

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO NC1-217-76-4
DATE RECEIVED August 26, 1976
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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>9-24-76</i> <i>James E. O'Neil</i> Date <i>Acting</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
GENERAL ACCOUNTING OFFICE

2. MAJOR SUBDIVISION
OFFICE OF ADMINISTRATIVE PLANNING AND SERVICES

3. MINOR SUBDIVISION
RECORDS MANAGEMENT AND SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER
Ms. Sharon Damon

5. TEL EXT
275-6204

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 1 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>9/24/76</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Harry B. Heurmann</i>	E. TITLE <i>Director, Office of Administrative Services, GAO</i>
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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>Original War Department Regular Military Pay Vouchers, 1922-35, located in the "M" Series (66A152), "K" Series (66A119), "F" Series (66A121) and "G" Series (66A134) of Disbursing Officers' Settlement Accounts at the Washington National Records Center.</p> <p>These War Department regular military pay vouchers are now scheduled for disposal after 56 years, pursuant to Disposal Job No. II-NNA-224, item 2. This proposed schedule will allow their destruction prior to the expiration of this retention period.</p> <p>Approval is requested because the settlement accounts of which the regular military pay vouchers are a part are being screened for final military pay vouchers (pay received at the time of discharge), and it would be in the interest of efficiency and spacesaving to dispose of them during the screening operation. Furthermore, their early disposal will cause no problems in documenting military service, since such documentation is provided by the final pay vouchers and by other alternate sources.</p> <p><i>Copy to Agency + NCW 9-28-76 OD</i></p>		

Pay Rolls and Related Pay Records

*Naval Veterans Corps
Partially 1916-1917
disposed of in 1918
to not be 27.*

ITEM NO.	DESCRIPTION OF RECORDS	RETENTION PERIOD	DISPOSAL AUTHORITY
1.	Original civilian and military pay rolls (other than skeletonized pay rolls), subsequent to 1900.	Dispose 56 years after the date of the accounts in which they were submitted.	II-NNA-224 Item No. 2
2.	Original supporting sub-vouchers to Navy pay rolls, such as transfer pay accounts, pay receipts, details to extra duty, clothing and small stores receipts, rental and subsistence vouchers, enlistment slips, discharge vouchers, etc.	Dispose 10 years after the date of the accounts in which submitted.	345-S-252 Item No. 1
3.	Original pay receipts of civilian Navy employees submitted as sub-vouchers of civil pay rolls.	Dispose 10 years after date of payment.	345-S-252 Item No. 2
4.	Original Individual Earning Records Summary Control (W. D. Form No. 61 or equivalent).	Dispose 3 1/2 years after the periods covered thereby.	352-S-311 Item No. 1
5.	Originals of correspondence transmitting payroll records to the General Accounting Office.	Dispose 3 1/2 years after date of correspondence.	352-S-311 Item No. 3
6.	Original Inventory of Pay Roll	Dispose after settlement of the accounts for the periods involved.	352-S-311 Item No. 10
	Memorandum copies (carbons) of pay rolls and related certification sheets (S. Fs. 1013, 1128, or equivalents).	Dispose after settlement of the accounts for the periods involved	II-NNA-538 Item No. 1
	Original and carbon copies of Payroll Control Registers (S. F. 1125 and W. D. Form No. 60, Payroll Certification Control, or equivalents).	Dispose after settlement of the accounts for the periods involved.	II-NNA-538 Item No. 2