

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

115-107

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State

2. MAJOR SUBDIVISION
Foreign Service Posts

3. MINOR SUBDIVISION
Regional Finance and Data Processing Centers

4. NAME OF PERSON WITH WHOM TO CONFER
Paul F. Murphy, Jr.

5. TEL EXT
632-8806

LEAVE BLANK	
JOB NO	NC 1 84 79 4
DATE RECEIVED	24 NOV 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>1-30-79</i> Date	<i>James B. Rhoads</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

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

C. DATE <i>11/3/78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center"><u>Administrative & Management Records</u></p> <p>General Correspondence Files</p> <p>a. Policy and Planning correspondence, reports and other documentation concerning organization, functions and systems development.</p> <p align="center">DESTROY WHEN 25 YEARS OLD.</p> <p>b. Operational and administrative correspondence, memorandums and other documentation concerning Personnel, General Services, Security and other operational and administrative matters, with the Department, Foreign Service Posts and internally within the Center.</p> <p align="center">DESTROY WHEN 3 YEARS OLD.</p> <p>c. Chronological Files</p> <p align="center">DESTROY WHEN ONE YEAR OLD.</p>	<p><i>RAH(D) Item 03101</i></p> <p><i>RAH(D) Item 02007</i></p>	<i>40 items</i>

Copies sent to Agency; NNF (K.T.): 2-1-79

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	History File of Forms and Directives DESTROY WHEN 25 YEARS OLD.		
3	Status of Leave Reports for RFDPC's. DESTROY WHEN SUPERSEDED BY A NEW RECORD EXCEPT FOR FINAL REPORT FOR LEAVE YEAR; DESTROY FINAL REPORT WHEN 4 YEARS OLD.		
4	Unofficial Personnel Records, consisting of copies of documents maintained in Official Personnel Folder. DESTROY 6 MONTHS AFTER TRANSFER, RESIGNATION OR RETIREMENT OF EMPLOYEE.		
5	Position Description File. Copies of documents maintained by Embassy Personnel Officer. DESTROY WHEN SUPERSEDED.		
6	Overtime Authorizations for RFDPC Personnel. DESTROY WHEN 3 YEARS OLD.		
7	Monthly Report of Accounting Transactions by Agency and Post. DESTROY WHEN 5 YEARS OLD.		
8	RFDPC Administrative Operations Records. Includes Travel Orders, Requisitions for Printing, supplies, etc. DESTROY WHEN 3 YEARS OLD.		

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9	<p>RFDPDC ALLOTMENT Accounting and Funds Management Records.</p> <p>Includes purchase orders, paid voucher card, Status of Obligations, Status of Funds, Financial Plans, Budget Estimates and other records concerned with management of accounts and funds for RFDPDC.</p> <p>DESTROY WHEN 3 YEARS OLD, EXCEPT FOR STATUS OF FUNDS AND STATUS OF OBLIGATIONS REPORTS, WHICH DESTROY FINAL REPORT FOR FISCAL YEAR WHEN 10 YEARS OLD AND ALL OTHER COPIES UPON RECEIPT OF NEXT REPORT.</p> <p style="text-align: center;"><u>Financial Services Records</u></p>		
10	<p>Correspondence & Research Files</p> <p>a. Post Correspondence concerning all aspects of RFDPDC operations .</p> <p style="padding-left: 40px;">DESTROY WHEN 2 YEARS OLD.</p> <p>b. Agency Correspondence, Consists of all operational and procedural matters concerning the Department and other agencies.</p> <p style="padding-left: 40px;">DESTROY WHEN 5 YEARS OLD.</p>		
11	<p>State Department Administrative Accounts and D.O. original Voucher File.</p> <p>Original SF-1221 supported by triplicate copy of OF-233 (formerly FS-543) for fee collections, adding machine tapes of payroll voucher deductions, copy of adjustment voucher for appropriation adjustment, copy of OF-158 (formerly FS-459) for cash collections other than fees, signed copies of transportation vouchers, sheets marked with voucher number, date, appropriation and amount in lieu of original 190522 voucher, and copies of all other vouchers.</p>	<p><i>RMH(0)</i> <i>Item</i> <i>03407</i></p>	

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11	<p>- <u>Continued</u></p> <p>RETIRE TO WASHINGTON NATIONAL RECORDS CENTER WHEN 3 YEARS OLD, DESTROY RECORDS CREATED PRIOR TO FISCAL YEAR 1976 (JULY 1, 1975) 10 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT; DESTROY RECORDS CREATED AFTER FISCAL YEAR 1975 (JUNE 30, 1975) 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.</p>		
12	<p>Accountability Record, OF-209 (formerly FS-465)</p> <p>DESTROY WHEN 5 YEARS OLD.</p>	<p><i>RMH (6)</i> <i>Item 03406</i></p>	
13	<p>Cash Accountability Records</p> <p>Copies of SF-1221, Statement of Transactions, SF-1218, Statement of Accountability, FS-467, Analysis of Balance Due and FS-488, Foreign Currency Statement of Transactions and Accounts Current; and OF-234 (formerly FS-544) Combined Exchange Transactions Record.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
14	<p>Transcript of Documents Processed (RFC 80)</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
15	<p>Microfilm copies of Outgoing Checks</p> <p><i>Disposition Not Authorized at this time.</i> RETAIN INDEFINITELY.</p>	<p><i>26 Jan 79</i></p>	
16	<p>Currency Purchase Bank Files</p> <p>Correspondence and documents including RFC 239, Record of Currency Purchased, Transmittal Letter sending checks to bank and selected information regarding transfer.</p> <p>DESTROY 3 YEARS AFTER ACCOUNT IS CLOSED.</p>		
17	<p>Bond Issue & Redemption Control and Reports</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		

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18	<p>STOP PAYMENT FILES</p> <p>Correspondence and reports concerning lost U.S. Treasury Checks.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
19	<p>Lost Treasury Check File</p> <p>Correspondence and Reports concerning lost U.S. Treasury checks.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
20	<p>Lost Local Currency Check File.</p> <p>Correspondence and reports concerning lost local currency checks.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
21	<p>Bank Reconciliation Records.</p> <p>FSS-440, Statement of Depository Account and Report of Checks Drawn, including deposit slips, Bank Statements, coding slips, schedule of canceled checks (SF-1098) and related correspondence.</p> <p>DESTROY WHEN 3 YEARS OLD</p>		
22	<p>Uncurrent Local Currency Check File.</p> <p>Consisting of documentation regarding uncurrent checks which includes request to bank for stop-payment (RFC-196), confirmation of stoppayment from the bank, and General Receipt, OF 158 (formerly FS-459) crediting proceeds to U.S. Treasury.</p> <p>DESTROY WHEN 10 YEARS OLD</p>		
23	<p>Bank Charges File</p> <p>OF-206 (formerly FS-455), supporting adding machine tapes, code slips, and debit slips or equivalent from bank.</p> <p>DESTROY WHEN 3 YEARS OLD</p>		

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24	Cashiers File - USDO Includes copy of designation letter, OM covering increases or decreases and other correspondence pertaining to advance documents; notices of exception, card showing cash advances. DESTROY 3 YEARS AFTER APPOINTMENT REVOKED AND ACCOUNT SETTLED.	RMH (B) Item 03410	
25	Class B Cashiers Checking Account Record. DESTROY WHEN 12 YEARS OLD.	RMH (B) Item 03408	
26	Status of Cashiers Accountability (RFC 365) DESTROY WHEN 3 YEARS OLD.		
27	<u>Exchange Transaction Vouchers of 176</u> (formerly FS-92) DESTROY WHEN 3 YEARS OLD.		
<u>Payroll Records</u>			
28	Personnel Fiscal Folder - American Employees. Includes Authority to Pay, Coding Sheets, P/R Change Slips, Notification of Arrivals and Departures, SF-1190, Foreign Allowance Application Grant and Report and records relating to tax withholding, savings bonds, insurance, retirement, etc. DESTROY 3 YEARS AFTER SEPARATION OR TRANSFER OF EMPLOYEE.	RMH (B) Item 03505	
29	Personnel Fiscal Folder - Local Employees Includes Correspondence with employee Pay Record, Earnings Statement, P/R Change Slip, Notification of Personnel Action, Pay Change Record, Allotment of Pay, etc. DESTROY 3 YEARS AFTER SEPARATION OR TRANSFER OF EMPLOYEE.	RMH (B) Item 03505	
30	Bond Issuance Schedules DESTROY WHEN 5 YEARS OLD.		

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31	Payroll Control Files DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD; WHICHEVER IS SOONER.		
32	Time & Attendance Cards DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD; WHICHEVER IS SOONER.	RMH(B) Item 03504	
33	Reconciliation/Summary of Earnings & Deductions, Year to Date. DESTROY WHEN 3 YEARS OLD.	RMH(B) Item 03507	
34	FICA Reports DESTROY WHEN 3 YEARS OLD.	RMH(B) Item 03506	
35	Leave and Home Leave Computation Control. DESTROY WHEN 1 YEAR OLD.		
36	Annual Reconciliation of Payroll Deductions (FS-415) DESTROY WHEN 3 YEARS OLD.	RMH(B) 03507	
37	Carrier Reports (SF-2809, 10, 11) DESTROY WHEN 3 YEARS OLD.	RMH(B) Item 03508	