are used to support summary registers received from AAA Financial Information Processing Centers. a. Summary cards. Records received from AAA Financial Information Processing Centers, consolidated summary cards prepared by responsible bureau, command-type, or activity from Navy financial cards, and other summary cards of responsible bureau, command-type, or activity. (2) All other records.	Destroy when 1 year old.	NC1-NU-84-3 / 7301/11/A/2	
7301.11b	APPROPRIATION ACCOUNTING RECORDS	11. Summary cards or tape records. Summary tabulated punched cards or equivalent taped records of obligations and expenditures. These cards or tapes are used to support summary registers received from AAA Financial Information Processing Centers. b. Summary tapes.	Destroy when 1 year old. Destroy magnetic tapes by erasing data.	NC1-NU-84-3 / 7301/11/B	
7301.12b	APPROPRIATION ACCOUNTING RECORDS	12. Trial Balances. Copies of balances prepared monthly by bureaus and command-types after ledgers are closed and final annual trial balance submitted to the Office of ASSTSECNAV (FM&C), Central Accounting and Reporting Branch. These are used to balance bureau and command-type ledgers within each appropriation and to reconcile appropriation cash balances to master control accounts maintained by the Office of ASSTSECNAV (FM&C). (Information is also used as basis for reports required by Department of the Treasury and by administrative directives.) b. All other copies.	Destroy when 2 years old.	NC1-NU-84-3 / 7301/12/B	Added to bucket
7302.1a	FUND ACCOUNTING RECORDS	1. Obligation documents. Requisitions and other documents used for obligating purposes and involved in the issue of stocks and materials and other prospective charges and related listings reflecting obligations and balances of funds. a. Outstanding Copies. Records of requisitions and other commitment, obligation accounts receivable, and accounts payable documents.	Retain until no longer outstanding, then apply SSIC 7302.1b.	NC1-NU-84-3 / 7302/1/A	Added to bucket
7302.1b	FUND ACCOUNTING RECORDS	1. Obligation documents. Requisitions and other documents used for obligating purposes and involved in the issue of stocks and materials and other prospective charges and related listings reflecting obligations and balances of funds. b. All Other Copies. Issue copies of material requisitions, adjustment documents, etc.	Destroy when 2 years old or 1 year after submission of final report of funds concerned, whichever is later.	NC1-NU-84-3 / 7302/1/B	Added to bucket

DAA-NU-2015-0007 Crosswalk

7302.2a	FUND ACCOUNTING RECORDS	2. Account Ledgers, Journals, and Records. Ledger, journal, and record summaries of fiscal data used as posting and control media for accounting (fiscal) data. a. Subsidiary ledgers, journals, and records. Obligation, receipt, and expenditure ledgers; control ledgers; journal vouchers; reimbursable work order records; other records; and other subsidiary ledgers.	Destroy when 2 years old or 1 year after final report, whichever is later.	NC1-NU-84-3 / 7302/2/A	
7302.2b	FUND ACCOUNTING RECORDS	2. Account Ledgers, Journals, and Records. Ledger, journal, and record summaries of fiscal data used as posting and control media for accounting (fiscal) data. b. Trial balance ledgers. Records from which trial balances are prepared for submission to Navy finance network and bureaus, commands, and offices for posting to general ledgers.	Destroy when 2 years old or 1 year after final report, whichever is later.	NC1-NU-84-3 / 7302/2/B	
7302.3a	FUND ACCOUNTING RECORDS	3. Inspection Reports. Accounting copies on material received. a. Reports used for matching with vouchers. Matched inspection reports filed with disbursing officer vouchers.	Destroy 2 years after payment is made.	NC1-NU-84-3 / 7302/3/A	
7302.3b	FUND ACCOUNTING RECORDS	3. Inspection Reports. Accounting copies on material received. b. Other accounting copies of inspection reports.	Destroy when 1 year old.	NC1-NU-84-3 / 7302/3/B	
7302.4b	FUND ACCOUNTING RECORDS	4. Machine Matchings of Vouchers with Inspection Reports. Inspection report cards or other similar records matched with vouchers. b. All other vouchers.	Destroy 1 year after matching.	NC1-NU-84-3 / 7302/4/B	
7302.5a	FUND ACCOUNTING RECORDS	5. Voucher Files and Related Tabulated Listings. a. Navy financial network copies.	Destroy when 2 years old.	NC1-NU-84-3 / 7302/5/A	
7302.5b	FUND ACCOUNTING RECORDS	5. Voucher Files and Related Tabulated Listings. b. Vouchers used in store returns.	Apply SSIC 7323.2.	NC1-NU-84-3 / 7302/5/B	Added to bucket
7302.5c	FUND ACCOUNTING RECORDS	5. Voucher Files and Related Tabulated Listings. c. Vouchers covering plant account items.	Apply SSIC 7321.5a or b	NC1-NU-84-3 / 7302/5/C	Added to bucket
7302.5d	FUND ACCOUNTING RECORDS	5. Voucher Files and Related Tabulated Listings. d. All other vouchers.	Destroy when 2 years old.	NC1-NU-84-3 / 7302/5/D	
7302.6	FUND ACCOUNTING RECORDS	6. Abstracts of Vouchers. Abstracts received from Navy finance network.	Destroy 1 year after date of payment.	NC1-NU-84-3 / 7302/6	
7302.7	FUND ACCOUNTING RECORDS	7. Summaries of Invoices.	Destroy 1 year after all invoices are matched against summary listings.	NC1-NU-84-3 / 7302/7	
7302.8	FUND ACCOUNTING RECORDS	8. Unliquidated obligation/undelivered order/fund control files. Work papers, such as adding machine tapes, applicable notations, and other similar papers indicating that the activity has reviewed its unliquidated obligations/undelivered orders files and other fund control files.	Destroy when reviewed by internal audit or 1 year after final report, whichever is sooner.	NC1-NU-84-3 / 7302/8	
7302.9	FUND ACCOUNTING RECORDS	9. Cash transaction reporting records. Records maintained to report cash transactions, such as imprest funds, to disbursing and fiscal officers.	Destroy when 2 years old.	NC1-NU-84-3 / 7302/9	
7303.2	ALLOTMENTS AND PROJECT ORDERS RECORDS	The records described in this (7303) paragraph relate to allotment/operating budget authorizations, funded reimbursable orders, and other expenditures/disbursements records used in accumulating expenditures/disbursements and accounting data. They cover records accumulated in connection with allotment/operating budget authorizations and expenditures/disbursements for the maintenance and construction of facilities, ships, and of aeronautical, astronautical, ordnance, and other materials. (see also SSIC 7320.) 2. Allotment/operating budget and fund authorization status reports. Appropriation allotment/operating budget and fund authorization status reports, Project Order/Work Request Economy Act Orders status report (such as NAVCOMPT 2193), and other expenditures/disbursements and accounting reports reflecting the status of allotments/operating budgets (other than bureau and command-type accounting appropriation reports covered in SSIC 7301 and consolidated reports accumulated by the Office of ASSTSECNAV (FM&C) and covered in SSIC 7300).	Destroy 1 year after submission of final report.	NC1-NU-84-3 / 7303/2	
7310.2a	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C).) 2. Subsidiary Bookkeeping Records. Journals of legal obligations/undelivered orders and payment ledgers and summary statement of transactions by appropriation and subhead. a. Consolidating activities records. Records include but are not limited to Navy financial network or their	Destroy when 3 years old.	NC1-NU-84-3 / 7310/2/A	

DAA-NU-2015-0007 Crosswalk

7310.2b	COST ACCOUNTING RECORDS	<p>The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.))</p> <p>2. Subsidiary Bookkeeping Records. Journals of legal obligations/undelivered orders and payment ledgers and summary statement of transactions by appropriation and subhead.</p> <p>b. Other activities and office records.</p>	Destroy when 1 year old.	NC1-NU-84-3 / 7310/2/B	
7310.3a	COST ACCOUNTING RECORDS	<p>The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.))</p> <p>3. Cost Accounting Ledger and Related Forms.</p> <p>a. Stock class ledgers.</p>	Destroy when 2 years old.	NC1-NU-84-3 / 7310/3/A	
7310.3b	COST ACCOUNTING RECORDS	<p>The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.))</p> <p>3. Cost Accounting Ledger and Related Forms.</p> <p>b. All other ledgers and related forms.</p>	Destroy when 1 year old.	NC1-NU-84-3 / 7310/3/B	
7310.4a(2)	COST ACCOUNTING RECORDS	<p>The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.))</p> <p>4. Job, Labor, Material, and Cost Distribution Records. Job cards and labor material and cost distribution records (cards, electric accounting machine (EAM) punched cards, tapes, and other records) used for cost accounting and statistical purposes.</p> <p>a. Detail labor material and cost cards.</p> <p>b. Detail labor material and cost cards.</p>	Destroy when 1 year old.	NC1-NU-84-3 / 7310/4/A/2	
7310.4c(1)	COST ACCOUNTING RECORDS	<p>The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.))</p> <p>4. Job, Labor, Material, and Cost Distribution Records. Job cards and labor material and cost distribution records (cards, electric accounting machine (EAM) punched cards, tapes, and other records) used for cost accounting and statistical purposes.</p> <p>c. Summary records. Labor cost, cards, tapes, or other records.</p> <p>(b) Detail labor material and cost cards.</p>	Destroy 3 months after end of fiscal year in which the order is completed.	NC1-NU-84-3 / 7310/4/C/1	Moved from 7000-32 DAA-NU-2015-0007-0032

DAA-NU-2015-0007 Crosswalk

7310.4c(2)	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 4. Job, Labor, Material, and Cost Distribution Records. Job cards and labor material and cost distribution records (cards, electric accounting machine (EAM) punched cards, tapes, and other records) used for cost accounting and statistical purposes. c. Summary records. Labor cost, cards, tapes, or other records.	Destroy 3 months after completion of project.	NC1-NU-84-3 / 7310/4/C/2	Moved from 7000-32 DAA-NU-2015-0007-0032
7310.6	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 6. Tabulated Data For Special Fiscal Purposes. Records such as unmatched summary invoice files and unmatched invoices from other supply officers.	Destroy 1 year after matching or other adjustments are made.	NC1-NU-84-3 / 7310/6	
7310.7a(1)	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 7. Receipt and Expenditure/Disbursement. Receipt, expenditure, and disbursement records with related requisitions and tabulated (punched) or other card or taped records. Used for cost accounting purposes and involved in the transfer of material between supply officers and in end-use expenditures. a. Invoices and requisitions. (1) When used as expenditure records to end-use expenditure accounts.	Destroy when 2 years old.	NC1-NU-84-3 / 7310/7/A/1	
7310.7a(2)	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 7. Receipt and Expenditure/Disbursement. Receipt, expenditure, and disbursement records with related requisitions and tabulated (punched) or other card or taped records. Used for cost accounting purposes and involved in the transfer of material between supply officers and in end-use expenditures. a. Invoices and requisitions. (2) When used as receipt invoices.	Destroy 2 years after invoices have been matched with summaries of adjustment invoices.	NC1-NU-84-3 / 7310/7/A/2	
7310.7a(3)	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 7. Receipt and Expenditure/Disbursement. Receipt, expenditure, and disbursement records with related requisitions and tabulated (punched) or other card or taped records. Used for cost accounting purposes and involved in the transfer of material between supply officers and in end-use expenditures. a. Invoices and requisitions. (3) When used and reported as expenditures to other supply offices (end-use invoice (one copy only)).	Destroy when 2 years old.	NC1-NU-84-3 / 7310/7/A/3	

DAA-NU-2015-0007 Crosswalk

7310.7a(4)	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 7. Receipt and Expenditure/Disbursement. Receipt, expenditure, and disbursement records with related requisitions and tabulated (punched) or other card or taped records. Used for cost accounting purposes and involved in the transfer of material between supply officers and in end-use expenditures. a. Invoices and requisitions. (4) Receiving activities' summaries of invoices.	Destroy 2 years after summaries have been matched with receipt or adjustment invoices.	NC1-NU-84-3 / 7310/7/A/4	
7310.7a(5)	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 7. Receipt and Expenditure/Disbursement. Receipt, expenditure, and disbursement records with related requisitions and tabulated (punched) or other card or taped records. Used for cost accounting purposes and involved in the transfer of material between supply officers and in end-use expenditures. a. Invoices and requisitions. (5) Accounts receivable paid bills file when accounts receivable ledgers are maintained in the fiscal office.	Destroy 2 years after date of collection.	NC1-NU-84-3 / 7310/7/A/5	
7320.1b	PROPERTY ACCOUNTING RECORDS	1. Property Accounting Records Include Correspondence, Reports, and Related Records Concerning the Operation and Administration of Property Accounting Functions. b. All other activities.	Destroy when 2 years old.	NC1-NU-84-3 / 7320/1/B	
7321.3	PLANT PROPERTY ACCOUNTING RECORDS	3. Incidental Records. Files used for plant property accounting purposes.	Destroy 1 year after equipment item is removed from the plant property account of the activity.	NC1-NU-84-3 / 7321/3	
7321.4	PLANT PROPERTY ACCOUNTING RECORDS	4. Plant Account Reports. Records such as Reconciliation of Plant Account, NAVCOMPT 167, and related papers.	Destroy when 2 years old.	NC1-NU-84-3 / 7321/4	
7321.5a	PLANT PROPERTY ACCOUNTING RECORDS	5. Vouchers. Records covering plant account items and related papers. a. Navy activities.	Destroy 1 year after applied to plant property record cards	NC1-NU-84-3 / 7321/5/A	
7321.5b	PLANT PROPERTY ACCOUNTING RECORDS	5. Vouchers. Records covering plant account items and related papers. b. Marine Corps activities.	Destroy 3 years after close of fiscal year.	NC1-NU-84-3 / 7321/5/B	
7323.2	STORES ACCOUNTS RECORDS	These records are maintained to provide personal accountability for the receipt and custody of equipment and materials and to provide data on the monetary values of materials. They are used to post reports and returns consolidated by fleet accounting and disbursing centers. 2. Abstracted Vouchers, Summary Invoices, and Receipt Documents used in Store Returns.	Place in completed file after matching. Destroy completed file when 2 years old.	NC1-NU-84-3 / 7323/2	
7323.3	STORES ACCOUNTS RECORDS	These records are maintained to provide personal accountability for the receipt and custody of equipment and materials and to provide data on the monetary values of materials. They are used to post reports and returns consolidated by fleet accounting and disbursing centers. 3. Receipt and Expenditure Invoices and Requisitions. Listings (including tape printouts thereof) used to Support Stores Returns and Involved in the Transfer of Material between Supply Officers and In End-Use Expenditures. (See also SSIC 7310 7.)	Destroy when 2 years old.	NC1-NU-84-3 / 7323/3	
7323.4	STORES ACCOUNTS RECORDS	These records are maintained to provide personal accountability for the receipt and custody of equipment and materials and to provide data on the monetary values of materials. They are used to post reports and returns consolidated by fleet accounting and disbursing centers. 4. Records, including Billing Cards, Listings, and Tapes.	Destroy when 2 years old.	NC1-NU-84-3 / 7323/4	
7330.2	ACCOUNTING REPORTS AND RETURNS RECORDS	2. Reports of disbursement and collections. Messages, listings, and related correspondence submitted to the applicable Fleet Accounting and Finance Center (FAFC) for Navy and Marine Corps Finance Center for the Marine Corps by all afloat and foreign disbursing officers in accordance with Vol. 4, Ch. 7. Reports required by ASSTSECNAV (FM&C) are prepared from these submissions.	Destroy when 2 years old.	NC1-NU-84-3 / 7330/2	
7331.1	INDUSTRIAL ACCOUNTING REPORTS AND RETURNS RECORDS	1. Returns and Reports. Records provided to the Fleet Accounting and Disbursing Center, HQMC, other departmental bureaus and offices, or to other cognizant higher authority, including financial statements, reconciliations, summaries, and recapitulations of receipts and expenditures, and gains and losses (receipts and issues). (Exclude records covered under SSIC 7630.1.)	Destroy when 2 years old.	NC1-NU-84-3 / 7331/1	

DAA-NU-2015-0007 Crosswalk

7331.3	INDUSTRIAL ACCOUNTING REPORTS AND RETURNS RECORDS	3. Commercial Cash Operating Budgets. Quarterly or other periodic estimated cash budgets and related papers.	Destroy when 1 year old.	NC1-NU-84-3 / 7331/3	
7420.4	CIVILIAN PAYROLL ACCOUNTING RECORDS	4. Forms used In Accumulating Civilian Personnel Cost and Payroll Data. Distribution tally sheets, muster check or other process cards, payroll messages, and other related or similar papers or cards.	Destroy when 1 year old.	NC1-NU-84-3 / 7420/4	
7421.2	PAY AUTHORIZATIONS AND CONTROLS RECORDS	2. Civilian Employee Time Cards. Time cards, sign-in/sign-out sheets, Leave Authorizations (SF-71), and related records accumulated for accounting purposes.	Retain on board. Destroy when 3 years old.	NC1-NU-84-3 / 7421/2	
7430.2g(2)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) g. Non-OCR documents effecting changes to the MMPA sent to DFAS by disbursing officers or originated within DFAS. (2) Microform.	Apply SSIC 7430.3f.	NC1-NU-84-3 / 7430/2/G/2	Added to bucket
7430.2n	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) n. Machine listings of various individual and blanket allotment payments. Files including copies of listing described in SSIC 7430.3m used for internal reference and control purposes.	Destroy when 1 year old or purpose is served, whichever is earlier.	NC1-NU-84-3 / 7430/2/N	
7430.2p	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) p. Microform of Commanding Officer's leave listings showing authorized leave taken by each member in commanding officer's unit. (Microform title: CO LEAVE LIST.)	Destroy when 1 year old.	NC1-NU-84-3 / 7430/2/P	
7430.3b	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) b. Records of receipt and internal distribution of military pay records.	Destroy when 2 years old.	NC1-NU-84-3 / 7430/3/B	
7430.3f	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) f. Tabulating cards, machine listings of accounts, and correspondence related to periodic reconciliation of allotment payments and pay record checkages.	Retain until all operations for the succeeding reconciliation period are completed. Destroy records from previous reconciliation period. Destroy records of final reconciliation when 1 year old.	NC1-NU-84-3 / 7430/3/F	
7430.12a	MILITARY PAYROLL ACCOUNTING RECORDS	12. Records of Collection and Transmittal of Premiums for Serviceman's Group Life Insurance (SGLI). a. Copy of payment voucher accompanying check to VA and related correspondence. This is a consolidated payment, which does not list each member's contribution.	Destroy 2 years after check is sent to VA.	NC1-NU-84-3 / 7430/12/A	
7430.14a	MILITARY PAYROLL ACCOUNTING RECORDS	14. Records of Payment of Federal Housing Administration (FHA) Mortgage Insurance Premiums for Active Duty Navy Members under PL 83-560. a. Member's case jackets containing copies of certifications of eligibility, certificates of termination, and certifications of continued ownership, and related papers and correspondence.	Retain on board. Destroy 3 years after termination of entitlement to payments.	NC1-NU-84-3 / 7430/14/A	
7430.14c	MILITARY PAYROLL ACCOUNTING RECORDS	14. Records of Payment of Federal Housing Administration (FHA) Mortgage Insurance Premiums for Active Duty Navy Members under PL 83-560. c. ADP machine listings of certifications of continued ownership used for control purposes.	Destroy when 2 years old.	NC1-NU-84-3 / 7430/14/C	
7430.14d	MILITARY PAYROLL ACCOUNTING RECORDS	14. Records of Payment of Federal Housing Administration (FHA) Mortgage Insurance Premiums for Active Duty Navy Members under PL 83-560. d. ADP machine listing of FHA payment starts and stops by month.	Destroy when 3 years old.	NC1-NU-84-3 / 7430/14/D	
7430.14e	MILITARY PAYROLL ACCOUNTING RECORDS	14. Records of Payment of Federal Housing Administration (FHA) Mortgage Insurance Premiums for Active Duty Navy Members under PL 83-560. e. Copies of FHA payment and refund vouchers.	Destroy when 3 years old.	NC1-NU-84-3 / 7430/14/E	Added to bucket
7430.16	MILITARY PAYROLL ACCOUNTING RECORDS	16. Analysis and Reporting of Disbursing and Administrative Office Errors in Submitting Input to the Automated JUMPS Pay System (Field Error Analysis Reporting System). Files consisting of machine listing of statistics by disbursing station symbol number and unit identification code reflecting data submission errors with related correspondence.	Destroy when 1 year old.	NC1-NU-84-3 / 7430/16	

DAA-NU-2015-0007 Crosswalk

7430.17b	MILITARY PAYROLL ACCOUNTING RECORDS	17. Master File of Unit Identification Codes (UIC) and Disbursing Station Symbol Numbers (DSSN) with Mailing Addresses. b. Post cards and correspondence effecting changes to the activity master file. Files, which are submitted to DFAS by disbursing officers in accordance with PAYPERSMAN (NAVSO P-3050, Part 9).	Destroy when 1 year old.	NC1-NU-84-3 / 7430/17/B	
7610.1b	CHARTERS RECORDS	1. Charters of Naval Industrial Fund or Commercial-Type Activities. b. Industrial activities official file copies.	Retain on board. Destroy when activity is disestablished	NC1-NU-84-3 / 7610/1/B	Added to bucket
7620.1	CASH ALLOCATIONS RECORDS	1. Cash Allocation Records. Letters of allocation and related files.	Destroy 3 years following close of the fiscal year involved	NC1-NU-84-3 / 7620/1	
7630.1c	FINANCIAL CONDITION RECORDS	1. Periodic Financial Statement of Navy Industrial Fund or Commercial-Type Activities. c. Copies maintained by other submitting activities.	Destroy when 2 years old.	NC1-NU-84-3 / 7630/1/C	Added to bucket
7630.2	FINANCIAL CONDITION RECORDS	2. Commercial Cash Budgets, Operating and Estimated, Together With Back-Up Reports and Data.	Destroy 1 year after close of fiscal year covered.	NC1-NU-84-3 / 7630/2	

7000-30	General Operations (Non-appropriated Funds):	Information relating to the daily operations of Navy and Marine Corps non-appropriated funds activities. Includes, but not limited to, financial administration; charters, constitutions and by-laws; and budget/funding.	TEMPORARY: Cutoff at end of end of fiscal year. Destroy 3 years after cutoff.	DAA-NU-2015-0007-0030	
7010.1	NON-APPROPRIATED FUNDS RECORDS	These records are accumulated by morale, welfare, and recreation facilities and activities financed from Non-Appropriated Funds (NAF), such as, but not limited to, military messes and clubs, exchanges, hostess houses, civilian clubs, cafeterias, snack bars, stores, and military and civilian recreation activities. 1. Financial administration records of NAF activities. All records relating to financial administration, including financial statements and reports, checkbooks, journals, vouchers, balance sheets, and other books and records of accounts but excluding meal sales tickets.	Destroy when 3 years old except Marine Corps activities retain for 4 years or upon disestablishment, forward reserve recreation fund records to Director of appropriate Marine Corps District, and other recreation fund records to the regional non-appropriated fund auditor; forward other records not yet audited to CMAC (NAF).	N1-NU-86-7 / 7010/1	
7010.1a	NON-APPROPRIATED FUNDS RECORDS	These records are accumulated by morale, welfare, and recreation facilities and activities financed from Non-Appropriated Funds (NAF), such as, but not limited to, military messes and clubs, exchanges, hostess houses, civilian clubs, cafeterias, snack bars, stores, and military and civilian recreation activities. 1. Financial administration records of NAF activities. All records relating to financial administration, including financial statements and reports, checkbooks, journals, vouchers, balance sheets, and other books and records of accounts but excluding meal sales tickets. a. Bookkeeper's copy of meal sales tickets.	Destroy when 1 year old or once an audit of cash control procedures has occurred, whichever occurs earlier.	N1-NU-86-7 / 7010/1/A	
7010.2	NON-APPROPRIATED FUNDS RECORDS	These records are accumulated by morale, welfare, and recreation facilities and activities financed from Non-Appropriated Funds (NAF), such as, but not limited to, military messes and clubs, exchanges, hostess houses, civilian clubs, cafeterias, snack bars, stores, and military and civilian recreation activities. 2. Charters, Constitutions, By-Laws, and Similar Records. Files, which document the authorization and establishment of the activity.	Retain on board. Destroy 3 years after supersession or cancellation.	NC1-NU-84-3 / 7010/2	
7010.7	NON-APPROPRIATED FUNDS RECORDS	These records are accumulated by morale, welfare, and recreation facilities and activities financed from Non-Appropriated Funds (NAF), such as, but not limited to, military messes and clubs, exchanges, hostess houses, civilian clubs, cafeterias, snack bars, stores, and military and civilian recreation activities. 7. Periodic Listing or Other Reports of NAF Activities.	Destroy when 2 years old.	NC1-NU-84-3 / 7010/7	

7000-31	Inter-agency Agreements:	Information relating to agreements between elements of DON and other federal departments and agencies, or between DON and other non-federal organizations or agencies, but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations for the purpose of providing or obtaining various types of supporting services. The services include logistic, medical, administrative facilities, and similar support on a one-time or continuing basis, and on a reimbursable or non-reimbursable basis. Included are agreement checklists, amendments, reviews, comments, related correspondence, and similar documents.	TEMPORARY: Cutoff at supersession, expiration or termination of the agreement. Destroy 3 years after cutoff.	DAA-NU-2015-0007-0031	
----------------	---------------------------------	--	---	------------------------------	--

DAA-NU-2015-0007 Crosswalk

7020.1	CROSS/COMMON SERVICING (DOD) RECORDS	1. Agreements files. Documents relating to agreements between elements of DON and other federal departments and agencies, or between DON and other non-federal organizations or agencies, but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations for the purpose of providing or obtaining various types of supporting services. The services include logistic, medical, administrative facilities, and similar support on a one-time or continuing basis, and on a reimbursable or non-reimbursable basis. Included are agreement checklists, amendments, reviews, comments, related correspondence, and similar documents.	Retain on board. Destroy 3 years after supersession, expiration, or termination of the agreement.	NC1-NU-84-3 / 7020/1	
--------	--------------------------------------	---	---	----------------------	--

7000-32	Transient Records:	Information related to financial management that has minimal or no documentary or evidential value.	TEMPORARY: Destroy when 6 months old.	DAA-NU-2015-0007-0032	
7110.3d	BUDGET/ESTIMATES PREPARATION RECORDS	3. Five Year Defense Program (FYDP) Records. Records accumulated in connection with the development, preparation, review, submission, and modification of the DON's FYDP. d. Computer output reports. Output reports from master file generated for Navy and OSD management use, and to provide each major claimant and SYSCOM a record of their data. Includes working papers and other hard copy data submitted to OSD, computer output microform and paper.	Destroy 6 months after update.	NC1-NU-84-3 / 7110/3/D	
7110.4b	BUDGET/ESTIMATES PREPARATION RECORDS	4. Program Objectives Memorandums (POMs) and Related Records. Records relating to the development and submission of POMs. b. All other records, including submissions by claimants accumulated by program sponsors.	Retain on board. Destroy when no longer needed for reference.	NC1-NU-84-3 / 7110/4/B	
7120.2b	BUDGET REVIEW RECORDS	2. Congressional Relations Records. b. Reports and other documents prepared by congressional committees relating to budget matters. Included are reports, hearings, copies of Bills and other records issued by the Congress and Congressional Committees concerned with DON's budget and appropriations.	Retain on board. Destroy when no longer needed for reference.	NC1-NU-84-3 / 7120/2/B	
7131.1b	APPORTIONMENTS/ALLOCATIONS RECORDS	Apportionment records are documents (DD 1105) which apportion or reapportion appropriations and accounts to DON. Department Of Treasury Appropriation Warrant (FMS FORM 6200) is the document that establishes availability of funds in The Department Of The Treasury For DON. Allocation documents (various forms) are those documents that pass obligation authority from one Navy command to another. 1. Apportionment and Reapportionment Schedules (DD 1105). These schedules are prepared by ASSTSECNAV (FM&C) and submitted to OMB via the Office of the Secretary of Defense (SECDEF) requesting apportionment or reapportionment. Approved apportionment or reapportionment schedules are returned to ASSTSECNAV (FM&C) via the Office of SECDEF. Copies of approved apportionments and reapportionments are forwarded by ASSTSECNAV (FM&C) to responsible/administering offices for information.	Retain on board. Destroy after expiration of appropriation.	NC1-NU-84-3 / 7131/1/B	Added to bucket
7220.2b	MILITARY PAY RECORDS	2. Copies of Leave and Earning Records. Records held by disbursing offices and used in making payments. b. Marine Corps Activities.	File in PFR. Destroy 1 month after account is in balance.	NC1-NU-84-3 / 7220/2/B	
7301.10a(2)	APPROPRIATION ACCOUNTING RECORDS	10. Detail Card and Tape Records. Detailed tabulated punched card or taped (magnetic or other) records of expenditures and obligations used to support detailed registers received from AAA Financial Information Processing Centers and used to accumulate data for cost reports. a. Detail Card Records. Detailed cards received from AAA Financial Information Processing Centers and summary detail cards prepared by administering bureaus, commands, or activities from AAA Financial Information Processing Centers cards and other detail cards of administering bureaus, command-type, or activities. (2) All other records	Destroy 6 months after processing	NC1-NU-84-3 / 7301/10/A/2	
7301.10b	APPROPRIATION ACCOUNTING RECORDS	10. Detail Card and Tape Records. Detailed tabulated punched card or taped (magnetic or other) records of expenditures and obligations used to support detailed registers received from AAA Financial Information Processing Centers and used to accumulate data for cost reports. b. Detail tapes.	Destroy 6 months after processing. Destroy magnetic tapes by erasing data.	NC1-NU-84-3 / 7301/10/B	
7302.4a	FUND ACCOUNTING RECORDS	4. Machine Matchings of Vouchers with Inspection Reports. Inspection report cards or other similar records matched with vouchers. a. Monthly unmatched vouchers.	Retain on board. Destroy when superseded.	NC1-NU-84-3 / 7302/4/A	

DAA-NU-2015-0007 Crosswalk

7310.4b(3)	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 4. Job, Labor, Material, and Cost Distribution Records. Job cards and labor material and cost distribution records (cards, electric accounting machine (EAM) punched cards, tapes, and other records) used for cost accounting and statistical purposes. b. Summary job and cost distribution cards, tapes, or other records.	Destroy 3 months after completion of project.	NC1-NU-84-3 / 7310/4/B/3	
7321.2	PLANT PROPERTY ACCOUNTING RECORDS	2. Change Orders. Property record card change orders for Class 3 property.	Destroy when 3 months old.	NC1-NU-84-3 / 7321/2	
7322.1	MINOR PROPERTY IN USE RECORDS	1. Custody Receipts. Receipts for issues and loaned equipment and other similar records.	Retain on board. Destroy when material or equipment is returned.	NC1-NU-84-3 / 7322/1	
7401.3	TAX WITHHOLDING RECORDS	3. ADP Withholding Tax Records and FICA Cards for Reserve Activities.	Destroy 3 months after preparation of W-2 forms.	NC1-NU-84-3 / 7401/3	
7421.3	PAY AUTHORIZATIONS AND CONTROLS RECORDS	3. Local Control Records and Working Papers.	Destroy when 3 months old.	NC1-NU-84-3 / 7421/3	
7430.2d(3)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) d. Microform list. Files include cross reference index and incorrect OCR input documents manually corrected at DFAS on a cathode ray tube (CRT) showing incorrect and correct entries. (Microfiche titles: AUDIT TRL LIST, AUD TRL INDX.) (3) Quarterly microform index.	Destroy when 3 months old.	NC1-NU-84-3 / 7430/2/D/3	
7430.2e	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) e. Automated Format. Files include tabulating cards, magnetic tapes, and related data effecting changes to the MMPA submitted to DFAS by disbursing officer in lieu of OCR documents.	Destroy 30 days after data is entered in system.	NC1-NU-84-3 / 7430/2/E	
7430.2h(2)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) h. Personal financial records containing disbursing officers' copies of leave and earning statements, miscellaneous memoranda records, and other documents. Files forwarded to DFAS Cleveland or DFAS Kansas City by disbursing officers in accordance with PAYPERSMAN, NAVSO P-3050, Part 9. (2) Marine Corp activities.	Forward to MARCORFINCEN. MARCORFINCEN will destroy 90 days after separation account is in balance.	NC1-NU-84-3 / 7430/2/H/2	
7430.2k(2)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) k. Microform of allotment starts and stops produced weekly (Microfiche title: MASTERLIST) and consolidated monthly (Microfiche title: M MASTERLIST) (2) Original weekly microform.	Destroy when 6 months old.	NC1-NU-84-3 / 7430/2/K/2	
7430.3g	MILITARY PAYROLL ACCOUNTING RECORDS	3. Manually Maintained Pay Accounts of Active Duty Navy Members. Accounts containing military pay entitlements, allotments of pay, initiation of checkages and credits, and subsequent claims and correspondence. These records were accumulated through the management of the former manual (Navy Military Pay System) replaced by the Navy JUMPS in 1976. No further accumulation occurred subsequent to mid 1977. (See also SSIC 7430.3 for records accumulated for the JUMPS pay system.) g. Case jackets of supporting documents and correspondence related to allotments which became inactive prior to 1971 held at FRC, Mechanicsburg, PA.	Destroy immediately.	NC1-NU-84-3 / 7430/3/G	
7430.7c	MILITARY PAYROLL ACCOUNTING RECORDS	7. Checks and Electronic Funds (EFT's) Issued to Individual and Blanket Allottees, Active Duty Service Members, Reservists, Retired/Retainer Members, and Annuitants c. Microfilm list of checks and bonds returned to DFAS for various reasons (RCB fiche).	Apply SSIC 7430.8.	NC1-NU-84-3 / 7430/7/C	Added to bucket

DAA-NU-2015-0007 Crosswalk

7430.8	MILITARY PAYROLL ACCOUNTING RECORDS	8. Monthly Reports of Continued Retired/Retainer Pay and Annuitant Eligibility. These are cards submitted monthly to DFAS by certain retired members and annuitants to establish their continued eligibility to receive retired/retainer pay or annuity.	Destroy when 6 months old.	NC1-NU-84-3 / 7430/8	
7430.11a	MILITARY PAYROLL ACCOUNTING RECORDS	11. Records of Collection and Transmittal of Premiums for National Service Life Insurance (NSLI). a. Machine listings of NSLI allotment starts and stops.	Destroy when 6 months old.	NC1-NU-84-3 / 7430/11/A	
7430.11b	MILITARY PAYROLL ACCOUNTING RECORDS	11. Records of Collection and Transmittal of Premiums for National Service Life Insurance (NSLI). b. Machine listing of all monthly allotments for NSLI.	Destroy when 6 months old.	NC1-NU-84-3 / 7430/11/B	
7430.13c	MILITARY PAYROLL ACCOUNTING RECORDS	13. Records of Collection or Attempted Collection of Indebtedness Due To Overpayment of Military Pay, Allowances, Allotments, Reserve Pay, or Retired/Retainer Pay made by Navy Disbursing Officers. c. Microfilm list (including cross reference) of active indebtedness accounts showing actions taken during previous month. (Microfiche title: A/R MASTER, A/R NAME SSN, A/R SSN NAME.)	Destroy when 6 months old.	NC1-NU-84-3 / 7430/13/C	
7430.17a	MILITARY PAYROLL ACCOUNTING RECORDS	17. Master File of Unit Identification Codes (UIC) and Disbursing Station Symbol Numbers (DSSN) with Mailing Addresses. a. Monthly microfilm of activity master file. (Microform title: AMF.)	Destroy when 1 month old.	NC1-NU-84-3 / 7430/17/A	
7510.1b	GENERAL INTERNAL AUDITING MATTERS	1. Internal Audit Policy. b. Summaries of internal audit reports.	Retain on board. Destroy when no longer required for reference.	NC1-NU-84-3 / 7510/1/B	
7560.2	GENERAL CONTRACT AUDITING RECORDS	2. Reports and Working Papers Related to Special Studies Performed to Evaluate the Effectiveness of Contract Audit Support of Procurement. (Use SSIC 7000.1 for special studies accumulated by ASSTSECNAV (FM&C).)	Retain on board. Destroy when no longer needed for reference.	NC1-NU-84-3 / 7560/2	
7560.4	GENERAL CONTRACT AUDITING RECORDS	4. Special Correspondence. Correspondence with OSD, industry groups, university groups, and public accounting firms on matters affecting the pricing or costing of contracts or the auditing of costs incurred or proposed thereunder.	Retain on board. Destroy when no longer needed for reference.	NC1-NU-84-3 / 7560/4	

7000-33	Subordinate Command Plans and Policies:	Implementing directives and instructions issued or maintained by subordinate commands.	TEMPORARY: Destroy when superseded or obsolete.	DAA-NU-2015-0007-0033	Changed title from "Reprogramming Policy and Procedures"
7040.1c(1)	SPECIFIC APPROPRIATIONS/FUNDING RESPONSIBILITIES RECORDS	1. Program and Financial Control Files. c. Preparations and Reviews. Records documenting the estimates of obligations, expenditures, and annual carry-over of availability. (For establishment of reprogramming procedures and processes for reprogramming action to Congress when appropriate, see SSIC 7133.) (1) DON reprogramming policy and procedures. (Exclude Primary Program Correspondence covered by SSIC 7000.1)	Retain on board. Destroy when superseded or obsolete.	NC1-NU-84-3 / 7040/1/C/1	
7050.1	HOST-TENANT RELATIONSHIPS (INTRA-NAVY) RECORDS	1. Budget/funding records. Records relating to intra-Navy host-tenant relationships based on and in conformance with all applicable statutes; with regulations and policies of the Office of Management and Budget (OMB), GAO, and DOD and with mission and support assignment made by the Secretary of the Navy (SECNAV), and the CNO, and CMC. Areas of support include supply, medical and dental, fiscal, troop feeding, local transportation, firefighting, common-use facilities, and preservation of facilities.	Retain on board. Destroy when superseded, obsolete, or no longer needed for reference.	NC1-NU-84-3 / 7050/1	Moved from 7000-30 DAA-NU-2015-0007-0030
7101.1b	APPROPRIATION STRUCTURE AND LANGUAGE RECORDS	1. Budget Guidance Records. Manuals, handbooks and other issuances providing guidance to DON activities relating to the preparation, submission and review of DON budget estimates. b. All other copies.	Retain on board. Destroy when no longer needed for reference.	NC1-NU-84-3 / 7101/1/B	Added to bucket
7110.3a	BUDGET/ESTIMATES PREPARATION RECORDS	3. Five Year Defense Program (FYDP) Records. Records accumulated in connection with the development, preparation, review, submission, and modification of the DON's FYDP. a. Guidance documents received from OSD. Documents specifying policies and procedures to be followed in the preparation and submission of FYDPs.	Retain on board. Destroy when superseded, obsolete or no longer needed.	NC1-NU-84-3 / 7110/3/A	Moved from 7000-32 DAA-NU-2015-0007-0032
7110.4a(1)	BUDGET/ESTIMATES PREPARATION RECORDS	4. Program Objectives Memorandums (POMs) and Related Records. Records relating to the development and submission of POMs. a. Records accumulated by CNO and HQMC offices responsible for final review and submission of POMs. (1) Guidance documents received from OSD.	Destroy when superseded, obsolete, or no longer needed.	NC1-NU-84-3 / 7110/4/A/1	Moved from 7000-32 DAA-NU-2015-0007-0032
7300.2b	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	2. Accounting procedures issuances. Instructions, manuals and other issuances providing guidance to naval activities concerning appropriation, fund, cost and property accounting procedures, with related background papers. b. All other records, including background papers accumulated by ASSTSECNAV (FM&C).	Destroy when superseded, obsolete, or no longer needed.	NC1-NU-84-3 / 7300/2/B	Moved from 7000-32 DAA-NU-2015-0007-0032
7650.2	DEFENSE BUSINESS OPERATIONS FUND (DBOF) (FORMERLY NAVY AND MARINE CORPS INDUSTRIAL FUND) RECORD (NAVCOMPT MANUAL, VOLUME 5)	Handbooks and manuals relating to Industrial Fund Accounting Policies and Procedures. Records consist of NAVCOMPT Manual, Volume 5; NAVSO P-1242, NIF Handbook for Naval Shipard; NAVSO P-1280, NIF Handbook for Military Sealift Command; NAVSO P-1718, NIF Handbook for public works center; NAVSO P-2251, NIF Handbook for Navy Publications and Printing Service; NAVSO P-3045, NIF Handbook for Research, Development, Test and Evaluation Activities; NAVSO P-3046, NIF Handbook for Production, Engineering, and Logistics Type Activities; MCO P-7600.1A, Marine Corps Industrial Fund Handbook and NAVSO P-1000, NAVCOMPT Manual, Volume 3 Chapter 8, Navy and Marine Corps Industrial Funds. (NOTE: NAVCOMPT Manual, Vol. 5 has superseded all the others) 2. Other Copies.	Retain on board. Destroy when superseded, cancelled, or no longer needed for operating or reference purposes, whichever is earlier.	NC1-NU-84-3 / 7650/2	Added to bucket

DAA-NU-2015-0007 Crosswalk

7700.1a	GENERAL PROGRESS AND STATISTICAL REPORTING PROGRAM	1. Statistical Data Files. Data systems created by DON in response to report requirements by DOD and other Federal government agencies. Data collected at ASSTSECNAV (FM&C) and CMC (P&R) for further dissemination on subjects such as status of reserve components, active duty military personnel casualties, personnel distributions, financial and budget data, payroll outlays, RDT&E activities and the International Balance of Payments and Flow of Gold. a. Guidance documents received from osd specifying policies and procedures to be followed in the preparation and submission of reports	Retain on board. Destroy 6 months after superseded, obsolete or no longer needed.	NC1-NU-84-3 / 7700/1/A	Moved from 7000-32 DAA-NU-2015-0007-0032
7000-34	Five Year Defense Program:	FYDP Master or Historical File Information accumulated in connection with the development, preparation, review, submission, and modification of the DON's FYDP.	TEMPORARY: Destroy previous year's data after OSD has certified validity of current year's data.	DAA-NU-2015-0007-0034	
7110.3c	BUDGET/ESTIMATES PREPARATION RECORDS	3. Five Year Defense Program (FYDP) Records. Records accumulated in connection with the development, preparation, review, submission, and modification of the DON's FYDP. c. FYDP master or historical file	Destroy previous year's data after OSD has certified validity of current year's data.	NC1-NU-84-3 / 7110/3/C	
7000-35	Facsimile Signature Files:	Requisitions, receipts for signature plates, notices of issuance, specimen signatures, and related correspondence and paper maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 07.	TEMPORARY: Destroy after disestablishment of activity or transfer of individual concerned.	DAA-NU-2015-0007-0035	
7250.4	DISBURSING RECORDS, REPORTS AND RETURNS RECORDS	4. Facsimile Signature Files. Requisitions, receipts for signature plates, notices of issuance, specimen signatures, and related correspondence and paper maintained in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 07.	Retain on board. Destroy after disestablishment of activity or transfer of individual concerned. (Destroy by burning or shredding.)	NC1-NU-84-3 / 7250/4	
7000-36	Group Pay Authorization If On-Site Audit Is Performed:	Information relating to group pay authorizations and adjustments if an on-site audit is performed. Includes group work, additional pay, and overtime authorizations. NOTE: For Group Pay Authorizations where no on-site audit is performed, see 7000-23 Civilian and Military Payroll	TEMPORARY: Destroy after on-site audit has been completed by GAO or when superseded, whichever is earlier.	DAA-NU-2015-0007-0036	Updated title from "Group Pay Authorizations" Updated description to distinguish from group pay authorizations where no on-site audit is performed.
7421.1b(1)	PAY AUTHORIZATIONS AND CONTROLS RECORDS	1. Pay Authorization Records. b. Group pay authorization. Records relating to group pay authorizations and adjustments, including group work, additional pay, and overtime authorizations. (1) If on-site audit is performed.	Retain on board. Destroy after on-site audit has been completed by GAO or when superseded, whichever is earlier.	NC1-NU-84-3 / 7421/1/B/1	
7000-37	GRS 2.4 040 - Agency Payroll Record For Each Pay Period:	Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and leave balances of all civilian employees within an agency or employing entity.	TEMPORARY: Destroy when 56 years old.	DAA-GRS-2016-0015-0004	
7010.4	NON-APPROPRIATED FUNDS RECORDS	These records are accumulated by morale, welfare, and recreation facilities and activities financed from Non-Appropriated Funds (NAF), such as, but not limited to, military messes and clubs, exchanges, hostess houses, civilian clubs, cafeterias, snack bars, stores, and military and civilian recreation activities. 4. Employees' individual earning records. Earning records or other similar summary records of individual employees' earnings.	Transfer to National Personnel Records Center. Destroy when 56 years old.	N1-NU-86-1	
7420.5a(1)	CIVILIAN PAYROLL ACCOUNTING RECORDS	5. Summary Individual Earning Records. Leave record cards and related listings and summary card records of individual leave and earnings and retirement pay (such as individual earnings and retirement deduction records); service cards, individual leave record cards, or their equivalents. a. Individual Earning Records. Such as NAVCOMPT 485, Payroll for Personal Services. (1) If on-site audit is performed.	Transfer to National Personnel Records Center. Destroy when 56 years old.	GRS 2.1b	
7420.5a(2)	CIVILIAN PAYROLL ACCOUNTING RECORDS	5. Summary Individual Earning Records. Leave record cards and related listings and summary card records of individual leave and earnings and retirement pay (such as individual earnings and retirement deduction records); service cards, individual leave record cards, or their equivalents. a. Individual Earning Records. Such as NAVCOMPT 485, Payroll for Personal Services. (2) If no on-site audit is performed.	Transfer to National Personnel Records Center. Destroy when 56 years old.	GRS 2.1b	

DAA-NU-2015-0007 Crosswalk

7000-38	GRS 2.4 020 – Tax Withholding and Adjustment Documents	Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.	TEMPORARY: Destroy 4 years after superseded or obsolete, but longer retention is authorized if required for business use.	DAA-GRS-2016-0015-0002	
7250.3	DISBURSING RECORDS, REPORTS AND RETURNS RECORDS	3. U.S. Government Tax Exemption Certificates.	Destroy 4 years after superseded or obsolete or upon separation of employee.	GRS 2.13a	
7401.1	TAX WITHHOLDING RECORDS	1. Exemption Certificates.	Destroy 4 years after period covered by related account.	GRS 2.13a	

7000-39	GRS 2.4 010 - Records Used to Calculate Payroll, Arrange Paycheck Deposit, and Change Previously Issued Paychecks.	Includes: <ul style="list-style-type: none"> • additions to paychecks <ul style="list-style-type: none"> o child care subsidies o Internal Revenue Service form W-9 (Request for Taxpayer Identification Number) o other additions • deductions from paychecks <ul style="list-style-type: none"> o insurance o retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.) o flexible spending accounts, such as medical savings and dependent care assistance o union dues o Combined Federal Campaign o garnishments (IRS form 668A—Notice of Levy—and similar records) o Treasury bond purchases o other deductions • authorizations for deposits into bank accounts • changes or corrections to previous transactions either at paying agency or payroll processor • Fair Labor Standards Act exemption worksheets 	TEMPORARY. Destroy 3 years after paying agency or payroll processor validates data, but longer retention is authorized if required for business use.	DAA-GRS-2019-0004-0001	
7421.1c	PAY AUTHORIZATIONS AND CONTROLS RECORDS	1. Pay Authorization Records. c. Levy and garnishment files. Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slips, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Destroy 3 years after garnishment is terminated.	GRS 2.18	
7420.2a	CIVILIAN PAYROLL ACCOUNTING RECORDS	2. Payroll Control Registers and Related Records. Payroll control records and all subsidiary (supporting) documents, including weekly and biweekly payroll work sheets or cards or rough payrolls in other forms; data processing printouts and audit trails that are used in reconciling data with payroll control records. (Exclude time cards covered in SSIC 7421.2.) a. If On-Site Audit is performed.	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2.23a	
7420.2b	CIVILIAN PAYROLL ACCOUNTING RECORDS	2. Payroll Control Registers and Related Records. Payroll control records and all subsidiary (supporting) documents, including weekly and biweekly payroll work sheets or cards or rough payrolls in other forms; data processing printouts and audit trails that are used in reconciling data with payroll control records. (Exclude time cards covered in SSIC 7421.2.) b. If No On-Site Audit is performed.	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2.23a	
7421.1a	PAY AUTHORIZATIONS AND CONTROLS RECORDS	1. Pay Authorization Records. a. Individual pay authorizations. Records relating to individual pay authorizations, deductions, and adjustments for civilian employees. Include notification of personnel actions, payroll change slips, work or overtime authorizations, and other documents used in the payroll accounting process and used to support individual pay actions. (Exclude copies of these records maintained in civilian personnel offices and covered in Chapter 12 and waivers of life insurance coverage and income tax withholding receipts and statements covered in SSIC 7401.1)	Destroy when 3 years old or audited by GAO, whichever is earlier.	GRS 2.23a	

DAA-NU-2015-0007 Crosswalk

7000-40	GRS 1.3 050 – Budget Administration Records	Records documenting administration of budget office responsibilities. Includes: <ul style="list-style-type: none"> • correspondence relating to routine administration, internal procedures, and other day-to-day matters • records monitoring expenditures under approved budget allocations • records of financial controls maintenance • spreadsheets and databases tracking income, expenditures, and trends • work planning documentation • cost structure and accounting code lists • feeder and statistical reports • related correspondence 	TEMPORARY: Destroy when 3 years old, but longer retention is authorized if required for business use.	DAA-GRS-2015-0006-0007	
7100.1	GENERAL BUDGETING RECORDS	1. General Correspondence Files. Records relating to the administration and execution of budgetary functions. (Exclude primary program correspondence covered in SSIC 7000.1.)	Destroy when 2 years old.	GRS 5.1	

7000-41	GRS 1.3 040 – Budget preparation background records.	Preliminary budget estimates, justifications, cost statements, narrative statements, rough data, and similar materials from internal agency components (individual offices, divisions, programs, etc.) for use in preparing annual, agency-wide budget requests.	TEMPORARY: Destroy 2 years after close of the fiscal year to which the records relate, but longer retention is authorized if required for business use.	DAA-GRS-2015-0006-0005; DAA-GRS-2015-0006-0006	We intend to manage Budget preparation background records, both those held in offices responsible for preparing agency's budget proposal and those held at other offices, under the longer retention for GRS 1.3 040. Adding DAUs for both 040 and 041
1754.1c	FAMILY SUPPORT PROGRAMS	1. Family Support Programs. Includes records pertaining to the administration of various appropriate/non-appropriated DON Family Support Programs not specifically named elsewhere in this series. c. Funding (Budget) Plans	Cutoff at end of FY. Destroy 1 year after the close of the FY covered by the budget.	DAA-0428-2012-0004-0003	Moved from 1000-34
7041.2	MILITARY PERSONNEL RECORDS	2. Working Papers. Budget background records used in preparation of military personnel appropriation.	Destroy 1 year after the close of the fiscal year covered by the budget.	GRS 5.2	
7042.3	OPERATIONS AND MAINTENANCE RECORDS	3. Correspondence (Working) Files. Budget background records used in preparation of Operations and Maintenance, Navy (O&MN) budget.	Destroy 1 year after close of fiscal year covered by the budget.	GRS 5.2	
7043.2	PROCUREMENT RECORDS	2. Working Papers. Budget background records used in preparation of procurement appropriations.	Destroy 1 year after close of fiscal year covered by the budget.	GRS 5.2	
7044.2	RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS	2. Working Papers. Budget background records used in preparation of R&D appropriations.	Destroy 1 year after close of fiscal year covered by the budget.	GRS 5.2	
7045.2	MILITARY CONSTRUCTION RECORDS	2. Working papers. Budget background records used in preparation of military construction appropriations.	Destroy 1 year after close of fiscal year covered by the budget.	GRS 5.2	
7100.2	GENERAL BUDGETING RECORDS	2. Budget background records. Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates.	Destroy 1 year after close of fiscal year covered by the budget.	GRS 5.2	
7110.1	BUDGET/ESTIMATES PREPARATION RECORDS	1. Budget working papers, cost information, and rough data. Files created or accumulated in the preparation of budget estimates and justifications or for budget review purposes.	Destroy 1 year after close of fiscal year covered by the budget.	GRS 5.2	
7110.2b	BUDGET/ESTIMATES PREPARATION RECORDS	2. Budget Estimate Records. b. All other budget estimates and justifications, with supporting papers.	Destroy 1 year after close of fiscal year covered by the budget.	GRS 5.2	
7130.1a	BUDGET EXECUTION RECORDS	1. General correspondence files. Records relating solely to the administration and execution of the approved budget. (Exclude primary program correspondence filed under 7000.1c.) a. Accumulated at ASSTSECNAV (FM&C).	Destroy 1 year after close of fiscal year covered by budget.	GRS 5.2	
7130.1b	BUDGET EXECUTION RECORDS	1. General correspondence files. Records relating solely to the administration and execution of the approved budget. (Exclude primary program correspondence filed under 7000.1c.) b. Accumulated at all other commands.	Destroy 1 year after close of fiscal year covered by budget.	GRS 5.2	

DAA-NU-2015-0007 Crosswalk

7130.2	BUDGET EXECUTION RECORDS	2. ORDERING BUDGET MANAGEMENT TOOL (OBMT). OBMT allows users to track all budgets and compare obligated amounts against those budgets in a central location. OBMT's invoice tracking module report allows users to view CoSC invoices by Unit Identification Code (UIC) and Task Order (TO). These functions are limited based on a user's role and permissions. OBMT is a software application that requires programming, design, minimal development in a web-based environment; application testing; and deployment and documentation development. PM MCNIS utilizes the Ordering and Budget Management Tool (OBMT) to support a variety of reporting and oversight responsibilities required for this budget. OBMT allows users to track all budgets and compare obligated amounts against those budgets in a central location. OBMT's invoice tracking module report allows users to view CoSC invoices by Unit Identification Code (UIC) and Task Order (TO). These functions are limited based on a user's role and permissions. OBMT is a software application that requires programming, design, minimal development in a web-based environment; application testing; and deployment and documentation	Cut off annually. Destroy when no longer needed.	DAA-0127 -2012-0007	
7000-42	GRS 1.3 030 - Budget Reports-Full Fiscal-Year Reports	Standard Form 133, Report on Budget Execution and Budgetary Resources, or equivalent. Periodic status reports on agency's proposed rate of expenditure, appropriations, obligations, apportionments and outlays.	TEMPORARY: Destroy when 5 years old, but longer retention is authorized if required for business use.	DAA-GRS-2015-0006-0003	
7100.3a	GENERAL BUDGETING RECORDS	3. Budget Report Files. Periodic reports on the status of appropriation accounts and apportionment. a. End of Fiscal Year Annual Report.	Destroy when 5 years old.	GRS 5.3a	
7000-43	GRS 1.3 031 - Budget Reports-All Other Reports	Standard Form 133, Report on Budget Execution and Budgetary Resources, or equivalent. Periodic status reports on agency's proposed rate of expenditure, appropriations, obligations, apportionments and outlays.	TEMPORARY: Destroy when 3 years old, but longer retention is authorized if required for business use.	DAA-GRS-2015-0006-0004	
7100.3b	GENERAL BUDGETING RECORDS	3. Budget Report Files. Periodic reports on the status of appropriation accounts and apportionment. b. All other reports.	Destroy 3 years after close of fiscal year.	GRS 5.3b	
7000-44	GRS 1.3 020 - Budget Execution Records	Records offices create and receive in the course of implementing and tracking an appropriation. Includes: <ul style="list-style-type: none"> • allotment advice, revisions, and ceiling limitations • apportionments and reapportionments • obligations under each authorized appropriation • rescissions and deferrals • operating budgets • outlay plans • fund utilization records • fund reviews • workforce authorization and distribution • continuing resolution guidance • calculations • impact statements • related records Exclusion: Formal budget reports are covered in items 030 and 031.	TEMPORARY: Destroy 6 years after close of fiscal year, but longer retention is authorized if required for business use.	DAA-GRS-2015-0006-0002	
7100.4	GENERAL BUDGETING RECORDS	4. Budget Apportionment Call Files.	Destroy 2 years after close of fiscal year.	GRS 5.4	

DAA-NU-2015-0007 Crosswalk

7000-45	GRS 1.1 010 - Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting:	<p>Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting. Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit.</p> <p>Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions.</p> <p>Procuring goods and services is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government. Paying bills means disbursements of federal funds for goods and services, and fulfilling financial obligations to grant and cooperative agreement recipients. Procurement and payment records include those such as:</p> <ul style="list-style-type: none"> • contracts • requisitions • purchase orders • interagency agreements • Military Interdepartmental Purchase Requests (MIPRs) • printing requisitions to the Government Printing Office • memoranda of agreement specifying a financial obligation • solicitations/requests for bids, quotations or proposals for contracts and competitive grants • proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants • contingent fee justifications • legal and financial instruments such as bond and surety records • FAIR Act (A-76) records linked directly to specific procurement actions • credit card/purchase card/charge card statements and supporting documentation • vendor tax exemption records • invoices • leases • recurring financial transactions such as utility and communications invoices • documentation of contractual administrative requirements submitted by contractors such as status reports • correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list • records of financing employee relocations 	TEMPORARY: Destroy 10 years after final payment or cancellation.	DAA-GRS-2013-0003-0001	DON has chosen to follow a longer retention for business purposes in support of the DON financial statement audit, per DASN MEMO, "Revised Document Retention Requirements" of 29 Jan 2015
---------	--	--	--	------------------------	--

DAA-NU-2015-0007 Crosswalk

		<p>Collecting debts includes the collection of income from all sources (excluding taxation). Collections records document collection of monies from all sources excluding administrative claims, taxation (not covered under the GRS), and Congressional appropriation, such as:</p> <ul style="list-style-type: none">• records documenting administration, receipt, and deposit of user fees for entry into and/or use of public facilities; for recovering costs of providing government services; and receipt of donations, bequests, and other collections from the public, including:<ul style="list-style-type: none">o cash register transaction recordso credit card and charge cards receiptso records documenting depositso records documenting allocation of fees to funds/accountso deposit lists and logso customer orderso revolving fund records• fee and fine collection records• garnishments• Sale of excess and surplus personal property• fee or rate schedules and supporting documentation• out-leases of Federal property• debt collection files and cash receipts• writeoffs• copies of checks• payment billing coupons• letters from lenders• payment records• money orders• journal vouchers• collection schedules			
--	--	---	--	--	--

DAA-NU-2015-0007 Crosswalk

		<p>Accounting is the recording, classifying and summarizing of financial transactions and events related to assets, liabilities, revenue from all sources, and expenses to all payees to support financial reporting, enable audit, and accumulate and generate management information to assist in establishing an agency's resource allocation priorities. Accounting records include those such as:</p> <ul style="list-style-type: none"> • accountable officers' records concerned with the accounting for, availability, and status of public funds and maintained for Government Accountability Office (GAO) or other authority site audit, but excluding payroll records, and accounts pertaining to American Indians. Includes: <ul style="list-style-type: none"> o statements of transactions o statements of accountability o collection schedules and vouchers o disbursement schedules and vouchers • vouchers • certificates of closed accounts • certificates of periodic settlements • general funds files • general accounting ledgers • appropriation, apportionment, and allotment files • posting and control files • bills of lading • transportation and travel requests, authorizations, and vouchers • commercial freight vouchers • unused ticket redemption forms <p>Note 1: Procurement and other financial files that stand out because of high dollar value, media attention, historical value, research value, or other extenuating circumstances may have permanent value. Agencies that believe they hold such files should submit a records schedule to NARA.</p> <p>Note 2: Accounts and supporting documents pertaining to American Indians are not authorized for disposal by this schedule. Such records should be reviewed and scheduled appropriately by the agency 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.</p> <p>Note 3: The Comptroller General has the right to require an agency to retain any portion of these records for a period of up to 10 years.</p>			
1070.18b	PERSONNEL RECORDS	<p>18. Marine Corps Total Force System (MCTFS). An electronic system that contains the personnel and pay data on all active and reserve Marine Corps personnel, and personnel data on retired Marine Corps personnel. System also contains mission-essential personnel information for selected civilian employees and contractors affiliated with the Marine Corps Career data created prior to 1988 was migrated from legacy personnel.</p> <p>h. System master files containing nav data</p>	Apply SSIC 7220.1c		Added to bucket
1421.2c	TEMPORARY PROMOTIONS RECORDS	<p>2. TEMPORARY APPOINTMENTS FOR ACTIVE DUTY AND INACTIVE DUTY PERSONNEL</p> <p>c. Copies Submitted (in lieu of certain pay record order vouchers) to Disbursing Officer Servicing the Reporting Activity.</p>	See SSIC 7220.1.		Added to bucket
3883.1	RESEARCH AND DEVELOPMENT SUPPORT RECORDS	<p>1. CONTRACT MONITORING RECORDS. Correspondence and reports relating to performance monitoring of contractors performing research and development work for DON intelligence activities. Records are accumulated by program managers.</p>	Destroy 6 years and 3 months after final payment on contract.	N1-NU-89-5 / 3883/1	Moved from 3000-50
7220.1a	MILITARY PAY RECORDS	<p>1. Joint Uniform Military Pay System (JUMPS) Military Pay Accounts Substantiating Documents. All documents substantiating pay account entitlements and related documents and certifications required to properly maintain military pay accounts exist in two forms, automated JUMPS input and Optical Character Recognition (OCR) JUMPS input. Automated JUMPS inputs are all original signature documents supporting data submitted via automated means to the DFAS, Cleveland, OH. This includes supporting documents, which are defined as source documents used to provide input data into the authorized system and other documents required to support the action. OCR JUMPS inputs are copies of supporting data transmitted by mail to DFAS, Cleveland, OH. This includes supporting documents, which provide input for and support the action.</p> <p>a. Navy Shore Activities.</p>	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	

DAA-NU-2015-0007 Crosswalk

7220.1b	MILITARY PAY RECORDS	1. Joint Uniform Military Pay System (JUMPS) Military Pay Accounts Substantiating Documents. All documents substantiating pay account entitlements and related documents and certifications required to properly maintain military pay accounts exist in two forms, automated JUMPS input and Optical Character Recognition (OCR) JUMPS input. Automated JUMPS inputs are all original signature documents supporting data submitted via automated means to the DFAS, Cleveland, OH. This includes supporting documents, which are defined as source documents used to provide input data into the authorized system and other documents required to support the action. OCR JUMPS inputs are copies of supporting data transmitted by mail to DFAS, Cleveland, OH. This includes supporting documents, which provide input for and support the action. b. Navy Afloat Activities.	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	
7220.1c	MILITARY PAY RECORDS	1. Joint Uniform Military Pay System (JUMPS) Military Pay Accounts Substantiating Documents. All documents substantiating pay account entitlements and related documents and certifications required to properly maintain military pay accounts exist in two forms, automated JUMPS input and Optical Character Recognition (OCR) JUMPS input. Automated JUMPS inputs are all original signature documents supporting data submitted via automated means to the DFAS, Cleveland, OH. This includes supporting documents, which are defined as source documents used to provide input data into the authorized system and other documents required to support the action. OCR JUMPS inputs are copies of supporting data transmitted by mail to DFAS, Cleveland, OH. This includes supporting documents, which provide input for and support the action. c. All Marine Corps Activities.	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	
7220.4b	MILITARY PAY RECORDS	4. Military Personnel Financial Records. b. Marine Corps Activities.	Cut-off and transfer to FRC, 1500 E. Bannister Rd., Kansas City, MO 64131, 2 years after the year of separation. Destroy 6 years and 3 months after cut-off.	NC1-NU-84-3	
7230.1	CIVILIAN PAY RECORDS	1. Civilian Payrolls. Payroll for personal services with covering payroll certification and summary supporting disbursing officer returns and labor roll summary.	Transfer to FRC when 2 years old. Destroy 6 years and 3 months after period covered.	GRS 6.1a	
7240.1	PUBLIC VOUCHERS RECORDS	1. Public Vouchers. Voucher files. Copies of supply vouchers not covered elsewhere in part III of this manual. (See SSIC 7250 for copies required to support disbursing returns and SSIC 4280 for copies in contract or purchase order files.)	Destroy 6 years and 3 months after period of the account.	GRS 6.1a	
7250.1	DISBURSING RECORDS, REPORTS AND RETURNS RECORDS	1. Disbursing Officer Original Monthly and Daily Returns and Related Reports. Reports, submitted in accordance with DOD Financial Management Regulation (DOD 7000.14R), Vol 5, Chap 20, held by designated Operating Locations (OPLOCS) and consolidated reports rendered by designated OPLOCS in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 20.	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	
7250.2a	DISBURSING RECORDS, REPORTS AND RETURNS RECORDS	2. Disbursing Officer Retained Records. Files of monthly or daily returns and related reports, schedules, check records, and deposit records packaged in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 21, and certification of settlement issued by the GAO. a. Military Disbursing Officers.	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	
7250.2b	DISBURSING RECORDS, REPORTS AND RETURNS RECORDS	2. Disbursing Officer Retained Records. Files of monthly or daily returns and related reports, schedules, check records, and deposit records packaged in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 21, and certification of settlement issued by the GAO. b. Civilian Disbursing Officers.	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	
7250.6	DISBURSING RECORDS, REPORTS AND RETURNS RECORDS	6. Payrolls Required to Support Disbursing Officer Returns.	Apply SSIC 7250.1 or 2, whichever is applicable.	NC1-NU-84-3 / 7250/6	Added to bucket

DAA-NU-2015-0007 Crosswalk

7251.1a	SITE-AUDITED RETURNS RECORDS	1. Accountable officers' files. a. Original or Ribbon Copy of Accounting Officers' Accounts. Records maintained for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. Site audit records include, but are not limited to, the Standard Forms (SF) listed. Also included are equivalent Navy forms which document the basic financial transaction as described above: SF 1034, Public Voucher for Purchases and Services Other Than Personal; SF 1047, Public Voucher for Refunds; SF 1069, Voucher for Allowances at Foreign Posts of Duty; SF 1080, Voucher for Transfers Between Appropriations and/or Funds; SF 1081, Voucher and Schedule of Withdrawals and Credits; SF 1096, Schedule of Voucher Deductions; SF 1098, Schedule of Canceled or Undelivered Checks; SF 1113, Public Voucher for Transportation Charges; OF 1129, Cashier Reimbursement Voucher and/or Accountability Report; SF 1145, Voucher for Payment Under Federal Tort Claims Act; SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee; SF 1156, Public Voucher for Fees and Mileage of Witness; SF 1218, Statement of Accountability (Foreign Service Account); SF 1219, Statement of Accountability; SF 1220, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts; and SF 1221, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account).	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	
7251.2	SITE-AUDITED RETURNS RECORDS	2. Civilian pay records. Records, which are subject to GAO on-site audit. (See also SSIC 7420.)	Apply SSIC 7251.1a.	NC1-NU-84-3 / 7251/2	Added to bucket
7300.3	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	3. Master General Accounts Ledgers. Ledgers maintained by ASSTSECNAV (FM&C) or by the Navy-wide finance network when central accounting functions for the department are performed. These ledgers show debit and credit entries and summarize DON expenditures of appropriated funds.	Destroy 6 years and 3 months after the close of fiscal year involved.	GRS 7.2	
7300.4	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	4. General Allotment Ledgers Operating Budget of The Office of ASSTSECNAV (FM&C). These and other general ledgers reflecting the overall control of allotments/operating budgets. These ledgers reflect the status of obligations and allotments under each authorized appropriation.	Allotment records showing status of obligations and allotments under each authorized appropriation. Destroy 6 years and 3 months after the close of the fiscal year involved.	GRS 7.3	
7300.5	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	5. Posting Media. Records of ASSTSECNAV (FM&C) used subsidiary to the general accounts and allotment/operating budget ledgers.	Destroy when 3 years old.	GRS 7.4a	
7301.9	APPROPRIATION ACCOUNTING RECORDS	9. Summary registers. Registers, listings, or other records used to post to bureau appropriation control ledgers. Include such records as summary registers received from AAA Financial Information Processing Centers, consolidated summary registers prepared from AAA Financial Information Processing Centers, and summaries and other registers of responsible bureau, command-type, or activity.	Destroy when 3 years old.	GRS 7.4a	
7302.2c	FUND ACCOUNTING RECORDS	2. Account Ledgers, Journals, and Records. Ledger, journal, and record summaries of fiscal data used as posting and control media for accounting (fiscal) data. c. General Accounts Ledgers. Records maintained by Navy finance network or Office of ASSTSECNAV (FM&C) (and by other activities and offices when trial balances are not submitted to Navy finance network or departmental offices).	Destroy 6 years and 3 months after the close of the fiscal year involved.	GRS 7.2	
7302.10a(1)	FUND ACCOUNTING RECORDS	10. Naval Criminal Investigative Service (NCIS) Operational Funds Records. a. NCIS Collection and Classification of Information (C&CI) Funds Files. Information on the expenditure of funds for expenses incurred in discharging assigned law enforcement and foreign counterintelligence duties not otherwise payable from DON funds. Included are vouchers, subvouchers and supporting information, records of advanced funds, voucher registers, reports, inspections, audits and other information relating to the use of C&CI funds. (1) Records of statement of agent officer's accounts and emergency/extraordinary expense expenditures held in field offices (absent any discrepancies).	Destroy 6 years and 3 months after period covered by Account.	GRS 6.1a	
7302.10a(2)	FUND ACCOUNTING RECORDS	10. Naval Criminal Investigative Service (NCIS) Operational Funds Records. a. NCIS Collection and Classification of Information (C&CI) Funds Files. Information on the expenditure of funds for expenses incurred in discharging assigned law enforcement and foreign counterintelligence duties not otherwise payable from DON funds. Included are vouchers, subvouchers and supporting information, records of advanced funds, voucher registers, reports, inspections, audits and other information relating to the use of C&CI funds. (2) Records of claims for confidential funds held in field offices (absent any discrepancies).	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	
7302.10b	FUND ACCOUNTING RECORDS	10. Naval Criminal Investigative Service (NCIS) Operational Funds Records. b. NCIS Special Operations Funds (SOF). Information on the use, administration, supervision, and control of certain funds with DON appropriations reserved for intelligence and related activities as set forth in NAVCRIMININST S5240.1 (current edition), and not otherwise payable from other DON funds. Included are records of SOF accounts, transactions, appointments, inspections, audits, original supporting documents and other information relating to the use of SOF.	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	

DAA-NU-2015-0007 Crosswalk

7330.1	ACCOUNTING REPORTS AND RETURNS RECORDS	1. Foreign Currency Reports. Reports, listings, and related correspondence submitted to the Navy and Marine Corps Finance Centers by all disbursing officers handling foreign currency in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 16. Reports required by the Department of the Treasury are prepared from these submissions.	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	
7330.3	ACCOUNTING REPORTS AND RETURNS RECORDS	3. Limited depository checking accounts. Accountable officer's depository checking account returns showing all transactions in the account for each month. These records are submitted to the applicable FAFC for the Navy and Marine Corps Finance Centers for the Marine Corps in accordance with DOD Financial Management Regulation (DOD 7000.14-R), Vol 5, Chap 14. The accountable officer's depository checking account returns are consolidated with disbursing officer's financial returns.	Destroy 6 years and 3 months after period covered by account.	GRS 6.1a	
7330.4	ACCOUNTING REPORTS AND RETURNS RECORDS	4. Reports, Listings, and Correspondence. Copies of consolidated reports, listings, and related correspondence submitted to the Department of the Treasury and the Office of ASSTSECNAV (FM&C).	Destroy when 3 years old.	GRS 6.4	
7420.1	CIVILIAN PAYROLL ACCOUNTING RECORDS	1. Site-Audited Records.	Apply SSIC 7251.1a.	NC1-NU-84-3 / 7420/1	Added to bucket
7640.3	INCOME AND EXPENSE RECORDS	3. Original Naval Industrial Fund Disbursing Returns.	Retain on board. Destroy 6 years and 3 months after the period of the return.	GRS 6.1a	

7000-46	GRS 1.1 011 - Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting, All Other Copies:	All other copies of records described in 7000-45.	TEMPORARY: Destroy when business use ceases.	DAA-GRS-2013-0003-0002	
7251.1b	SITE-AUDITED RETURNS RECORDS	1. Accountable officers' files. b. Memoranda or Extra Copies of Accountable Officers Returns. Files include statements of transactions and accountability, and all supporting vouchers, schedules, and related papers.	Destroy when 1 year old.	GRS 6.1b	

7000-47	GRS 1.1 020 - Records Supporting Compilation of Agency Financial Statement and Related Audit:	Includes records such as: <ul style="list-style-type: none">• schedules and reconciliations prepared to support financial statements• documentation of decisions re accounting treatments and issue resolutions• audit reports, management letters, notifications of findings, and recommendations• documentation of legal and management representations and negotiations• correspondence and work papers• interim, quarterly and other reports	TEMPORARY: Destroy 2 years after completion of audit or closure of financial statement / accounting treatment / issue, but longer retention is authorized if required for business use.	DAA-GRS-2013-0003-0011	
7310.8a(1)	COST ACCOUNTING RECORDS	8. Activity Based Information System (ABIS) a. Files accumulated by HQMC (I&L) (1) ABIS is an automated system that extracts and transforms financial data from the Standard Accounting, Budgeting, and Reporting System (SABRS) and other legacy data transaction systems to generate a total cost of activities at Marine Corps installations, bases and stations.	Close annually, destroy when 4 years old.	N1-127-08-5 / 1	
7500.1	GENERAL AUDITING RECORDS	Records accumulated during the planning and execution of the Navy Audit Program including audits performed by the Naval Audit Service (NAVAUDSVC), internal review staffs, manpower audit boards or area auditors, and records accumulated by navy activities as a direct result of audit agencies external to the Navy will be handled in accordance with provisions of this (7500-7599) series. 1. General Correspondence Files. Records relating to the operation and administration of audit or internal review functions. (Exclude primary program records covered in SSIC 7500.1.)	Destroy when 2 years old.	NC1-NU-84-3 / 7500/1	Moved from 7000-28
7500.2	GENERAL AUDITING RECORDS	Records accumulated during the planning and execution of the Navy Audit Program including audits performed by the Naval Audit Service (NAVAUDSVC), internal review staffs, manpower audit boards or area auditors, and records accumulated by navy activities as a direct result of audit agencies external to the Navy will be handled in accordance with provisions of this (7500-7599) series. 2. Internal Audit Control Records. Records maintained as a control of activities or functions subject to Navy audit or review.	Retain on board. Destroy when superseded or cancelled.	NC1-NU-84-3	

DAA-NU-2015-0007 Crosswalk

7500.3	GENERAL AUDITING RECORDS	Records accumulated during the planning and execution of the Navy Audit Program including audits performed by the Naval Audit Service (NAVAUDSVC), internal review staffs, manpower audit boards or area auditors, and records accumulated by navy activities as a direct result of audit agencies external to the Navy will be handled in accordance with provisions of this (7500-7599) series. 3. Internal Management Reports. Reports and files maintained for review and analysis of audit operations and for performance of audit planning.	Destroy when 2 years old or no longer needed for audit analysis or planning, whichever is earlier.	NC1-NU-84-3	
7500.4	GENERAL AUDITING RECORDS	Records accumulated during the planning and execution of the Navy Audit Program including audits performed by the Naval Audit Service (NAVAUDSVC), internal review staffs, manpower audit boards or area auditors, and records accumulated by navy activities as a direct result of audit agencies external to the Navy will be handled in accordance with provisions of this (7500-7599) series. 4. Auditors' Time and Assignment Records. NAVAUDSVC individuals' biweekly time records, audit assignment letters, and other related local forms.	Destroy when 2 years old.	NC1-NU-84-3	
7501.1c	REVIEWS AND SURVEYS CONDUCTED BY THE GAO RECORDS	1. Copies of Reviews and Surveys of the GAO. c. ASSTSECNAV (FM&C) (FMO-31)	Incorporate into master file (7501.2C) when report is issued. If terminated, retain on board for 3 years, then destroy.	NC1-NU-84-3	
7501.2a	REVIEWS AND SURVEYS CONDUCTED BY THE GAO RECORDS	2. Copies of Reports. Reports issued as a result of survey or review, distributed to action office(s), collateral action office(s), and to other DON offices for information. a. Action offices.	Destroy when 3 years old.	NC1-NU-84-3	
7510.1a	GENERAL INTERNAL AUDITING MATTERS	1. Internal Audit Policy. a. General correspondence files. Records relating to the implementation and operation of internal audit programs, including the scheduling of internal audits and the review of reports. (Exclude primary program correspondence filed under 7100.1f)	Destroy when 3 years old.	NC1-NU-84-3	
7510.1c	GENERAL INTERNAL AUDITING MATTERS	1. Internal Audit Policy. c. Guidance on recruiting, career development, and staff management of auditors.	Retain on board. Destroy 1 year after guidance is superseded.	NC1-NU-84-3	
7510.2a	GENERAL INTERNAL AUDITING MATTERS	2. Auditor's Working Papers. Papers prepared and assembled during the course of internal audits or reviews at the Navy and Marine Corps activities. (These papers or other documentation prepared or accumulated to assist the auditor in evaluating fiscal operations and to support auditor's findings and recommendations as presented in formal audit reports.) a. If subsequent audit will be made.	Retain on board. Destroy after completion of subsequent audit.	NC1-NU-84-3	
7510.2b	GENERAL INTERNAL AUDITING MATTERS	2. Auditor's Working Papers. Papers prepared and assembled during the course of internal audits or reviews at the Navy and Marine Corps activities. (These papers or other documentation prepared or accumulated to assist the auditor in evaluating fiscal operations and to support auditor's findings and recommendations as presented in formal audit reports.) b. If no subsequent audit will be made.	Retain on board. Destroy when no longer needed.	NC1-NU-84-3	
7510.3a	GENERAL INTERNAL AUDITING MATTERS	3. Management Information Systems Reports. Machine readable systems of textual reports and keyword indices which track all planned, on going, suspended, cancelled and closed audits; which track the status of significant, unsolved, open and closed finding in the course of internal audits of Navy and Marine Corps activities. a. Textual Reports.	Retain on board. Destroy data when no longer needed.	NC1-NU-84-3	
7511.1	AUDIT SCHEDULES RECORDS	1. Copies of Audit Schedules. Audit schedules produced during the audit scheduling process for audit of the Navy and Marine Corps.	Destroy when 3 years old or no longer needed, whichever is earlier.	NC1-NU-84-3	
7511.2c	AUDIT SCHEDULES RECORDS	2. Management Information Systems. Machine readable systems used in preparing the Annual Audit Plan, which maintain a ten year history for auditable activities and which generate various reports required for future audit planning. c. Outout.	Apply 7511.1.	NC1-NU-84-3 / 7511/2/C	Added to bucket
7520.1	INTERNAL AUDIT PROCEDURES AND AUDIT GUIDE PROGRAMS RECORDS.	1. Audit Programs and related procedures. Copies of audit programs and other documents outlining audit procedures to be used in performing audits of Navy and Marine Corps activities.	Retain on board. Destroy when superseded.	NC1-NU-84-3	
7520.2a	INTERNAL AUDIT PROCEDURES AND AUDIT GUIDE PROGRAMS RECORDS.	2. Automated Audit Systems. Machine readable systems designed to assist auditors to conduct studies and audits, consisting of analytical and statistical software capable of reading, storing and analyzing and printing a previously defined report, and which provide advance auditing techniques such as variance analysis, cross tabulation, nonlinear transformation, nonparametric statistical tests and regression analysis. a. Interactive front-end program software	Destroy when no longer needed.	NC1-NU-84-3	
7540.2b	INTERNAL AUDIT REPORTS RECORDS	2. Other Audit Reports. Files concerning other agency audit reports such as Survey and Investigations, Staff (S&IS House Appropriations Committee (HAC)), and other reports not covered in paragraph 7540.1. b. ASSTSECNAV (FM&C) (FMO-31) comprehensive file.	Retain on board. Incorporate into master file when report is issued. Destroy when no longer needed. (OSD (C) retains the master file.)	NC1-NU-84-3	
7560.1	GENERAL CONTRACT AUDITING RECORDS	1. General correspondence files. Files, studies, and other records relating to the execution of contract audit programs. (Exclude primary program correspondence filed under SSIC 7000.1.)	Destroy when 3 years old.	NC1-NU-84-3	

DAA-NU-2015-0007 Crosswalk

7560.3	GENERAL CONTRACT AUDITING RECORDS	3. Evaluations of GAO Reports and Proposed Responses, Which Involve Contract Audit or Cost Accounting Practices.	Retain on board. Destroy report copies, evaluations, and proposed responses after all action and coordination have been completed and the documents are no longer required for reference.	NC1-NU-84-3	
7560.5	GENERAL CONTRACT AUDITING RECORDS	5. Contract Case Files Maintained By Contract Auditors. Copies of contracts, subcontracts, and amendments and changes thereto, letters of intent, and correspondence relating directly to the contract document or to changes and amendments thereto, involving cost-type, cost-plus-fixed-fee, fixed-price incentive, and fixed-price redeterminable contracts.	Retain on board. Destroy 3 years after submission of contract audit closing statement.	NC1-NU-84-3	
7560.6	GENERAL CONTRACT AUDITING RECORDS	6. Public Voucher Files. Contract auditors' copies of vouchers filed by contractors and numerically thereunder by contract number.	Destroy when 3 years old.	NC1-NU-84-3	
7560.7	GENERAL CONTRACT AUDITING RECORDS	7. Voucher Registers. Summary records of voucher transactions used for contract audit purposes and maintained by contract auditors.	Destroy when 3 years old.	NC1-NU-84-3	
7561.2	CONTRACTORS' CONTROLS AND PROCEDURES RECORDS	2. Survey of Contractors Internal Controls and Accounting Procedures.	Retain on board. Destroy 2 years after submission of contract audit closing statement under the contract or when no longer required for audit purposes, whichever is later.	NC1-NU-84-3	
7580.1a	CONTRACT AUDIT REPORTS RECORDS	1. Contract Audit Reports. Reports not specifically covered elsewhere in SSICs 7560-7599. Audit reports and all documents comprising a part thereof and related correspondence and working papers. Records include such reports as contract audit closing statements, advisory accounting reports, and reports or special audits and cross servicing audit assignments. a. Preparing activity copies. Copies of reports maintained by activities and offices performing the contract audit including working papers used in developing reports and other related papers and correspondence	Retain on board. Destroy 2 years after submission of contract audit closing statement or advisory accounting report.	NC1-NU-84-3	
7590.1	CONTRACT AUDIT COST PRINCIPLES RECORDS	1. General Correspondence. Records related to amortization and depreciation, research and development expenses, retirement and profit-sharing plans, premium pay, state and local taxes, and rental expenses. (Exclude primary program correspondence filed under SSIC 7000.1.)	Destroy when 3 years old.	NC1-NU-84-3	

7000-48	GRS 1.1 030 - Property, Plant, and Equipment (PP&E) and Other Asset Accounting:	<p>Records necessary for documenting the existence, acquisition, ownership, cost, valuation, depreciation, and classification of fixed assets such as real property, capitalized personal property, internal use software, equipment, and other assets and liabilities reported on an agency's annual financial statements (agency net worth or financial position), and non-capitalized but monitored PP&E, such as:</p> <ul style="list-style-type: none"> • purchase orders and contracts • invoices • appraisals • costing and pricing data • transactional schedules • titles • transfer, acceptance and inspection records • asset retirement, excess and disposal records • plant account cards and ledgers pertaining to structures • correspondence and work papers <p>Exclusion: Records concerning a historically significant structure or other stewardship assets (for instance, the structure appears on the National Register of Historic Places), are not authorized for disposal. Agencies must submit a records schedule to NARA to cover these records or apply an existing schedule.</p>	TEMPORARY: Destroy 2 years after asset is disposed of and/or removed from agency's financial statement, but longer retention is authorized if required for business use.	DAA-GRS-2013-0003-0004	
---------	---	--	--	------------------------	--

DAA-NU-2015-0007 Crosswalk

7000-49	GRS 1.1 040 - Cost Accounting for Stores, Inventory, and Materials:	<p>Records providing accountability for receipt and custody of materials and showing accumulated cost data, including the direct and indirect costs of production, administration, and performance of program functions of the agency; such as:</p> <ul style="list-style-type: none"> • invoices or equivalent papers used for inventory accounting purposes • inventory accounting returns and reports • working files used in accumulating inventory accounting data • plant account cards and ledgers, other than those pertaining to structures • cost accounting reports and data • depreciation lists/costs • contractor cost reports re contractor-held-government-owned materials and parts • receiving, inspection, and acceptance documentation 	TEMPORARY: Destroy when 3 years old, but longer retention is authorized if required for business use.	DAA-GRS-2013-0003-0012	
7280.1a	REGIONAL CONSOLIDATION PROCEDURES RECORDS	<p>1. Stores' returns records. Returns prepared or accumulated by consolidating offices including returns, reports, supporting vouchers, tapes or listings, and other related papers.</p> <p>a. Consolidated Stores Returns.</p>	Destroy when 3 years old.	GRS 8.3	
7280.1b	REGIONAL CONSOLIDATION PROCEDURES RECORDS	<p>1. Stores' returns records. Returns prepared or accumulated by consolidating offices including returns, reports, supporting vouchers, tapes or listings, and other related papers.</p> <p>b. Store returns maintained by reporting activities.</p>	Apply SSIC 7323.1a or b.	GRS 8.3	Added to bucket
7280.2a	REGIONAL CONSOLIDATION PROCEDURES RECORDS	<p>2. Plant Property Returns.</p> <p>a. Ships' stores' and commissary stores' returns.</p>	Destroy when 3 years old.	GRS 8.3	
7301.13	APPROPRIATION ACCOUNTING RECORDS	<p>13. Cost Analysis Reports. Cost data records accumulated by bureaus, commands, and activities in order to apply expenditures made from appropriated and other funds to the purpose or end use for which expended. These cost data records are accumulated from such documents as analysis of expenditures submitted by allottees, registers of public vouchers, military pay, labor, material issues, reimbursements, and miscellaneous adjustments. (Data is journalized by ASSTSECNAV (FM&C) to the master general ledger (see SSIC 7300) and used to prepare Navy's annual financial report.) Include such records as analysis of expenditures; analysis of appropriation charges (tabulated listing); analysis of appropriation reimbursements (tabulated listing); recapitulation--analysis of appropriation costs by expenditure account; recapitulation--analysis of appropriation reimbursement--by expenditure accounts; and recapitulation--analysis of appropriation statistical costs--by expenditure accounts.</p>	Destroy 3 years after period covered.	GRS 8.7a	
7310.1	COST ACCOUNTING RECORDS	<p>The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.))</p> <p>1. Forms and Cost and Other Related Reports used in the Accumulation of Return Cost Data.</p>	Retain on board. Destroy 3 years after cancellation or submission of final report, whichever is applicable.	GRS 8.7a	
7310.4b(1)	COST ACCOUNTING RECORDS	<p>The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.))</p> <p>4. Job, Labor, Material, and Cost Distribution Records. Job cards and labor material and cost distribution records (cards, electric accounting machine (EAM) punched cards, tapes, and other records) used for cost accounting and statistical purposes.</p> <p>b. Summary job and cost distribution cards, tapes, or other records.</p>	Destroy when 3 years old.	GRS 8.7a	

DAA-NU-2015-0007 Crosswalk

7310.4b(2)	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 4. Job, Labor, Material, and Cost Distribution Records. Job cards and labor material and cost distribution records (cards, electric accounting machine (EAM) punched cards, tapes, and other records) used for cost accounting and statistical purposes. b. Summary job and cost distribution cards, tapes, or other records.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 8.8a	
7310.7b	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 7. Receipt and Expenditure/Disbursement. Receipt, expenditure, and disbursement records with related requisitions and tabulated (punched) or other card or taped records. Used for cost accounting purposes and involved in the transfer of material between supply officers and in end-use expenditures. b. Tabulated Reports or Listings. Receipts, expenditures, and other cost accounting reports.	Destroy when 3 years old.	GRS 8.7a	
7312.1	COST CLASSIFICATIONS RECORDS	1. Detail Records. Records of expenditures/ collections and pertinent reports maintained by offices, bureaus, and commands.	Destroy when 3 years old.	GRS 8.6a	
7312.2	COST CLASSIFICATIONS RECORDS	2. Navy-Wide Reports. Consolidated reports prepared by DFAS.	Destroy when 3 years old.	GRS 8.6a	
7321.1	PLANT PROPERTY ACCOUNTING RECORDS	1. Property Record Cards. Property cards and property disposition reports, other similar reports, and related papers.	Destroy 3 years after item is withdrawn from Plant Account.	GRS 8.5	
7321.7	PLANT PROPERTY ACCOUNTING RECORDS	7. Survey Records. Records used to substantiate entries to plant property accounts (exclusive of those for Class 1 and 2 property which are to be retained).	Destroy 3 years after item is withdrawn from Plant Account.	GRS 8.5	
7323.1a	STORES ACCOUNTS RECORDS	These records are maintained to provide personal accountability for the receipt and custody of equipment and materials and to provide data on the monetary values of materials. They are used to post reports and returns consolidated by fleet accounting and disbursing centers. 1. Stores Returns and Reports. Records including consolidated subsistence, clothing, and related returns, ships stores and commissary store returns, other returns, and related store account papers. a. Navy activities.	Destroy when 3 years old.	GRS 8.3	
7323.1b	STORES ACCOUNTS RECORDS	These records are maintained to provide personal accountability for the receipt and custody of equipment and materials and to provide data on the monetary values of materials. They are used to post reports and returns consolidated by fleet accounting and disbursing centers. 1. Stores Returns and Reports. Records including consolidated subsistence, clothing, and related returns, ships stores and commissary store returns, other returns, and related store account papers. b. Marine Corps activities.	Destroy when 3 years old.	GRS 8.3	
7410.1	CIVILIAN LABOR ACCOUNTING RECORDS	1. Labor Cost Accounting Records.	Apply SSIC 7310.4.	NC1-NU-84-3 / 7410/1	Added to bucket
7000-50	GRS 2.5 010 - Separation Program Management Records, Regular Separation:	Records documenting the general work process to release career, temporary, and political-appointment employees from employment status. Includes: • registers of separation or transfers such as SF-2807, SF-3103, or similar records • retention registers and related records • reports, correspondence, and control documents • exit interview compilations identifying and tracking trends Note: Records not specific to an agency separation initiative.	TEMPORARY: Destroy when no longer required for business use.	DAA-GRS-2014-0004-0001	
7420.6b	CIVILIAN PAYROLL ACCOUNTING RECORDS	6. Forms and reports relating to death or retirement of civilian personnel. Retirement registers and other registers or summaries of personnel actions and statements of unpaid wages. (Exclude individual retirement records, which are to be forwarded to the OPM. b. Other records.	For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.	GRS 2.28	

DAA-NU-2015-0007 Crosswalk

7420.6a	CIVILIAN PAYROLL ACCOUNTING RECORDS	6. Forms and reports relating to death or retirement of civilian personnel. Retirement registers and other registers or summaries of personnel actions and statements of unpaid wages. (Exclude individual retirement records, which are to be forwarded to the OPM. a. Register of Separations and Transfers (SF 2807).	For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.	GRS 2.28	
7000-51	GRS 2.5 020: Individual Employee Separation Case Files:	Records not included in separating employee's Official Personnel Folder (OPF), documenting individual employees' transfer to another Federal agency or office or voluntary, involuntary, disability, early retirement, retirement, or death separation from career, temporary, and political appointment service; and legal and financial obligations of government to employee and employee to government. Includes: <ul style="list-style-type: none"> • records of counseling activities and outplacement services • exit interview records • exit clearances • checklists of returned property • certifications of removal/non-removal of government records • records documenting notification of appropriate third parties (e.g., benefits providers, payroll, facility services, security, information technology) of impending separation • records documenting terms and entitlements of separation (e.g., leave balance pay out or transfer of account, severance, pension, temporary continuation of coverage, annuity estimates, assistance) • records documenting employee financial obligations to government (e.g., salary offset notices in effect at time of separation; student loan repayment; recruitment, retention, and relocation incentives; determinations of settlement) • copy of leave record (see "Record of employee leave," item 040 of this schedule, for record copy) retained for agency use Exclusion: Records required to be filed in employee's OPF are excluded from this item.	TEMPORARY: Destroy 1 year after date of separation or transfer, but longer retention is authorized if required for business use.	DAA-GRS-2014-0004-0003	
7420.5b(1)	CIVILIAN PAYROLL ACCOUNTING RECORDS	5. Summary Individual Earning Records. Leave record cards and related listings and summary card records of individual leave and earnings and retirement pay (such as individual earnings and retirement deduction records); service cards, individual leave record cards, or their equivalents. b. Leave Records. (1) Leave record cards.	Destroy when 3 years old.	GRS 2.9b	

DAA-NU-2015-0007 Crosswalk

7000-52	GRS 3.1 051 - Data Administration Records, All Documentation for Temporary Electronic Records and Documentation not Necessary for Preservation of Permanent Records:	<p>Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including</p> <ul style="list-style-type: none"> • data/database dictionary records • data systems specifications • file specifications • code books • record layouts • metadata • user guides • output specifications <p>and also the following records for all electronic records whether scheduled as temporary or permanent</p> <ul style="list-style-type: none"> • software operating manuals • data standards • table and dependency descriptions • taxonomies • schemas 	TEMPORARY: Destroy 5 years after the project / activity / transaction is completed or superseded, or the associated system is terminated, or data is migrated to a successor system, but longer retention is authorized if required for business use.	DAA-GRS-2013-0005-0003	
7110.3e	BUDGET/ESTIMATES PREPARATION RECORDS	<p>3. Five Year Defense Program (FYDP) Records. Records accumulated in connection with the development, preparation, review, submission, and modification of the DON's FYDP.</p> <p>e. Systems documentation. Documents consisting of descriptions of data elements, systems layouts, codebooks, operators and users manuals, etc.</p>	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest	GRS 20.11	
7300.6d	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	<p>6. Interfacing Accounting Systems. Systems at DON level which provide overall accounting for the Navy and Marine Corps not provided by component systems and segments, including data on expenditures, collections, disbursements and reimbursements, billing and collecting for sales of stock funds and material with other Defense agencies and GSA, allocates programs and changes thereto, including data in the execution of the budget.</p> <p>d. Documentation.</p>	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest	GRS 20.11a	
7300.7d	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	<p>7. Interfacing Accounting Systems. Systems at responsible Navy and Marine Corps organization level which provide appropriation accounting and budgeting programming and expenditure information and budget execution.</p> <p>d. Documentation.</p>	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest	GRS 20.11a	

DAA-NU-2015-0007 Crosswalk

7300.8d	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	8. Interfacing and activity-unique accounting systems. Systems at responsible Navy and Marine Corps Headquarters level which perform major accounting and related reporting functions for Navy, i.e., Navy and Marine Corps Stock Fund consisting of accounting and reporting for Financial Inventory and Stock Fund allotments in commissary stores, ships stores, and hospitals. d. Documentation.	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.	GRS 20.11a	
7300.9d	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	9. Interfacing and activity unique accounting systems. Systems below responsible Navy and Marine Corps Headquarters level, which perform major accounting and related reporting functions for the Navy and Marine Corps Industrial Fund consisting of financial operations for production engineering and logistic activities, Military Sealift Command, Shipyards, Document Automation Publication Service (DAPS), Public Works Centers, Naval Aviation Depots, NAVCOMTELCOMs and NAVCOMTELSTAs and research, development, test and evaluation operations. Includes depot level maintenance cost operations and weapon systems. d. Documentation.	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.	GRS 20.11a	
7300.10d	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	10. Interfacing accounting systems. Systems below responsible ASSTSECNAV (FM&C) CMC (P&R) level for revolving trust funds, including grant aid, foreign military sales, foreign military training, transportation of material and revolving funds associated with the administration of Naval Academy midshipmen. d. Documentation.	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.	GRS 20.11a	
7310.8a(3)	COST ACCOUNTING RECORDS	8. Activity Based Information System (ABIS) a. Files accumulated by HQMC (I&L) (3) System Documentation.	Destroy/delete when no longer needed to retrieve information from the system.	GRS 20.11a(1)	
7420.9d	CIVILIAN PAYROLL ACCOUNTING RECORDS	9. Interfacing and Activity-Unique Systems. Responsible Navy and Marine Corps systems, which provide accounting records maintenance and payroll services for Navy and Marine Corps civilian employees and contracted civilian employees, world-wide, including related savings bond accounting services. d. Documentation.	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.	GRS 20.11a	

7000-53	GRS 4.1 010 - Tracking and Control Records:	Records used to provide access to and control of records authorized for destruction by the GRS or a NARA-approved records schedule. Includes: <ul style="list-style-type: none"> • indexes • lists • registers • inventories • logs <p>Exclusion 1: This schedule excludes records containing abstracts of records content or other information that can be used as an information source apart from the related records.</p> <p>Exclusion 2: This authority does not apply to tracking and control records related to records scheduled as permanent. The value of these records varies, so tracking and control records related to permanent records must be scheduled.</p>	TEMPORARY: Destroy when no longer needed.	DAA-GRS-2013-0002-0016	
7000.4b	GENERAL FINANCIAL MANAGEMENT RECORDS	4. Financial management reference paper files. b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.	Destroy or delete with the related records.	GRS 23.9	
7510.3b	GENERAL INTERNAL AUDITING MATTERS	3. Management Information Systems Reports. Machine readable systems of textual reports and keyword indices which track all planned, on going, suspended, cancelled and closed audits; which track the status of significant, unsolved, open and closed finding in the course of internal audits of Navy and Marine Corps activities. b. Keyword indices.	Delete with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.	GRS 20.9	

DAA-NU-2015-0007 Crosswalk

7000-54	GRS 5.2 020 – Intermediary records	<p>Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record. To qualify as an intermediary record, the record must also not be required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include:</p> <ul style="list-style-type: none"> • non-substantive working files: collected and created materials not coordinated or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference, or consultation, and associated transmittals, notes, reference, and background materials. • audio and video recordings of meetings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created) • dictation recordings • input or source records, which agencies create in the routine process of creating, maintaining, updating, or using electronic information systems and which have no value beyond the input or output transaction: <ul style="list-style-type: none"> o hardcopy input source documents where all information on the document is incorporated in an electronic system (See Exclusion 1 and Note 1) o electronic input source records such as transaction files or intermediate input/output files • ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report • data files output from electronic systems, created for the purpose of information sharing or reference (see Exclusion 2) <p>Exclusion 1: This item does not allow destruction of original hardcopy still pictures, graphic materials or posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings once they are digitized.</p>	TEMPORARY: Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.	DAA-GRS-2013-0001-0001	
7110.3b	BUDGET/ESTIMATES PREPARATION RECORDS	<p>3. Five Year Defense Program (FYDP) Records. Records accumulated in connection with the development, preparation, review, submission, and modification of the DON's FYDP.</p> <p>b. Machine-readable data. Data concerning ships, aircraft, military personnel, naval resources and naval research assembled as input and transaction files to the FYDP master or historical file.</p>	Delete 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.	GRS 20.2b	
7300.6a	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	<p>6. Interfacing Accounting Systems. Systems at DON level which provide overall accounting for the Navy and Marine Corps not provided by component systems and segments, including data on expenditures, collections, disbursements and reimbursements, billing and collecting for sales of stock funds and material with other Defense agencies and GSA, allocates programs and changes thereto, including data in the execution of the budget.</p> <p>a. Input data submitted to ASSTSECNAV (FM&C) from responsible accounting offices.</p>	Delete 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.	GRS 20.2b	
7300.7a	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	<p>7. Interfacing Accounting Systems. Systems at responsible Navy and Marine Corps organization level which provide appropriation accounting and budgeting programming and expenditure information and budget execution.</p> <p>a. Input data submitted from responsible accounting office to ASSTSECNAV (FM&C) Accounting Office.</p>	Delete 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.	GRS 20.2b	
7300.8a	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	<p>8. Interfacing and activity-unique accounting systems. Systems at responsible Navy and Marine Corps Headquarters level which perform major accounting and related reporting functions for Navy, i.e., Navy and Marine Corps Stock Fund consisting of accounting and reporting for Financial Inventory and Stock Fund allotments in commissary stores, ships stores, and hospitals.</p> <p>a. Input data.</p>	Delete 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.	GRS 20.2b	

DAA-NU-2015-0007 Crosswalk

7300.9a	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	9. Interfacing and activity unique accounting systems. Systems below responsible Navy and Marine Corps Headquarters level, which perform major accounting and related reporting functions for the Navy and Marine Corps Industrial Fund consisting of financial operations for production engineering and logistic activities, Military Sealift Command, Shipyards, Document Automation Publication Service (DAPS), Public Works Centers, Naval Aviation Depots, NAVCOMTELCOMs and NAVCOMTELSTAs and research, development, test and evaluation operations. Includes depot level maintenance cost operations and weapon systems. <i>a. Input data</i>	Delete 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.	GRS 20.2b	
7300.10a	GENERAL APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING RECORDS	10. Interfacing accounting systems. Systems below responsible ASSTSECNAV (FM&C) CMC (P&R) level for revolving trust funds, including grant aid, foreign military sales, foreign military training, transportation of material and revolving funds associated with the administration of Naval Academy midshipmen. <i>a. Input data.</i>	Delete 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.	GRS 20.2b	
7301.10a(1)	APPROPRIATION ACCOUNTING RECORDS	10. Detail Card and Tape Records. Detailed tabulated punched card or taped (magnetic or other) records of expenditures and obligations used to support detailed registers received from AAA Financial Information Processing Centers and used to accumulate data for cost reports. <i>a. Detail Card Records. Detailed cards received from AAA Financial Information Processing Centers and summary detail cards prepared by administering bureaus, commands, or activities from AAA Financial Information Processing Centers cards and other detail cards of administering bureaus, command-type, or activities.</i> <i>(1) Records whose data have been converted to punch or magnetic taped records.</i>	Destroy after data has been transferred to tape and the resulting tapes have been balanced.	NC1-NU-84-3 / 7301/10/A/1	Added to bucket
7301.11a(1)	APPROPRIATION ACCOUNTING RECORDS	11. Summary cards or tape records. Summary tabulated punched cards or equivalent taped records of obligations and expenditures. These cards or tapes are used to support summary registers received from AAA Financial Information Processing Centers. <i>a. Summary cards. Records received from AAA Financial Information Processing Centers, consolidated summary cards prepared by responsible bureau, command-type, or activity from Navy financial cards, and other summary cards of responsible bureau, command-type, or activity.</i> <i>(1) Records whose data have been converted to punch or magnetic taped records.</i>	Destroy after data has been transferred to tape and the resulting tape has been balanced.	NC1-NU-84-3 / 7301/11/A/1	Added to bucket
7310.4a(1)	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 4. Job, Labor, Material, and Cost Distribution Records. Job cards and labor material and cost distribution records (cards, electric accounting machine (EAM) punched cards, tapes, and other records) used for cost accounting and statistical purposes. <i>a. Detail labor material and cost cards.</i>	Destroy when 3 months old or when listings have been prepared and verified, whichever is later.	NC1-NU-84-3 / 7310/4/A/1	Moved from 7000-32 DAA-NU-2015-0007-0032
7310.5a	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 5. Machine Records used as posting Media. Records used for cost accounting reports data. <i>a. Detail labor returns. Returns and other detail cards and taped records.</i>	Destroy after completion and verification of final listings or reports.	NC1-NU-84-3 / 7310/5/A	Moved from 7000-32 DAA-NU-2015-0007-0032
7310.5b	COST ACCOUNTING RECORDS	The records in this (7310) series are created or accumulated by departmental and shore activities for cost accounting purposes and reflect their expenditures/disbursements and receipts (collections). These records document direct and indirect costs incurred in the production, administration, or performance of activity or program operations. They consist of accounting ledgers, forms, and machine records (cards, tabulated listings, tape records, etc.) Used to accumulate cost data for use in accounting (fiscal) reports and returns. (exclude bureau, command-type, and suballocation appropriation accounting records covered in SSIC 7301 and consolidated control account records of The Office of ASSTSECNAV (FM&C.)) 5. Machine Records used as posting Media. Records used for cost accounting reports data. <i>b. Summary labor returns. Returns and other summary cards and taped records.</i>	Destroy after completion and verification of final listings and reports.	NC1-NU-84-3 / 7310/5/B	Moved from 7000-32 DAA-NU-2015-0007-0032

DAA-NU-2015-0007 Crosswalk

7310.8a(2)	COST ACCOUNTING RECORDS	8. Activity Based Information System (ABIS) a. Files accumulated by HQMC (I&L) (2) Output data and reports. Destroy when no longer needed for historical comparison or analysis.	Destroy when no longer needed for historical comparison or analysis.	GRS 20.5	
7310.8b	COST ACCOUNTING RECORDS	8. Activity Based Information System (ABIS) b. Records include but are not limited to electronic legacy systems that are migrated to other master systems, paper and electronic copies of records used for data input for ABIS.	Destroy after verification of data input and quality assurance.	GRS 20.2a(4), hardcopy; GRS 20.2b, electronic	
7420.9a	CIVILIAN PAYROLL ACCOUNTING RECORDS	9. Interfacing and Activity-Unique Systems. Responsible Navy and Marine Corps systems, which provide accounting records maintenance and payroll services for Navy and Marine Corps civilian employees and contracted civilian employees, world-wide, including related savings bond accounting services. a. Input data.	Delete 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.	GRS 20.2b	
7430.2g(1)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) g. Non-OCR documents effecting changes to the MMPA sent to DFAS by disbursing officers or originated within DFAS. (1) Original documents.	Microfilm and destroy upon verification of microfilm.	NC1-NU-84-3 / 7430/2/G/1	Added to bucket
7430.2l(2)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) l. Microform of history of discontinued allotments. Files produced monthly, quarterly, and consolidated annually by DFAS. (Microfiche title: HISTORY.) (2) Quarterly original microform.	Destroy when annual original microform is produced.	NC1-NU-84-3 / 7430/2/L/2	Added to bucket
7430.2l(3)	MILITARY PAYROLL ACCOUNTING RECORDS	2. Computer Maintained Master Military Pay Accounts (MMPA). Files of active duty members containing military pay entitlements, allotments of pay, initiation of checks and credits, and subsequent claims and correspondence. These records are accumulated through the management of the Navy and Marine Corps JUMPS. (See SSIC 7430.4 for records accumulated for the former manual pay system.) l. Microform of history of discontinued allotments. Files produced monthly, quarterly, and consolidated annually by DFAS. (Microfiche title: HISTORY.) (3) Monthly original microform.	Destroy when quarterly microfilm is provided.	NC1-NU-84-3 / 7430/2/L/3	Added to bucket
7511.2a	AUDIT SCHEDULES RECORDS	2. Management Information Systems. Machine readable systems used in preparing the Annual Audit Plan, which maintain a ten year history for auditable activities and which generate various reports required for future audit planning. a. Input data.	Destroy after the information has been converted to an 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.	GRS 20.2	
7520.2b	INTERNAL AUDIT PROCEDURES AND AUDIT GUIDE PROGRAMS RECORDS.	2. Automated Audit Systems. Machine readable systems designed to assist auditors to conduct studies and audits, consisting of analytical and statistical software capable of reading, storing and analyzing and printing a previously defined report, and which provide advance auditing techniques such as variance analysis, cross tabulation, nonlinear transformation, nonparametric statistical tests and regression analysis. b. Data elements samples imputed from various systems to be audited.	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20.4	
7700.1b	GENERAL PROGRESS AND STATISTICAL REPORTING PROGRAM	1. Statistical Data Files. Data systems created by DON in response to report requirements by DOD and other Federal government agencies. Data collected at ASSTSECNAV (FM&C) and CMC (P&R) for further dissemination on subjects such as status of reserve components, active duty military personnel casualties, personnel distributions, financial and budget data, payroll outlays, RDT&E activities and the International Balance of Payments and Flow of Gold. b. Input data from Navy and Marine Corps components	Delete 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	GRS 20.2b	

DAA-NU-2015-0007 Crosswalk

7000-55	Records of Withholding and Reporting to Social Security Administration (SSA):	Records of Withholding and Reporting to Social Security Administration (SSA) Federal Insurance Contribution Act (FICA) Taxes for Recipients of Active Duty or Reserve Military Pay. Microform listing of periodic automated reports sent to SSA. (Microfiche title: FICA HISTORY.) Applicable to FICA taxes withheld on or prior to 31 December 1976.	TEMPORARY: Cutoff at end of calendar year. Destroy 80 years after cutoff.	NC1-NU-84-3 / 7430/10/B/1	
7430.10b(1)	MILITARY PAYROLL ACCOUNTING RECORDS	10. Records of Withholding and Reporting to Social Security Administration (SSA) Federal Insurance Contribution Act (FICA) Taxes for Recipients of Active Duty or Reserve Military Pay. b. Microform listing of periodic automated reports sent to SSA. (Microfiche title: FICA HISTORY.) (1) Applicable to FICA taxes withheld on or prior to 31 December 1976.	Retain on board. Destroy when 80 years old.	NC1-NU-84-3 / 7430/10/B/1	

7000-56	GRS 1.1 001 - Financial Management and reporting administrative records	Records related to managing financial activities and reporting. Records include: • correspondence • subject files • feeder reports • workload management and assignment records	TEMPORARY: Destroy when 3 years old, but longer retention is authorized if needed for business use.	DAA-GRS-2016-0013-0001	03/12/2021 Added bucket
7321.6	PLANT PROPERTY ACCOUNTING RECORDS	6. Plant Property Returns.	Apply SSIC 7330.5.	NC1-NU-84-3 / 7321/6	Added to bucket
7330.5	ACCOUNTING REPORTS AND RETURNS RECORDS	5. Periodic (Financial) Accounting Returns. Files include financial statements, stores returns reports, reconciliations, summaries and recapitulation of receipts and expenditures, and gains and losses, which are made to the Marine Corps Finance Center or HQMC.	Destroy when 2 years old.	GRS 6.5a	
12570.1	GENERAL TRAVEL AND TRANSPORTATION RECORDS	1. Records and Forms (Including Travel Orders, Requests for Reimbursement, Transportation Requests, and Associated Documents) related to Official Government Travel.	Destroy when 2 years old	GRS 3.2	

7000-57	GRS 1.3 010 - SECNAV, OPNAV, and CMC Program Objectives Memoranda (POM) Review - FY 2017 and forward:	Information relating to SECNAV, OPNAV and CMC review of DON Program Objectives Memoranda (POM). Includes, but not limited to, reviews and studies, procurement files; structured charts showing allocation of budget items; budget estimates; POM development; records of the development, preparation, and submission to OSD and OMB; and statements and testimonies prepared for congressional relations. Includes records such as: • guidance and briefing materials • agency or department copy of final submission to OMB and Congress • narrative statements justifying or defending estimates (sometimes called "Green Books") • briefing books and exhibits • language sheets and schedules • OMB and Congress pass back responses and questions; agency appeals, responses, and answers • testimony at, and other agency records of, Congressional hearings • final settlement or approved appropriation NOTE: Use 7000-2 for records pertaining to FY2016 and prior.	TEMPORARY. Destroy 6 years after close of FY, but longer retention is authorized if required for business use.	DAA-GRS-2015-0006-0001	
7041.1b	MILITARY PERSONNEL RECORDS	1. DON Military Personnel Records. Reviews, evaluations, and recommendations on DOD components Program Objectives Memoranda (POM) budget requests, apportionment requests, and budget execution plans for active duty military, reserve component, and retired military personnel. Reviews and studies, which monitor the execution of the budget for military personnel appropriation. b. records related to FY 2017 and forward.	PERMANENT. Transfer to WNRC when 10 years old. Offer to NARA 10 years after transfer.	NC1-NU-84-3 / 7041/1	

DAA-NU-2015-0007 Crosswalk

7042.1b	OPERATIONS AND MAINTENANCE RECORDS	1. Review, Evaluation, and Recommendation Documents. Files used for the POM budget requests, apportionment requests, and budget execution plans for the annual cost of operations and industrial funds. These files are accumulated at ASSTSECNAV (FM&C) CMC (P&R). b. records related to FY 2017 and forward.	PERMANENT. Retire to WNRC when 10 years old. Transfer to NARA 10 years after records have been retired. (NC1-NU-84-3 / 7042/1	
7043.1b	PROCUREMENT RECORDS	1. Procurement files. ASSTSECNAV (FM&C) CMC (P&R) documents which review, evaluate, and make recommendations on POM budget requests apportionment requests, and budget execution plans for all procurement appropriations and stock funds. b. records related to FY 2017 and forward.	PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3 / 7043/1	
7044.1b	RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) RECORDS	1. Research and Development (R&D) files. ASSTSECNAV (FM&C) CMC (P&R) documents which review, evaluate, and make recommendations on DOD components POM budget requests, apportionment requests, and budget execution plans for all RDT&E apportionments of the DOD. Studies and reports, which monitor execution of the budget for research and development appropriation. (Include reviews, evaluations, budget requests, studies and reports.) b. records related to FY 2017 and forward.	PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3 / 7044/1	
7102.1a(2)	EXHIBITS AND FORMAT RECORDS	1. DON Structured Charts Showing Allocation of Budget Items. Charts, graphs, tables and other records which provide an overview of the programs and items included in the President's budget for DON. a. Record copies accumulated by ASSTSECNAV (FM&C) HQ. (2) records related to FY 2017 and forward.	PERMANENT. Retire to WNRC when no longer needed for reference. Transfer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-3 / 7102/1/A	
7110.2a(2)	BUDGET/ESTIMATES PREPARATION RECORDS	2. Budget Estimate Records. a. Consolidated records of the Office of ASSTSECNAV (FM&C). Copies of budget estimates and justifications prepared or consolidated in ASSTSECNAV (FM&C). Included are appropriation language sheets, narrative statements, and related schedules and data. (2) records related to FY 2017 and forward.	PERMANENT. Retire to WNRC when 4 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3 / 7110/2/A	
7110.4a(2)b	BUDGET/ESTIMATES PREPARATION RECORDS	4. Program Objectives Memorandums (POMs) and Related Records. Records relating to the development and submission of POMs. a. Records accumulated by CNO and HQMC offices responsible for final review and submission of POMs. (2) All other textual records, including POMs and related annexes; submissions by CNO program sponsors; documents reflecting decisions made by boards and committees charged with reviewing program sponsor submissions; DON-prepared guidance documents. b. records related to FY 2017 and forward.	PERMANENT. Retire to WNRC when 3 years old. Offer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-3 / 7110/4/A/2	
7110.4a(3)b	BUDGET/ESTIMATES PREPARATION RECORDS	4. Program Objectives Memorandums (POMs) and Related Records. Records relating to the development and submission of POMs. a. Records accumulated by CNO and HQMC offices responsible for final review and submission of POMs. (3) ADP records. b. records related to FY 2017 and forward.	DO NOT DESTROY. Disposition is not Authorized.	NC1-NU-84-3 / 7110/4/A/3	
7120.1a(2)	BUDGET REVIEW RECORDS	1. Review Files. Records relating to the development, preparation and submission to OSD and OMB of the DON's budget. Records include submission to ASSTSECNAV (FM&C) from claimants, with related review and decision documents; OSD program budget decisions; hearings; mark-ups; and reclaims. a. ASSTSECNAV (FM&C) HQ. (2) records related to FY 2017 and forward.	PERMANENT. Retire to WNRC when 3 years old. Transfer to NARA when 20 years old.	NC1-NU-84-3 / 7120/1/A	
7120.2a(2)	BUDGET REVIEW RECORDS	2. Congressional Relations Records. a. Records accumulated by ASSTSECNAV (FM&C) in explaining and defending DON budget estimates before congress and congressional committees. Included are statements and testimonies prepared for DON witnesses; proposed answers to anticipated questions; summaries and analyses of congressional actions; and related records. (2) records related to FY 2017 and forward.	PERMANENT. Retire to WNRC when 5 years old. Transfer to NARA in 5-year blocks when 20-25 years old.	NC1-NU-84-3 / 2/A	
7000-58	GRS 2.4 050 - Wage and tax statements:	Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents. Legal citations: Form W-3, Purpose of Form section states, "The IRS recommends retaining copies of these forms for four years." Agencies attach their copies of form W-2 to form W-3. IRS Publication 15 (2014), (Circular E), Employer's Tax Guide, section on Recordkeeping (copies of returns filed and confirmation numbers).	TEMPORARY: Destroy when 4 years old, but longer retention is authorized if required for business use.	DAA-GRS-2016-0015-0005	

DAA-NU-2015-0007 Crosswalk

7401.2a	TAX WITHHOLDING RECORDS	2. Statement for Civilian and Military Personnel. Reports of federal taxes withheld and related papers. a. Records relating to military personnel.	Retain on board. Destroy when 4 years old.	GRS 2.13c	
7401.2b	TAX WITHHOLDING RECORDS	2. Statement for Civilian and Military Personnel. Reports of federal taxes withheld and related papers. b. Records relating to civilian personnel.	Retain on board. Destroy when 4 years old.	GRS 2.13b	
7430.9	MILITARY PAYROLL ACCOUNTING RECORDS	9. Records of Withholding and Reporting of Federal, State, or Local Income Tax for Recipients of Active Duty, Reserve, Retired, Retainer, or Annuity Payments. Records consisting of quarterly and annual records (returns) to Internal Revenue Service and state or local taxing authorities of income taxes withheld, related correspondence necessary to transmit or reconcile reports, microform list of wage and tax data (IRS W-2) (Microform titles: NRDP W2-S, RET PAY W2-S), and wage and tax statements returned as undeliverable to employees.	Retain on board. Destroy when 4 years old.	GRS 2.13b	
7430.10a	MILITARY PAYROLL ACCOUNTING RECORDS	10. Records of Withholding and Reporting to Social Security Administration (SSA) Federal Insurance Contribution Act (FICA) Taxes for Recipients of Active Duty or Reserve Military Pay. a. Copies of documents accompanying periodic automated reporting to SSA, copies of adjustment actions, and related listings and correspondence.	Retain on board. Destroy when 4 years old.	GRS 2.13b	

7000-59	GRS 1.1 090 - Government purchase card and travel credit card application and approval records:	Applications by employees for Government credit cards issued in card-holder's name, whether for official travel expenses or for purchasing goods and services. May include: <ul style="list-style-type: none"> • application for credit card • credit release form • applicant credit report • cardholder agreement • acknowledgement of responsibilities and penalties for misuse • approving official agreement • certificate of appointment (warrant) • card training certificate 	TEMPORARY: Destroy upon card holder separation or when card is returned to office and destroyed, as appropriate, but longer retention is authorized if required for business use.	DAA-GRS-2018-0003-0001	New bucket
---------	--	---	--	-------------------------------	-------------------

RECORDS MOVED TO OTHER CHAPTERS

4000-60	GRS 1.1 050 Construction Contractors' Payroll Files:	Agency copy of contractors' payrolls for construction contracts submitted in accordance with the Department of Labor regulations, with related certifications, anti-kickback and other affidavits, and other related papers.	TEMPORARY: Destroy 3 years after completion of contract or conclusion of contract being subject to an enforcement action, but longer retention is authorized if required for business use.	DAA-GRS-2013-0003-0003	
7800.1	GENERAL CONTRACT AND SPECIAL FINANCING RECORDS	1. Contractors' Payroll Files. Construction contracts submitted in accordance with Labor Department regulations with related certifications, anti-kickback affidavits, and other related papers.	Retain on board. Destroy 3 years after date of completion of contract or until contract performance is subject to enforcement action, whichever is later.	NC1-NU-84-3 / 7800/1	Moved from 7000-29 DAA-NU-2015-0007-0029