

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-425-91-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/22/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Note: Items on N1-425-91-001 were lined out before approval to differentiate between those items that were new or modified and those which had not changed. The intention for the schedule was to approve all the items on the schedule and supersede prior disposition authorities.

N1-425-09-005 item 1a superseded item 76

N1-425-09-005 item 1b superseded items 76, and 298a

N1-425-09-005 item 2 superseded items 82, 83, 85, 256, 260, 295, 302-305, 350-351, 358, 360-361, 363-371, and 373-380

N1-425-09-005 item 3 superseded items 261-262, 266, 306-309, 311-312, 314-315, 317-340, 347-348, 382-383, 392, 397, and 440

N1-425-09-005 item 5a superseded items 76, 77, 79, 85, 263, 264, 276-278, 280, 282-294, 299, 310, 313, 316, 341-345, 362, 381, 384, 389, 391, 393, 396, and 441-444

N1-425-09-005 item 5b superseded items 73, 76-77, 80-81, 267, 298b, 300, 348, 349, 359, and 385-388

N1-425-09-005 item 5c superseded items 72, 74, 75

N1-425-09-003 item 1b superseded item 240

N1-425-09-003 item 2 superseded items 247, 248, 249 b and c, and 251 a

N1-425-09-003 item 3 superseded items 243-246 and 252-255

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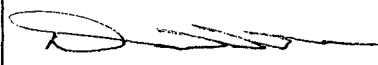
NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

N1-425-09-003 item 4 superseded items 242 and 250

N1-425-06-001 Item 1 superseded items 76 and 461

N1-425-02-002 item 1a superseded items 61 (a-e)

N1-425-02-002 item 2 superseded items 268

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK JOB NO. <u>NI-425-91-1</u>	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED <u>2-26-91</u>	
1. FROM (Agency or establishment) <u>Department of the Treasury</u>		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 marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION <u>Financial Management Service</u>			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <u>Rita R. Franklin</u>	5. TELEPHONE EXT. <u>301-436-5300</u>	DATE <u>1/12/93</u>	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 83 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE <u>2/25/91</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE  <u>Rita R. Franklin</u>	D. TITLE <u>Manager, Programs Branch</u>
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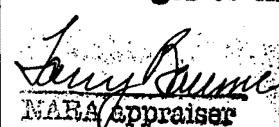
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>The mission of the Financial Management Service (FMS) is to improve the quality of Government financial management. FMS' commitment and responsibility is to help Government customers achieve success. This is done by linking program and financial management objectives, and by providing financial services, information, advice and assistance to customers. FMS serves taxpayers, the Treasury Department, Federal program agencies and Government policy makers.</p> <p>All changes to this proposed schedule have been approved by:</p> <p>  <u>12/22/92</u> <u>Rita R. Franklin</u> <u>12/18/92</u> NARA appraiser date Agency representative date </p> <p>Copies sent to agency, NARS, NNT, NCF 1/22/93</p>		

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	<p>The Program records of the Financial Management Service are grouped into the following major subject categories:</p> <ol style="list-style-type: none"> 1. General 2. Commissioner 3. Management 4. Federal Finance 5. Financial Information 6. Regional Operations 7. Information Resources 8. Agency Services <p style="text-align: center;"><u>GENERAL RECORDS</u></p> <p>All operating elements in Financial Management Service accumulate program records of a general nature. This section of the schedule is prepared for all offices generating such records as described herein.</p>		
1.	<p><u>Administrative Files.</u> Correspondence, memoranda and other file material of a housekeeping nature consisting of budget, fiscal, personnel, supply and other operations common to all offices as distinguished from the records relating to the specific programs of an individual Division or Branch.</p> <p style="text-align: right;">2</p> <p>Destroy when 1 year old.</p>		
2.	<p><u>Chronological Files.</u> Copies of outgoing correspondence arranged by date and maintained for periodic review by staff members or for convenient reference.</p> <p style="text-align: right;">3</p> <p>Destroy when 1 year old.</p>		
3.	<p><u>Working Papers.</u> Include rough drafts, notes, and materials accumulated in the development of a final product.</p> <p style="text-align: right;">4</p> <p>Destroy upon completion of project or action or after 1 year if purpose has been served.</p>		

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4.	<p><u>Committees, Conferences and Meetings.</u> Copies of documents pertaining to office participation in or association with committees, conferences, meetings and related activities, not covered elsewhere in this schedule. 5</p> <p>Destroy when 1 year old or when purpose has been served.</p>		
5.	<p><u>Reports (General).</u> This file includes trip reports, narrative reports, activity reports and similar reports maintained for reference, not covered elsewhere in this schedule. 6</p> <p>Destroy when 2 years old. Earlier destruction is authorized.</p>		
6.	<p><u>Transitory Files.</u> Correspondence, messages and other documents maintained for reference; copies of documents which require no official action; letters of transmittal; routine requests for information and replies thereto involving no administrative or policy decisions and no special compilations or research. Note: To maximum extent practicable, transitory papers should be destroyed without filing. File only when needed for more than 30 days. 7</p> <p>Destroy when 1 year old. Earlier destruction is authorized.</p>		
7.	<p><u>Site Audit Records</u> though created by the different agencies are considered to be records of the General Accounting Office. Reports so identified will be disposed of according to the GAO schedule. 8</p> <p>Destroy 6 years and 3 months after the period of the account.</p> <p>Non-Program Records of a general nature are scheduled in the General Records Schedule 23.</p>		

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	<p align="center"><u>COMMISSIONER, OFFICE OF THE</u></p> <p>Provides executive direction and leadership to the Service in its role as the central financial manager of the Government. Directs a wide range of accounting, disbursing, collecting, and cash management functions which affect the entire Federal Government.</p> <p><u>Chief Counsel, Office of the</u></p> <p>Provides legal advise and other services to the Commissioner and various staffs within the FMS. Reviews, for legal sufficiency, major solicitations and contract awards; proposed legislation that may affect the FMS, and other administrative actions and initiatives.</p>		
8.	<p>Closed litigation case files 425-88-1;1</p> <p>a. Files of reference value (containing model language or precedents).</p> <p>Retain in office. Do not transfer to Federal Record Center. Destroy when no longer needed for administrative use.</p> <p>b. Files having no reference value.</p> <p>Transfer to Federal Records Center when case is closed. (A minimum of one cubic foot must be accumulated for transfer). Destroy 4 years after case is closed.</p>		
9.	<p>Gifts to the United States - correspondence, 1966-85. 425-88-1;2</p> <p>Correspondence dealing with tangible and intangible gifts to the United States in order to reduce the federal debt.</p> <p>Transfer to the National Archives for permanent retention.</p>		

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	<u>Legislative and Public Affairs, Office of</u> Coordinates the FMS's legislative and public affairs activities to ensure that communications with Congress, the financial and business communities, the public, the media, and other government agencies accurately reflect Servicewide policies and programs. <u>Planning, Office of</u> Responsible for the development, coordination, and direction of the FMS's planning process.		
10.	Legislative Program Files. 11 Reference copies of reports on proposed legislation introduced in Congress with provisions which have implications with respect to Treasury fiscal policy and procedures. Requests stem from Congressional Committees, Office of Management and Budget and the Treasury General Counsel. Destroy when 3 years old.		
11.	Congressional and White House Replies. 12 Correspondence referred to the Bureau by congressional offices or the White House involving requests by constituents for information or remedial action under programs performed by the Bureau. Destroy when 2 years old.		
12.	Freedom of Information Act (FOIA). NEW Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof. See General Records Schedule 14, Items 11 through, 15.		

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13.	<p>Privacy Act. 13</p> <p>All records pertaining to the Privacy Act, including requests for notification and access to records, requests for amendments of records, appeals of initial determinations refusing to amend records, statements of disagreements, and other related papers.</p> <p>See General Records Schedule 14, Items 21 through 26.</p>		
14.	<p>Manuals, directives, plans, reports and correspondence reflecting policies and procedures developed in the administration and direction of national security programs. 14</p> <p>Destroy in action office when obsolete or when revisions are provided.</p>		

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	<p><u>ASSISTANT COMMISSIONER, MANAGEMENT</u></p> <p>Provides direction and leadership for the Service's administrative and financial programs ensuring that policies developed and implemented for resource management conform with Federal and Departmental regulatory requirements. Also provides, legislative coordination, support and advice to the Service's management officials in developing and fully utilizing resources, materials, and funds to meet goals and objectives through the following programs.</p> <p><u>Equal Opportunity Staff</u></p> <p>Provides full program guidance for the Service's Equal Employment Opportunity Program, to include: Special Emphasis, Career Planning, and Affirmative Action Programs; and complaints processing.</p> <p>See General Records Schedule 1, Item 25.</p>		
15.	<p>EEO Case Files.</p> <p>Formal equal employment opportunity complaints from Headquarters and field offices and related correspondence.</p> <p>Destroy 4 years after final adjustment.</p>		
16.	<p>Pre-Complaint Counseling Reports. Reports of the pre-complaint activities for Headquarters and field offices.</p> <p>Destroy when 1 year old.</p>		
	<p><u>Facilities Management Division</u></p> <p>Provides administrative support to the Service in accomplishing its mission by administering the facilities programs, which include: space management, buildings management, physical security, occupational safety and health, records management, mail management, messenger services, voice telecommunication, procurement and reports management.</p>		

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	<u>Physical Security Records</u>		
17.	Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule. 35 Destroy when 2 years old.		
18.	Reports and surveys and inspections of Government-owned facilities conducted to insure adequacy of protective measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. 36 Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.		
19.	Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements and reports and related papers concerning occurrences of such minor nature that they are settled locally without referral to other organizational elements. 37 Destroy when 2 years old.		
20.	Property pass files, authorizing removal of property or materials. 38 Destroy 3 months after expiration or revocation.		
21.	Reports on contact of outside police with building occupants. 39 Destroy when 1 year old.		
22.	Reports, loss statements, receipts and other papers relating to lost and found articles. 40 Destroy when 1 year old.		

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	<u>Building Operations Records</u>		
23.	<p>Identification credentials and related papers. 29</p> <p>a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.</p> <p>Destroy credentials 3 months after return to issuing office.</p> <p>b. Receipts, indices, listing and accountable records.</p> <p>Destroy after all listed credentials are accounted for.</p>		
24.	<p>Requests for building and equipment maintenance services, excluding fiscal copies. 30</p> <p>Destroy 3 months after work performed or requisitions canceled.</p>		
25.	<p>Parking Management Files. 31</p> <p>Completed parking applications for allotting parking spaces to GFO employees and related file material.</p> <p>Destroy when 2 years old.</p>		
26.	<p>Civil Defense Cards and files pertaining thereto. 33</p> <p>Destroy when holder retires or is transferred from the Department, whichever is sooner.</p>		

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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
	<u>Space Management Records</u>		
27.	<p>Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers. 26</p> <p>Destroy 2 years after file is closed.</p>		
28.	<p>Records relating to the allocation, utilization and release of space under agency control, and related papers to General Services Administration. 27</p> <p>a. Building plan files and related agency records utilized in space planning, assignment and adjustment.</p> <p>Destroy 2 years after termination of assignment, or when lease cancelled, or when plans are superseded or obsolete.</p> <p>b. Correspondence with and reports to staff agencies relating to agency space holding and requirements.</p> <p>(1) Agency reports to General Services Administration regarding space occupied in Metropolitan Washington, and outside the District of Columbia, and related papers.</p> <p>Destroy 2 years after date of report.</p> <p>(2) Copies in subordinate reporting units and related work papers.</p> <p>Destroy 1 year after date of report.</p>		
	<u>Telecommunications</u>		
29.	<p>Correspondence, forms and other records relating to the compilation of directory service listings. 28</p> <p>Destroy 2 months after issuance of listing.</p>		

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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
30.	Telephone statements, toll slips and related telephone records. 32 Destroy 3 years after period covered by related account.		
	<u>Records Management Files</u>		
31.	Records disposition files, including descriptive inventories, disposal authorizations, schedules for the retirement of records and correspondence or memoranda relating to revisions. 53 Transfer to inactive file when superseded or obsolete. Destroy 20 years after transfer.		
32.	Files documenting transfer of records to the Federal Records Center for disposal. 54 Destroy 5 years after records listed thereon have been destroyed.		
33.	Surveys, Paperwork Management and Equipment. Reports on surveys conducted to monitor and develop methods for improving paperwork management practices and files equipment utilization. 57 Destroy when 6 years old.		
	<u>Property and Supply Records</u>		
34.	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule. 41 Destroy when 2 years old.		
35.	Motor vehicle operating and maintenance records. 42 Destroy when 3 years old or when audited by GAO, whichever is sooner.		

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36.	<p>Motor vehicle ledger and work sheets providing cost and expense data. 43</p> <p>Destroy 3 years after discontinuance of ledger or date of work sheet, whichever is sooner.</p>		
37.	<p>Reports on motor vehicles (other than accident, operating and maintenance reports). 44</p> <p>Destroy 3 years after date of report.</p>		
38.	<p>Records relating to motor vehicle accidents, maintained by transportation offices. 45</p> <p>Destroy 6 years after case is closed.</p>		
39.	<p>Vehicle release files. 46</p> <p>Destroy 4 years after vehicle leaves agency custody.</p>		
40.	<p>Records relating to individual employee operation of Government-owned vehicles, including driver tests, ID cards, driver register information, operator's licenses, safe driving awards and related file material. 47</p> <p>Destroy 3 years after separation of employee or 3 years recession of authorization to operate Government-owned vehicles, whichever is sooner.</p>		
41.	<p>Requisitions for supplies and equipment from current inventory. 67</p> <p>a. Stockroom copy.</p> <p>Destroy 2 years after completion or cancellation of requisition.</p> <p>b. All other copies.</p> <p>Destroy when 6 months old.</p>		

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42.	<p>Inventory files. 68</p> <p>a. Inventory lists</p> <p>Destroy 2 years from date of list.</p> <p>b. Inventory cards.</p> <p>Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification or 2 years after equipment is removed from agency control.</p> <p>c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the General Records Schedule.</p> <p>Destroy when 3 years old or when audited by GAO, whichever is sooner.</p>		
43.	<p>Correspondence files maintained by operating units responsible for property disposal, pertaining to their operation and administration, not otherwise provided for. 69</p> <p>Destroy when 2 years old.</p>		
44.	<p>Reports and excess personal property. 70</p> <p>Destroy when 3 years old.</p>		
45.	<p>Real Property Files. 72</p> <p>See General Records Schedule 4, Item 4</p> <p><u>Forms Management Files</u></p>		
46.	<p>Numerical History Forms File containing the master copy of the form, the request for reproduction, the directive requiring the form and related papers. 55</p> <p>Destroy 3 years after form has been declared obsolete.</p>		

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	<u>Reports Management Files</u>		
47.	Interagency Reports. Those reports prepared by one or more departments or independent agencies for use by another department or agency. 56 Destroy 2 years after report has been discontinued.		
	<u>Mail Operations</u>		
48.	Registered mail receipts. 48 Destroy when 1 year old.		
49.	Register of currency and securities received for redemption. 49 Destroy when 10 years old.		
50.	Forms, reports, and records prepared in connection with currency cancellation, verification and destruction operations. 50 Destroy 2 full years after the end of the calendar year to which these records relate.		
51.	Correspondence, request forms and other records relating to changes in mailing list for publications. 51 Destroy when 1 year old.		
52.	Card index and mailing lists for publications. 52 Destroy when cancelled or revised.		
	<u>Acquisition Management Division</u> Provides support to the Service by administering and managing all forms of procurement including contracting, small purchases, contract administration, inter-agency agreements and procurement policy.		

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	<u>Procurement Records</u>		
53.	<p>Procurement files (as describe in item 55 below) involving transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement or to major procurement programs.</p> <p style="text-align: right;">60</p> <p>Place in inactive file after final payment. Destroy 25 years after final payment.</p>		
54.	<p>Correspondence files of procurement operating units pertaining to their internal operation and administration that are not covered elsewhere in this schedule.</p> <p style="text-align: right;">61</p> <p>Destroy when 2 years old.</p>		
55.	<p>Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration receipt, inspection, and payment (other than those covered in items 53 and 54.</p> <p style="text-align: right;">62</p> <p>See General Records Schedule 3, item 3.</p>		
56.	<p>Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).</p> <p style="text-align: right;">63</p> <p>a. Copies received from other units for internal purposes or for transmission to staff agencies.</p> <p>Destroy when 2 years old.</p> <p>b. Copies in other reporting units, and related work papers.</p> <p>Destroy when 1 year old.</p>		

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57.	<p>Bid files. 64</p> <p>a. Successful bids</p> <p>Destroy in accordance with provisions from item 55.</p> <p>b. Unsuccessful bids.</p> <p>Destroy in accordance with provisions for item 55.</p> <p>c. List or cards of acceptable bidders.</p> <p>Destroy when new list or card is made.</p>		<p>IN GRS 3, ITEM 5a</p> <p>IN GRS 3, ITEM 5b</p>
58.	<p>Records relating to requisitions on the Public Printer, and supporting papers. 65</p> <p>a. Printing procurement unit copy of requisition, invoice specifications, and related papers.</p> <p>Destroy 3 years after completion or cancellation of requisition.</p> <p>b. Accounting copy of requisition, Government Printing Office invoice, Transfer of Funds Voucher and Receiving Report.</p> <p>Destroy 3 years after period covered by related account.</p> <p><u>Personnel Management Division</u></p> <p>Provides support to the Service through comprehensive personnel management services and programs which include: recruitment and staffing of positions, classification, pay administration and payroll, labor and employee relations, policy development, program analysis and evaluation, and training.</p> <p>See General Records Schedules 1 and 2.</p>		

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	Programs for Progress Reports.		
59.	 Reports of training given and promotions received in each Division in Headquarters and Regional Operations. 	16	
	 Destroy when 1 year old. 		
60.	 Incentive Awards Program Files. 	18	
	 a. Incentive Awards Program Case Files including both performance awards and suggestion cases. 		
	 Destroy 2 years after case has been closed. 		
	 b. Reports on Incentive Awards Program. 		
	 Destroy 3 years after date of report. 		
	<u>Budget Division</u> Ensures that Service operating plans and budgets are coordinated, clearly defined and interpreted, that they integrate policies and priorities of the Service, that they contribute to Service management capabilities for anticipating, considering alternatives, making decisions on goals and strategies, making commitments to carry them out and evaluating the results of those decisions and operations. See General Records Schedule 5.		
	<u>Finance Division</u> Develops and implements accounting and financial control systems; processes foreign and domestic claims; performs related analyses, a resources utilization, financial management and costs, workload and productivity. See General Record Schedules 6, Items 3, 5, 6, and 10; Schedule 9, item 4.		

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61.	<p>Foreign Claims. 310</p> <p>a. International Claims Case Files - Claims of U.S. Nationals against foreign governments for damages or loss of property in the following countries:</p> <table border="0"> <tr> <td>(1) Bulgaria</td> <td>(6) Poland</td> </tr> <tr> <td>(2) Czechoslovakia</td> <td>(7) Rumania</td> </tr> <tr> <td>(3) Hungary</td> <td>(8) Soviet</td> </tr> <tr> <td>(4) Italy</td> <td>(9) Yugoslavia</td> </tr> <tr> <td>(5) Mexico</td> <td></td> </tr> </table> <p>b. Mixed Claims Commission - US & Germany Files - Claims of US Nationals against Germany for losses during WWI.</p> <p>c. War Claims Case Files - War damages during WWII.</p> <p>d. Blocked Accounts Case Files - Vested Alien property held because claimant in restricted country. (Bulgaria, Hungary and Rumania).</p> <p>e. Withheld Foreign Checks - Funds withheld, due individuals residing in restricted country.</p> <p>Paid in Full Cases - Destroy 10 years after paid in full.</p>	(1) Bulgaria	(6) Poland	(2) Czechoslovakia	(7) Rumania	(3) Hungary	(8) Soviet	(4) Italy	(9) Yugoslavia	(5) Mexico			
(1) Bulgaria	(6) Poland												
(2) Czechoslovakia	(7) Rumania												
(3) Hungary	(8) Soviet												
(4) Italy	(9) Yugoslavia												
(5) Mexico													
62.	<p>Government Losses in Shipment - Claims by government agencies for losses of valuables during shipment. 311</p> <p>a. Processed Case File under Government Losses in Shipment.</p> <p>Destroy 10 years after payment or settlement.</p> <p>b. Agreement of Indemnity - copies of Agreement of indemnity issued by Treasury.</p> <p>Destroy 10 years after issuance.</p>												

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63.	<p>Postal Savings Deposits - Files on Liquidation of Postal Savings System from FY 1968. 312</p> <p>a. Paid Case Files.</p> <p>Destroy 10 years after payment date.</p> <p>b. Correspondence - Miscellaneous, More Information, Duplicates Issued and No Account.</p> <p>Destroy when 2 years old.</p> <p>c. Payment Schedules (SF-1166) Copies Reissued Checks (SF-1147) Copies Cancelled Checks (SF-1185 & 1098).</p> <p>Destroy when 10 years old.</p>		
64.	<p>Judgment Cases processed and paid by Treasury.</p> <p>a. Case Files of Judgments over 313 \$100,000 and Indian Claims.</p> <p>Destroy 10 years after payment is made (GAO has case files).</p> <p>b. Private & Public Relief Bills - Case Files.</p> <p>Destroy 10 years after paid.</p> <p>c. Judgment Cases - GAO Certificates of Settlement (Copies)</p> <p>Destroy when 2 years old.</p> <p>d. Transmittals from GAO (copies).</p> <p>Destroy when 2 years old.</p>		

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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
65.	<p>Unclaimed Partial Payment of U.S. Savings Bonds case files. Funds transferred to Treasury by Private firms of undeliverable partial payments made by individuals towards U.S. Savings Bonds purchase. 314</p> <p>Destroy in action office when amount deposited is paid.</p>		
66.	<p>SF-224, Statement of Transactions, Disbursement schedules, vouchers and supporting documents. Collections documents. 320</p> <p>Site Audit - See GRSN 6/1A: N1-425-91-1 ITEM 7</p>		
67.	<p>TFS-36, Statement of Disbursing cost by major agency, TFS-49, Report on Operating Expense Budget control Office, BA-R 50, Report on Operating Expense Budget Field Offices, Summaries related to Operating Expense Budget. 321</p> <p>Destroy when 7 years old.</p>		
68.	<p>Budget submissions and supporting schedules. 322</p> <p>Destroy when 7 years old.</p>		
69.	<p>International Loans, Supporting documents. 323</p> <p>Destroy in action office when no longer needed for reference.</p>		
70.	<p>Requests, donations and contributions (conscience fund) made to the U.S. Government through the U.S. Treasury, correspondence and related papers. 324</p> <p>Destroy 10 years after receipt.</p>		

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	<p><u>Defense Lending</u></p> <p>The Reconstruction Finance Corporation (RFC) was established in 1932 to extend financial aid to Agriculture, Commerce and industry by means of direct loans to banks and other credit agencies and upon approval by the Interstate Commerce Commission, to railroads or their receivers. Later legislation authorized the purchase of insurance companies, capital stocks of banks, and National Mortgage Association, etc. In 1940 legislation was enacted and approved which gave RFC responsibilities in connection with the national defense programs, which were greatly expanded during World War II.</p> <p>An RFC Liquidation Act approved July 30, 1953, terminated its lending powers effective September 28, 1953, and liquidation of its assets began. Under the provisions of this act the RFC continued as an independent agency until June 30, 1954. Thereafter, the Secretary of the Treasury assumed all powers, duties, and authority previously given to the Administrator of RFC. On June 30, 1957, the RFC was abolished under Reorganization Plan No. 1 of 1957.</p> <p>The Secretary of Treasury by his order no. 181-3, dated December 7, 1954 established the Defense Lending Division under the Assistant Secretary of Treasury effective January 1, 1955. This Division conduct all lending activities authorized under Section 409 of the Federal Civil Defense Act of 1950 and Section 302 of the Defense Production Act of 1950, as amended.</p> <p>See GRS; Schedule 6, Items 3,5,6,& 10; Schedule 7; and Schedule 9, Item 4.</p>		

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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
74.	<p>Correspondence between Treasury Department and Federal Reserve Banks (includes transmittal letters) - COPIES and correspondence between Treasury Department and agencies. 264</p> <p>Destroy 18 months after fiscal year in which correspondence is dated.</p>		
75.	<p>Correspondence files (subject case files) concerning agencies, including semiannual reports, work papers, and general materials. 265</p> <p>Destroy 6 years after the end of the fiscal year in which material is dated.</p> <p><u>Funds Flow Division</u></p> <p>The Funds Flow Division is responsible for minimizing the cost and maximizing the effectiveness of Governmentwide collections by providing Federal agencies with effective depositary services through policy development, regulation and compliance, and guidance and assistance. The Division issues depositary regulations and ensures that Governmentwide collections comply with financial policy and program objectives; it is also responsible for ensuring all depositary services are performed in accordance with established agreements and for providing security for public monies. At the present time, The Division is involved in, but not limited to, the following programs:</p> <p style="text-align: right;">425-86-1 (247,248)</p> <p>Federal Tax Deposit/Treasury Tax and Loan (FTD/TT&L) Federal Reserve Bank (FRB) Depositary Relationships Payment Policy Treasury General Accounts (TGA) Operations International Banking Electronic Funds Transfer (EFT) Collections Collateral Operations Treasury Limited Depositary/Cash Concentration System (TLD/CCS) Treasury Automated Compensation System (TACS)</p>		

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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
76.	<p>System/Program Development and Implementation 425-86-1;1</p> <p>Record/Subject Content - Systems design, development, implementation, monitoring, procedures, guidelines, regulations, problem definition, project description, staff assignments, start up and progress schedules, RFP's, contracts with consultants and service groups, equipment specifications and acquisition schedule, system test reports, development and presentation of work shops, project status reports, and notices of project completion.</p> <p>Arrangement - Alphabetically by project name, then alphabetically by subject within project.</p> <p>Disposition - Break file upon completion of project. Retain in office 2 years, then transfer to the Federal Records Center. Destroy 10 years after file break.</p>		
77.	<p>Bank Folders 425-86-1;2</p> <p>Record/Subject Content - a separate folder will be made up for each bank, for example, if we have a TGA account with XYZ bank, Anchorage Alaska, and also have a lockbox and TLD with the same bank, the same folder would contain all information for all three systems. The file will include requests to designate the bank as a depository, the actual designation of the bank as a depository, Memorandums of Understanding, letters of agreement, contracts, notice letter, Placement of Time Balance Accounts, Transcripts of Account of U.S. Depository (TUS-18), Receipt for forwarding Depository (TFS-16), Revocation of Authority to Maintain Account, TFS-5911, Monthly Analysis Deposits, general correspondence, and bank review report (depository review analysis).</p>		

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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
	<p>Arrangement - Alphabetically by State, City, and bank.</p> <p>Disposition - Transfer to inactive file upon termination of agreement. Keep in office one additional year, then send to the Federal Records Center. Destroy 10 years after terminated agreement.</p>		
78.	<p>Bank Collateral Folders 425-86-1;3</p> <p>Record/Subject Content - Collateral Agreement (BA 5902), Request to Bank to pledge Collateral (BA 5900), FRB acceptance or release of securities as collateral (Form 439), and collateral correspondence, and Placement of Time Balance Accounts letter.</p> <p>Arrangement - Alphabetically by State, City and bank.</p> <p>Disposition - Transfer to inactive file upon termination of depositary agreement keep in office one additional year, then send to the Federal Records Center. Destroy 10 years after termination of agreement.</p>		
79.	<p>Foreign Bank Folders 425-86-1;4</p> <p>Records/Subject Content - Request to handle banking at or for a U.S. Government installation or facility, resolution of problems or clarification of misunderstanding, Authorization to Maintain Accounts, reports on condition of services, Revocation of Authority to Maintain Account, Statement of Activity in Treasury General Account (TFS 5907).</p> <p>Arrangement - Alphabetically by Country, Name of Bank, City, base, Installation, or Agency.</p>		

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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
	Disposition - Transfer to inactive file upon termination of banking service. Keep in office one additional year, then send to the Federal Records Center. Destroy 10 years after termination of agreement.		
80.	Domestic Government Facility - Operations Files 425-86-1;5 Record/Subject Content - Correspondence with Government installation officials and local banks relative to the establishment and operation of base banking facilities. Arrangement - Alphabetically by State, then name of base. Disposition - Transfer to inactive file upon termination of banking service. Keep in office one additional year, then send to the Federal Records Center. Destroy 10 years after termination of agreement.		
81.	Rate Letters 425-86-1;6 Record/Subject Content - Semi-annual standard form letter - Rate on TGA Account Balance/Time Balance (used in TFS 5901). Earning rate to be used in computing the value of balances to compensate banks. Bank mailing lists. Arrangement - By year, month of release. Disposition - Break file at the end of each year. Retain in office. Destroy six (6) years after file break.		
82.	Deposit Reconciliations - TGA Transaction File 425-86-1;7 Record/Subject Content - Monthly printout by trace date, bank number, lot, symbol, TC confirm date, trans date, CD number, amount. Arrangement - By year, then month.		

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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
	Disposition - Break file at the end of the year. Keep in office one additional year, then send to the Federal Records Center. Destroy 5 years after file break.		
83.	<p>Deposit Reconciliations - Preliminary Register 425-86-1;8</p> <p>Record/Subject Content - Monthly printout by trace date, bank ABA, transtype, lot, symbol, TC, confirm date, CD number, amount.</p> <p>Arrangement - By year, then month.</p> <p>Disposition - Break file at the end of the year. Keep in office one additional year, then send to the Federal Records Center. Destroy six (6) years after file break.</p>		
84.	<p>Agency Cross Reference File. 425-86-1;10</p> <p>Record (Subject Content) - Duplicate copy of all correspondence with any agency.</p> <p>Arrangement - By Department, agency, and chronologically.</p> <p>Disposition - Break file at the end of each year. Retain in office. Destroy one year after file break.</p>		
85.	<p>Treasury Automated Compensation System Analysis 425-86-1;11</p> <p>Record/Subject Content - Printout of Treasury Limited Account Analysis Statement, Compensation Summary Report, Depository Daily Activity Listing, Depository Compensation History Report, Management Information Summary Report. All records relating to this system are maintained and retained by the concentrator bank or sub-contractor. State-ments are mailed monthly to account bank. Discrepancies are reported to concentrator banks within 45 days and resolved within an additional 45 days by the concentrator.</p>		

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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
	<p>Disposition - Break file at the end of each year. Destroy 5 years after file break.</p> <p>The Treasury Automated Compensation System (TACS) records will be processed by the Mercantile Trust Company in St. Louis, Missouri. The information will be maintained on-line for 60 days, off-line (secondary storage) for 16 months, then send to Funds Flow. Off-line retention at the contractor's sub-contractor may be extended as required by Treasury.</p>		

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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
	<p><u>ASSISTANT COMMISSIONER, FINANCIAL INFORMATION</u></p> <p>Provides executive direction and leadership and technical guidance for assuring the financial integrity of the Federal Governments payments and collection systems, financial accounting, reporting, funding and financing service.</p> <p><u>Banking Management Division</u></p> <p>Responsible for a variety of activities that impart the entire community of financial institutions that serve as agents of the Federal government in the collection of funds to the account of the Treasury; maintains the official controlling accounts of the Treasury reflecting the receipt, custody and expenditure of all public monies; monitors the performance of financial institutions designated to maintain a Treasury General Account to ensure that funds are being handled in the best interest of the Government; and monitors the deposits to the Treasury Account to ensure their integrity as reported by the financial institutions and the government agencies.</p> <p><u>General Ledger Branch</u></p>		
86.	<p>TFCS Subsidiary Accounts - Trial Balance.</p> <p style="text-align: right;">425-80-2;25</p> <p style="text-align: center;">Destroy when 4 years old, or 4 years after all differences are resolved, whichever is later.</p>		
87.	<p>TFS Form 5144, end of month report on balance in TT&L and Note Accounts. 425-81-1;11</p> <p style="text-align: center;">Transfer to FRC when 6 months old. Destroy when 3 years old.</p>		Addition
88.	<p>Work sheets and papers pertaining to the preparation of foreign currency reports.</p> <p style="text-align: right;">569</p> <p style="text-align: center;">Destroy when 1 year old.</p>		

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89.	<p>Foreign currency reports submitted by agencies, Foreign Currency Accounts Current, (FS-488) Foreign Currency Ledgers (FS-6909) and Summary Sheets (SF-6909A) and related reports submitted by disbursing officers, and foreign currency documents initiated by SRB. 571</p> <p>Site Audit - See GRSN 6/1A N1-425-91-1 ITEM 7</p>		
90.	<p>Foreign currency agreement files, conversion files, and country instructions files. 572</p> <p>Destroy when 30 years old.</p>		
91.	<p>FRB Truncation Tape Accounts. 425-82-1;1 (591)</p> <p>a. Printout - paper form.</p> <p>Destroy 3 years after end of year in which records were produced.</p> <p>b. Microfiche - (Computer Output Microform)</p> <p>1. Original-Silver Halide</p> <p>Destroy when 3 year old.</p> <p>2. Microfilm copies</p> <p>Destroy when 1 year old.</p>		
92.	<p>Transcripts of the General Accounts of the U.S. Treasury and Gold Custody Account and all supporting abstracts and statements including forms TUS 17, TUS 18, and TFS 5176; Certificates of Deposit (i.e. SF-215); Debit Vouchers, Credit Vouchers, Debit/Credit Vouchers (i.e. TFS-3100, TFS-5208, TFS-5209, TFS-5504); Deposit Tickets; certain Journal Voucher entries not specifically described elsewhere in the schedule; Certificates of Deposit (i.e. SF-215); Letter of Credit Vouchers (i.e. 5401); Letter of Credit Statements of Differences (i.e. BA-6652); TFS Form 12 (Symbols 17-169, 17-210, 17-900 and related documents) and other related documents. 425-82-1;2</p>		

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	<p>a. Paper Originals - Microfilm in-house after receipt of the documents. After verification that the documents are complete and correct, the Forms TFS 17, TFS 5176, and TFS 12 (Symbol 17-210) are to be separated and maintained in-house in the General Ledger Branch. All other documents are to be destroyed in-house after the verification is completed. (Some, but not all, are Site Audit).</p> <p>(1) Forms TFS 17 and TFS 5176 are to be destroyed in-house when no longer needed.</p> <p>(2) Form TFS 12's are to be maintained in-house in the General Ledger Branch until matched. Matched documents are to be destroyed in-house 2 years after the month in which the item is matched.</p> <p>b. Microfilm -</p> <p>(1) Silver Halide Microfilm Originals - includes Site Audit Material.</p> <p>Destroy 6 years and 3 months after period of account.</p> <p>(2) Microfilm Copies - Destroy when 3 years old, or when no longer need for reference purposes.</p>		
93.	<p>All Ledger Pages. 593</p> <p>Site Audit - See GRSN 6/1A N1-425-91-1 ITEM 7</p>		
94.	<p>Status of Foreign Currency Balances in U.S. Equivalency. 598</p> <p>Destroy when 3 years old.</p>		

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95.	Annual Report of FSA and FT Balances in U.S. Equivalency; Foreign Depositary Quarterly Report; Reports of Receipts, Payments and Balances; and Reports of Balances with Accounts of the U.S. Treasury TFS-5144. 599 Destroy when 3 years old.		
96.	Balance in Treasury Account and Foreign Currency Bank Balances. 600 Destroy when 3 years old.		
97.	Reconciliation Letters. 610 Transfer to FRC when 6 months old. Destroy when 3 years old.		Addition
98.	Bank Transcript - Register of Transactions. 611 Destroy when 1 year old.		
99.	Central General Ledger and Central General Ledger-Trial Balance. 614 Destroy when 10 years old.		
100.	TFS-1028, Statement of U.S. Currency and Coin. 615 Destroy when 10 years old.		
101.	Statement of Dollar Value of U.S. Notes and Silver. 616 Destroy when 10 years old.		
102.	U.S. Treasury General Ledger, Journal Voucher and Balance Sheet. 617 Transfer to FRC when 6 months old. Destroy when 10 years old.		Addition

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103.	Consolidated Summary Proof 620 a. Record created before July 1, 1975. Destroy when 10 years and 3 months old. b. Records created on or after July 1, 1975. Transfer to FRC when 6 months old. Destroy when 6 years and 3 months old.		Addition
104.	TUS-2984, Balances of U.S. Currency in Reserve. 621 a. Records created before July 1, 1975. Destroy when 10 years and 3 months old. b. Records created on or after July 1, 1975. Transfer to FRC when 6 months old. Destroy when 6 years and 3 months old.		Addition
105.	Population Estimates. 622 Same as item 104.		
106.	Currency Held by FRB's, Federal Reserve Notes Outstanding & Collateral Pledged. 623 Same as item 104.		
107.	Monthly Reports of Paper Currency on Hand. 624 Same as item 104.		
108.	TUS-2541, Report of U.S. Coin Outstanding. Credit Vouchers (U.S. Coins) 625 Same as item 104.		
109.	Subsidiary Ledger Clearance Listings 626 Same as item 104.		

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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
110.	Balances of Funds in Transit. Report of Unmatched Transit Accounts. 627 Same as item 104.		
111.	TUS-2075 & TUS-2655, Analysis of Balances by Classes and Denominations. 628 Same as item 104.		
112.	Currency Report by Kinds and Denominations. 629 Destroy when 10 years old.		Item 104
113.	Summary of Paper Currency Issued, Redeemed. and Received. 631 Destroy when 10 years old.		Item 104
114.	Statement of Federal Reserve Agents FR 44. 632 Same as item 104.		
115.	BEP Form 1908, Activity of Stock Balance Report; TFS-9029, Advice of Transactions in Federal Reserve Notes; BEP Form 1905, Schedule of Delivery for Federal Reserve "Currency Notes"; and BEP Form 1907, Letter of Advice of Shipment of U.S. Notes. 425-80-6 (633,634,636) Volume: one cubic foot per year and 425-81-4 (635) Same as item 104.		
116.	TUS-4631, Treasury Statement of Accountability. 641 Same as item 104.		
117.	Report of U.S. Notes and Silver Certificates. 649 Destroy when 5 years old.		
118.	Balances of Unissued U.S. Currency. 650 Destroy when 5 years old.		

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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
119.	Table of paper Currency Issued and Redeemed and Report of Paper Currency Produced, Issued and Retired. 651 Destroy when 5 years old.		
120.	FRB Audit Request for Balances. 652 Destroy when 5 years old.		
121.	FR-276, Combined Unfit Federal Reserve Notes, Redemptions. 653 Destroy when 5 years old.		
122.	TFS-9032, Statement of Federal Reserve Notes, New Series, Redemptions, Reissues, Original Issues. 654 Destroy when 5 years old.		
123.	TFS-168, Transfer of Funds - U.S.D.O. 660 Destroy when 10 years old.		
124.	Detail Listing of Transactions and Accountability. 663 a. Records created before February 1990. Destroy when 4 years old.		
125.	BA-6695, Reconciliation and Proof Statements. 665 a. Records created before February 1990. Destroy when 4 years old.		
126.	Monthly Summary of U.S. Notes and Silver Certificates Destroyed by FRB's. 676 Destroy when 4 years old.		
127.	Memo to Verify Balance of Canceled Currency on Hand. 677 Destroy when 4 years old.		

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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
128.	Letter for Certifying Amount of Canceled Unfit Paper Currency by FRB's from FRB's. 678 Destroy when 4 years old.		
129.	GFO-2019, Report of Paper Currency Destroyed-Pieces, Dollar Value of Paper Currency Destroyed, and Schedule of Discontinued Issues of U.S. Currency Redeemed and Destroyed. 679 Destroy when 4 years old.		
130.	Schedule of Payment Vouchers on Letters of Credit. 685 Transfer to FRC when 6 months old. Destroy when 4 years old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		Addition.
131.	FR-60, Summary of Unfit FR Notes Shipped for Destruction. 689 Destroy when 3 years old.		
132.	Federal Reserve Telegram, Advice to New Series of FR Notes. 690 Destroy when 3 years old.		
133.	TUS-9001g and TUS-9000, Advice of Delivery to Verification Unit (FR Notes Redeemed) Certificate of Destruction (FR Notes Redeemed). 691 Destroy when 3 years old.		
134.	Special Register of Transactions - G.L. 694 Transfer to FRC when 6 months old. Destroy when 3 years old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		Addition
135.	Central Accounting Instructions. 699 Destroy when superseded or no longer needed.		
136.	TFS-4008, Report showing transcripts cleared and classified as Treasury Offices, etc. 796 Destroy when 3 months old.		

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137.	Daily report of United States paper currency redeemed (GA-58). 803 Destroy when 6 months old.		
138.	TUS-5693, Daily Statement of Assets and Liabilities (mints and assay offices). 811 Transfer to FRC when 6 months old. Destroy when 10 years old.		Addition
	<u>Banking Analysis Branch</u>		
139.	TFS-6654, Undisbursed Appropriation Accounts - Trial Balance. 618 Destroy when 3 years old or when audited by GAO whichever is sooner.		
140.	TFS-6655, Receipt Accounts Trial Balance. 619 Destroy when 3 years old or when audited by GAO, whichever is sooner.		
141.	Statement of Transactions - Letter of Credit. 639 Same as item 104.		
142.	Letter of Credit Reconcilement. 700 Destroy when 2 years old.		
143.	Check Issue adjustments & payment adjustments. 738 Original: Destroy 3 full fiscal years after year in which prepared. Copies: Destroy when 18 months old.		
144.	Undisbursed Appropriation Trial Balance and Undisbursed Appropriation Account. 775 Transfer to Federal Records Center when 2 years old. Destroy when 8 years and 3 months old.		

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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
145.	Receipt Account Trial Balance and Receipt Account. 776 Transfer to Federal Records Center when 2 years old. Destroy when 8 years and 3 months old.		
146.	Daily Register of Consolidated Abstracts - Direct Deposits. 779 Destroy when 4 years old.		
147.	Daily Register of Certificates of Deposit - Direct Deposits. 780 Transfer to Federal Records Center when 2 years old. Destroy when 10 years and 3 months.		
148.	SF-1017G, Journal Vouchers. 783 Destroy when 4 years old.		
149.	Register of Deposits in Transit Adjustment for Differences of \$5.00 or less, Register of Check Issue Adjustment for Differences of \$5.00 or less, and Register of Transactions. 784 Destroy when 4 years old.		
150.	Undistributed Disbursing Office Transactions - All Tabulations including Subsidiary Ledger and Trial Balance. 785 Destroy when 4 years old.		
151.	Deposits in Transit and Direct Deposit - All Tabulations including Subsidiary Ledgers and Trial Balances and Special register of transactions (sensimatic listings). 786 Transfer to Federal Records Center when 2 years old. Destroy when 8 years old.		
152.	Checks Issued - All Tabulations including comparisons. 787 Destroy when 8 years old.		

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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
153.	Correspondence - Deposits-in-Transit, Direct Deposits and Checks Issued. 788 Destroy when 4 years old.		
154.	Special Cases - Deposits-in-Transit. 789 Destroy when 4 years old.		
155.	Area Controls - DD, DIT, Checks Issued and Undistributed. 790 Destroy when 1 year old.		
156.	Statistical Report - Deposits-in-Transit, Checks Issued, Direct Deposit, and Undistributed. 791 Destroy when 1 year old.		
157.	Statement of Differences. 792 Destroy when 1 year old.		
158.	Daily Support List of TFCS Deposits. 425-83-1;1 Transfer to FRC when 2 years old. Destroy 6 years and 3 months after close of fiscal year in which created.		
159.	SF-215 Deposit Ticket for TFCS. 425-83-1;2 Transfer to FRC when 2 years old. Destroy when 6 years and 3 months old.		
160.	Monthly TFCS Summary Listings. 425-83-1;3 Site Audit - Transfer to FRC after audit by GAO or after 2 years, whichever is earlier. Destroy 6 years and 3 months after the period of the account.		
161.	Monthly TFCS Summary Report. 425-80-2;29 Site Audit - See GRSN 6/1A. <i>NI-425-91-1 Item 7</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
162.	Monthly JV Summary Listing. 425-80-2;30 Site Audit - See GRSN 6/1A. N1-425-91-1, ITEM 7.		
163.	Monthly TFCS Summary Report for JV Entries. 425-80-2;31 Site Audit - See GRSN 6/1A. N1-425-91-1, ITEM 7.		
164.	Activity Summary Report. 425-80-2;32 Destroy in action office when reference needs have ended.		
165.	TFCS Subsidiary Accounts - Detail Listings. 425-83-1;4 Destroy when 6 years and 3 months old.		
166.	TFCS Audit - Fed Entries. 425-83-1;5 Destroy when 6 years and 3 months old.		
167.	TFCS Audit - JV Entries. 425-83-1;6 Destroy when 6 years and 3 months old.		
168.	DRS Transaction Journal for TFCS. 425-83-1;7 Destroy when 6 years and 3 months old.		
169.	Backup Deposit Transaction Journal for TFCS. 425-80-2;37 Destroy when 1 year old.		
170.	DT Audit File Dump - JV Entries Only for TFCS. 425-80-2;38 Destroy when 1 year old.		
171.	TFCS Daily Transcript Audit Report. 425-80-2;39 Destroy when 1 year old.		
172.	TFCS Monthly D.O. Report. 425-83-1;8 Destroy when 6 years and 3 months old.		

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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
	<u>Funds Management Division</u> Responsible for a variety of financial activities, including the financial systems to control accounting aspects of the Federal Financing Bank and Military Purchases by the Federal Republic of Germany; the qualification of surety companies as acceptable sureties on Federal bonds; liquidation of fiscal affairs of terminated agencies; International Claims Programs; and as operating trustee for the major trust funds, performs accounting investing and reporting functions for the service. Handles liquidating functions for the former Postal Savings System and certain other Government program, and provides guidance to Federal agencies on a wide range of financial matters.		
173.	Statement of Accountability and Statement of Transactions covering all funds certified for payment (copies). 315 Destroy when 4 years old.		
174.	Certificates of Deposit relating to transactions in the Unemployment Trust Fund allotted to States. 316 Site Audit - See GRSN 6/1A. N1-425-91-1 ITEM 7.		
175.	Authorization letters (originals) pertaining to investments and other operations affecting trust funds, including related documents. 317 Site Audit - See GRSN 6/1A. N1-425-91-1 ITEM 7.		
176.	List of unemployment trust fund certificates of deposit covering funds allotted to the States. 318 Site Audit - See GRSN 6/1A. N1-425-91-1 ITEM 7		
177.	Special deposit accounts, correspondence, and related papers pertaining to the receipt, accounting and maintenance of fund in special deposit accounts. 319 Destroy when 4 years old.		

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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
178.	Federal Financing Bank Loans, supporting documents. NEW Destroy when 6 years and 3 months old.		
179.	International Monetary Fund, International Loans, supporting documents. NEW Destroy when 6 years and 3 months old. Note: Items 178 and 179 have the same retention period as GRS 6, Item 1A.		
	<u>Surety Records</u>		
180.	Surety bonds of accountable officers, and related papers (including one copy of card index described in Item 183). Bonds for period 1789 circa 1915 transferred to Archives 1937 - 1945. Bonds for periods circa 1915 - 25 - 1955 transferred to FRC 1957 - 1960. No current creation of these bonds. 283 Destroy when 50 years old.		
181.	Closed surety bond files of the former office of Civilian Defense. 284 Destroy when 50 years old.		
182.	Closed surety bond files of the Farms Home Administration and Farm Credit Administration. 285 Destroy when 50 years old.		
183.	Closed subsistence expense bond files. 286 Destroy when 50 years old.		
184.	Index cards to inactive bond files transferred to the Federal Records Center. 287 Destroy when 50 years old. Note: 181, 182, 183, and 184 transferred to FRC 1957 - 60 (same type bonds as in item 180). No current creation of these bonds.		

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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
185.	<p>Correspondence with surety and insurance companies including process agent files of active companies and authority files. (Files contain letters and legal documents regarding companies authority to do business with the Government; Annual renewals of such authority; correspondence and memoranda regarding rejection of applications for authority and terminations of authority). 288</p> <p>Transfer to FRC 1 year after last action on cases. Destroy when 50 years old.</p>		
186.	<p>Schedule of Excess Risk (listing of large bonds or policies written by certificated insurance companies) and related quarterly financial statements. 289</p> <p>Transfer to FRC when 1 year old. Destroy when 6 years old.</p>		
187.	<p>Annual financial statements of companies authorized as reinsures (statements showing financial condition of insurance companies authorized to reinsure written by certificated companies). 290</p> <p>Transfer to FRC when 1 year old. Destroy when 6 years old.</p>		
188.	<p>Annual financial statements and supporting data of companies holding Certificates of Authority as acceptable sureties on Federal bonds. 291</p> <p>Transfer to FRC when 1 year old. Destroy when 6 years old.</p>		
189.	<p>Reports submitted to the Treasury by the various Government agencies, for the purpose of preparing the annual report required by law to be sent to Congress. 292</p> <p>Destroy 10 years after last report required under PL 92-310.</p>		

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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
190.	<p>Reports of State examination of surety companies (State examiners describe financial condition of the specific company). 293</p> <p>Destroy when 4 years old. (Provided 2 subsequent reports are on file).</p> <p><u>Cash and Debt Management Branch</u></p>		
191.	<p>Report on Volume and Reimbursable Cost for Processing FTD's. 425-81-1;5</p> <p>Destroy when 3 years old.</p>		
192.	<p>Quarterly Report of Qualified Special Depositories Maintaining TT&L Accounts (TFS Form 14). 425-81-1;6</p> <p>Destroy 18 months after the end of the fiscal year to which they relate.</p>		
193.	<p>Administrative Wires to Treasury, used for monthly balances. 425-81-1;7</p> <p>Destroy when 3 years old.</p>		
194.	<p>Reports showing balances in the Tax and Loan and Note Accounts, including TFS Form 5706. 425-81-1;8</p> <p>Destroy when reconciled with related ledgers.</p>		
195.	<p>Summary of Daily Telegraphic Reports. 425-81-1;9</p> <p>Destroy in action office when no longer needed.</p>		
196.	<p>TT&L Investment Rate Wire, including supporting developmental data. 425-81-1;10</p> <p>Destroy in action office when 3 years old.</p>		
197.	<p>Funds in Transit Report. 425-81-1;12</p> <p>Destroy when information is no longer needed.</p>		

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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
198.	Work Volume and Tax Classification Recap. 604 Destroy when 3 years old.		
199.	Railroad Retirement Classifications. 607 Destroy when 3 years old.		
200.	TUS-4134, Reports of FTD - Dept. Circ. 1079. 609 Destroy when 3 years old.		
201.	TFS-4013, Work sheet for special reports and the Daily Treasury Statement. 682 4 Destroy when 1 years old.		4 Years Old
202.	TUS-4004, Memorandum of figures telephoned by Bureau of the Public Debt, Division of Accounts and Audits. 794 Destroy when 5 days old.		
203.	TUS-4006, Work Sheet for ounces shown on page 1 of the Daily Treasury Statement. 795 Destroy when 3 months old.		
204.	TUS-4018, Transmittal slip to have printers copy of Daily Treasury Statement photostated. 801 Destroy when 1 year old.		
205.	TUS-4355, Printer's copy for DTS (GA-355). 805 Destroy when 3 years old.		
	<u>Finance and Management Branch</u>		
206.	Ledgers maintained to summarize the advances, repayments, and fiscal operations of the various loan functions. 425-80-3;1 (584) Transfer to the Records Center when 10 years old. Destroy when 30 years old.		

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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
207.	Working files consisting of basic notes relating to the establishment of new accounts and the Federal Accounts Symbols and Titles Booklet. 425-80-3;2 (585) Transfer to the Records Center when 10 years old. Destroy when 30 years old.		
208.	TFS-6200, Appropriation and Restoration Warrants (Formerly Treasury Form 523). 425-80-3;2 (586) Transfer to the Records Center when 10 years old. Destroy when 30 years old.		
209.	TFS-6202, Surplus Warrants (Formerly Treasury Form 524). 425-80-3;3 (587) Transfer to the Records Center when 10 years old. Destroy when 30 years old.		
210.	Ledger maintained to summarize the payments, collections, and fiscal operations of the various investments functions. 425-80-4;3 (575) Destroy 6 years, 3 months after the trust function to which the records relate ceases to be in effect.		
211.	Investment transactions and related accounting documentation, including SF-224, Statement of Transactions and BA-6652, Statement of Differences (copies). 576 Site audit - See GRSN 6/1A NI-425-91-1 ITRM 7		
212.	Authorization letters (originals) pertaining to investments. 425-80-4;4 (577) Destroy 6 years, 3 months after the trust function to which the records relate ceases to be in effect.		
213.	Subject files relating to routine operations, exclusive of policy and central files. 578 Destroy when 2 years old.		

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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
214.	Request by administrative agencies for sale or other disposition of commercial securities. 580 Destroy when 3 years old.		
215.	Copies of accounting documents (certificates of deposit, investment memorandums to Public Debt, etc.); original and copies of letters from administrative agencies requesting investment transactions. 581 Destroy when 4 years old.		
216.	Proceeds of the estates of patients who died intestate - no legal heirs (example - General Post Fund). 582 Destroy when 4 years old.		
217.	SF-1151, Appropriation Transfer Authorization. 588 Destroy when 12 years old.		
218.	Certificates of Deposit of Interest Collections for Public Debt Securities. 638 Same as item 104.		
219.	Classification on Receipt Clearing Accounts and Government Receipt Charges. 642 Destroy when obsolete.		
220.	BA-6141, Quarterly Administrative Expenses to Social Security Trust Fund and Unemployment Trust Fund. 643 Destroy when 5 years old.		
221.	Quarterly Adjustment, and Annual Adjustment and Summary of Administrative Expenses to Social Security Trust Funds. 644 Destroy when 5 years old.		

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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
222.	Statement of Transactions Relative to Authorizations to Expend from Public debt Receipts. 645 Destroy when 5 years old.		
223.	Status of Soldiers & Airmen's Home Permanent Fund. 647 Destroy when 5 years old.		
224.	Monthly Warrant Transactions Summary. 656 Destroy when 4 years old.		
225.	Securities held in Government Accounts. 658 Destroy when 4 years old.		
226.	Estimate of Taxes for OASF & FDFHI. 659 Destroy when 4 years old.		
227.	TFS-1134, Investment of Non-budgetary Accounts, TFS-1132, Holding of Trust Funds, and TFS-1138, Budgetary and Non-budgetary Accounts. 661 Destroy when 4 years old.		
228.	Quarterly Report of Certified Wages. 662 Destroy when 4 years old.		
229.	Requests for Appropriation (Quarterly adjustment to Social Security Trust Fund). 664 Destroy when 4 years old.		
230.	FUTA Receipts Recorded in Central Accounts. 666 Destroy when 4 years old.		
231.	Budget Clearing Account Letter. 667 Destroy when 4 years old.		

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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
232.	Item Proof Listing of Warrant Transactions. 668 Destroy when 4 years old.		
233.	TFS-6655, Unappropriated Receipts Ledger, Trial Balance and Accounts Sheets. 670 a. Records created before July 1, 1975. Destroy when 10 years old. b. Records created on or after July 1, 1975. Destroy when 6 years old.		
234.	Unmatched Listing for Unappropriated Receipts Ledger. 671 Destroy when 4 years old.		
235.	Investment Transactions - Funded and Unfunded Accounts. 697 Destroy when 3 years old.		
236.	BA-R 1123, List of Investments of Government Accounts in Federal Securities, and List of Investments of Certain Agencies. 705 Destroy when 2 year old.		
237.	Letter About Estimate of Wages Subject to Refund. 706 Destroy when 5 years old.		
238.	TFS-4011, Investments of Government agencies in public debt securities. 797 Destroy when 1 year old.		
239.	GFO-4012, Sales and redemptions of obligations of Government agencies in market. 798 Destroy when 1 year old.		

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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
240.	<p><u>Reports Management Division</u></p> <p>Prepares and publishes government-wide reports on the financial condition of the Federal Government and reports of budget results. The division also provides professional and technical assistance in maintaining a central accounting and reporting system designed to produce quality financial information and to provide access and retrieval capabilities for internal and external uses of such information. In addition the division maintains a central database of financial regulations for guidance to federal agencies and publishes the Treasury Financial Manual.</p> <p><u>Financial Reports Branch</u></p> <p>Records of the Consolidated Financial Statements (CFS) Project.</p> <p>The Consolidated Financial Statements (CFS) of the United States are annual financial statements in a business type format using accrual accounting. The CFS result from a special project to adapt the Federal Government's financial statements to generally accepted accounting principles. The project's records cover the development and annual calculation of the CFS.</p> <p>a. Significant evidential records of the CFS project consisting of:</p> <p>1. Records of the committees developing and refining the CFS, circa 1974 -1980. Records of both the outside Advisory Committee on Federal Consolidated Financial Statements including its four volumes of <u>Recommendations to the Secretary of the Treasury and of Official Minutes of the Meetings</u>, and of the Interagency Committee on CFS, including its reports, studies of its subcommittees and its minutes.</p> <p style="text-align: right;">425-84-2;1a1</p>		

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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
241.	2. CFS project correspondence files, 1976-date. Arranged by year and thereunder by subject, the files, letters, memorandums, minutes of meetings, etc. concerning the project staff's activities in developing and refining the CFS. 425-84-2;1a2		
242.	3. Record set of separately printed CFS of the U.S. Fiscal Year 1975 - Fiscal Year 1982. Consists of the records set of the separate CFS volumes for those years when the CFS were published both as separate volumes and in the <u>Treasury Bulletin</u> ; in subsequent years the CFS may be printed only in the <u>Treasury Bulletin</u> and not as a separate publication. 425-84-2;1a3		
243.	4. Operating procedures files, 1974 - date. Arranged by fiscal year, these files document how each year's CFS are derived. Each year's operating procedures file contains a list of sources used and the actual calculations. 425-84-2;1a4		
244.	5. Unpublished source files, 1974 - date. Arranged by year, these are internal federal agency reports that are used in calculating the CFS. 425-84-2;1a5 (Items 240-244) Destroy when 4 years old.		30 Years Old
245.	b. Published source files, 1974 - date. Consist of published federal government reports that are used in calculating the CFS. These publications are widely available and are listed in each year's operating procedures files. 425-84-2;1b Destroy in agency when no longer needed.		Deletion 30 Years Old or

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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
246.	<p>Work sheets and papers pertaining to the preparation of the Financial Organization Directory, the Treasury Bulletin, and other financial reports. 569</p> <p>Destroy when 1 year old.</p>		
247.	<p>Corporation and business-type enterprise balance sheets and related reports submitted by agencies. 570</p> <p>Destroy when 1 year old.</p> <p>3 YEARS AFTER END OF FISCAL YEAR.</p>		30 Years Old
248.	<p>Reports on obligations (SF-225) submitted by agencies. 573</p> <p>Destroy when 3 years old.</p> <p>6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.</p> <p><u>Budget Reports Branch</u></p>		Site Audit
249.	<p>SF 224, Statement of Transactions, Disbursement Schedules, Vouchers, and supporting documents, including receipts for negotiable items. 425-81-3 (342-347,352)</p> <p>a. Originals - Microfilm. Destroy originals in agency after microfilm has been verified complete and correct.</p> <p>b. Microfilm - Original. Transfer to the Federal Records Center 6 months after filming.</p> <p>Destroy when 7 years old.</p> <p>c. Microfilm - Duplicates. Maintain in action office.</p> <p>Destroy when 7 years old.</p>		
250.	<p>TFS-2108, Annual Report of Unexpended and Unobligated Balances. 589</p> <p>Destroy when 12 years old.</p>		

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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
251.	<p>Statements of Transactions and Accountability and all supporting accounting documents, including forms SF-1218/1221 and 1219/1220 and FS-440. 590</p> <p>a. Originals - Site Audit - See GRSN 6/1a</p> <p>b. Copies - Destroy 3 full fiscal years after year in which prepared.</p>	N1-425-91-1	ITEM 7.
252.	<p>Monthly Letter of Credit Activity Report. 686</p> <p>Transfer to FRC when 6 months old. Destroy when 3 years old.</p>		
253.	<p>MTS Check List. 687</p> <p>Destroy when 3 years old.</p>		
254.	<p>MTS Printout, Analysis, and Comparison. 703</p> <p>Destroy when 2 years old.</p>		
255.	<p>TFS-4013 Worksheet for Special Reports and Summaries. 799</p> <p>Destroy when one year old.</p>		
256.	<p><u>Adjudication Division</u></p> <p>Coordinates the activities of three claims Adjudication Branches, the Correspondence Branch, the Claims Liaison Branch, and the Questioned Documents Branch.</p> <p>Closed and outstanding check claims cases. 336</p> <p>Destroy when 7 years old.</p>		

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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
257.	<p>Records pertaining to reclamation suspense and check forgery insurance accounts. 338</p> <p>a. Check copies. Destroy when 7 years old.</p> <p>b. Register of checks issued. Destroy when 7 years old.</p>		
258.	<p>SF-1184, Unavailable Check Cancellation. 339</p> <p>Destroy when 7 years old.</p>		
259.	<p>The Department of the Treasury may transfer paid and reconciled U.S. government checks and depository checks to the Department of Justice for use in criminal and civil litigation and the Federal Grand Juries pursuant to subpoena. In addition, the Department loans on a temporary basis such checks to state local prosecutor or Grand Juries for use in investigation and prosecution of crimes in which they may have value as evidence. This request is submitted to seek continuing approval for the transfer of such checks in accordance with Federal Property Management Regulation (FPMR) 101-11.409-2. Temporary loans of records for official use are exempted from this requirement under FPMR 101-11.409-9 (b). 425-84-1</p>		
260.	<p>Paid and reconciled U.S. Government Checks, pertaining to closed claims cases. 341</p> <p>Destroy when 6 years and 7 months old.</p>		
261.	<p>Depository Checks. 592</p> <p>Destroy when 6 years and 7 months old.</p>		

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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
	<p>Bookkeeping files.</p> <p>These records pertain to the management of the account of Government Disbursing officers, servicing of the Treasurer's reclamation suspense and check forgery insurance fund accounts, and the preparation of statements of the Postmaster General's surplus money order account.</p>		
262.	<p>Treasurer's Relief Cases. These cases involve uncollectible cases "paid in due course and without negligence by or on behalf of the Treasurer of the United States". The Government is attempting to collect on the cases, and litigation presently precludes their being charged off the accounts of the US Treasurer. Cases include: double payments; holder-in-due-course; altered checks; administrative errors; and miscellaneous other types.</p> <p style="text-align: right;">425-80-4;2 (349)</p> <p>Destroy 3 years after end of year in which case is settled via refund of overpayment.</p>		
263.	<p>Daily credit report.</p> <p style="text-align: right;">350</p> <p>Destroy when 6 months old.</p>		
264.	<p>Debit voucher report.</p> <p style="text-align: right;">351</p> <p>Destroy after audit by GAO or when 3 years old, whichever is sooner.</p>		
265.	<p>Purge-Strip Reports</p> <p style="text-align: right;">714</p> <p>Destroy 6 years and 9 months after date of statements.</p>		

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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
	<u>Questioned Document Records.</u> These records pertain to the examination made on Government checks or other obligations with respect to the genuineness of the documents:		
266.	Copies of formal reports that were submitted to the requesting agencies. 354 Destroy in action office after reference needs have ended.		
267.	Subject files consisting of reference materials, training materials, research papers, professional papers, technical papers, etc. 355 Destroy in action office after reference needs have ended.		
268.	Closed court files - files pertaining to cases that developed into court actions requiring testimony and/or the preparing of exhibits. 356 Destroy in action office after reference needs have ended.		
269.	Regular Schedule Log Book in which records of schedules sent to WFC are recorded. 362 Destroy when 7 years old.		
270.	Outstanding Listing including SF-1184 Listing. 363 Destroy when 4 years old.		
271.	Exception Listing. 365 Destroy when 4 years old.		
272.	Employee Suggestions - Evaluations and Recommendations. 368 Destroy in action office when reference needs have ended.		

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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
273.	Original Microfilm of paid and reconciled United States Government checks produced for the Check Truncation Program. 425-80-2;1 Destroy 6 years and 7 months after the date of payment.		
274.	Duplicate microfilm of paid and reconciled United States Government checks produced for the Check Truncation Program. 425-80-2;2 Destroy in action office when no longer needed for reference or when 6 years and 7 months old, whichever is earlier.		
275.	Punch cards used to obtain an original check or to refer to the location of the check image on the microfilm. 425-80-2;3 Destroy 6 years and 7 months after date of payment.		
	<u>Financial Processing Division</u> Coordinates the activities of the Stop Pay Branch, Check Request Branch, Accounts Branch, Reclamation Branch, and the Check Reconciliation Branch. <u>Check Reconciliation Branch</u>		
276.	Funding Authorizations for Checking Accounts. 594 Destroy when 4 years old.		
277.	Recapitulation of Block Control Level - Totals of Check Issued SF-1179. 595 Destroy when 4 years old.		
278.	Collection and check issue reports. 597 Destroy when 3 years old.		
279.	D.O. Daily Report. 708 Destroy after 4/30/91.		3 Years Old

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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
280.	OF-1017G, Journal Voucher. 711 Destroy when 7 years old.		
281.	Paid Checks Locator Statements. 713 Destroy after 4/30/91.		6 Yrs. 9 Mos.
282.	Plate signature authorizations. 715 Destroy when revoked or related account closed.		
283.	Acknowledgment of designation of deputy disbursing officers. 716 Destroy when 2 years old.		
284.	Notices of emergency designation of deputy. 717 Destroy when 2 years old.		
285.	Signature cards and Signature mutilation reports. 718 Destroy when 2 years old.		
286.	Specimen signature sheets. 719 Destroy when superseded or no longer needed.		
287.	Files pertaining to assignment of card check symbols. 720 Destroy 7 years after account closed.		2 Years Old
288.	Correspondence acknowledging receipt of designation of deputy to sign checks. 722 Destroy when 10 years old.		
289.	Correspondence acknowledging recognition of appointment of deputy disbursing officer in advance of submission of formal instruments of designation. 723 Destroy when 10 years old.		

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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
290.	Correspondence acknowledging receipt of specimen of facsimile signature plates and informing addressee of approval. 724 Destroy when 10 years old.		
291.	Correspondence requesting or furnishing information pertaining to the establishment of accounts and authority for persons to sign. 725 Destroy 10 years after account closed.		
292.	Records of designation and appointment of deputies to disbursing officers. 726 Destroy 10 years after related account is closed.		
293.	Reproductions of requisitions for the printing of disbursing officer's checks. 729 Destroy when 7 years old.		10 Years Old
294.	Specimen of facsimile signature plates. 731 Destroy 10 years after related accounts are closed.		
295.	Correspondence requesting information from or furnishing information to disbursing officers and Federal Reserve Banks. 734 Destroy when 1 year old.		
296.	Matrix-Outstanding Exception Reports, Printout Summary Report and supporting printouts, Rejected Items & Suspense Report, and Stop Pay Exception Report. 742 Destroy after 4/30/91.)		3 Years Old
297	TFS-3214 and TFS-3214A, Payment Adjustment Voucher (Symbol 8999). 767 Destroy after 4/30/91.)		6 Yrs. 7 Mos.

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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
298.	Correspondence with Federal Reserve Banks. 772 a. Pertaining to Procedures matters. Destroy when 3 years old. b. All other correspondence. Destroy when 18 months old.		1 Year Old
299.	SF-1179 Month End Check Issue Summary NEW Destroy when 7 years old.		
300.	Purchase order for printing of disbursing officer's checks NEW Destroy when 7 years old.		
301.	CRCR 051, Reconciliation Microfilm Search Report (advance copy) NEW 2 YEARS OLD. Destroy when 18 months old .		
302.	CRCFR 020, Small Difference Account Activity NEW 2 YEARS OLD. Destroy when 18 months old .		
303.	CRCFR 022, Invalid ACC Data from Accepted/Rejected batches NEW 2 YEARS OLD. Destroy when 18 months old .		
304.	CRCFR 023, Notification of payments over available check cancellations NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
305.	CRCFR 024, Notification of payments over unavailable check cancellations. NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
306.	CRCFR 040, Transcript of the General Account of the U.S. Treasury. NEW Destroy when 7 years old.		

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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
307.	CRCFR 042, UCC Disbursing Credit. NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
308.	CRCFR 043, Notification of credits for outstanding checks cancelled by non-courtesy disbursing UCC. NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
309.	CRCFR 044, Unavailable check cancellation non-courtesy disbursements credit. NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
310.	CRICR 013, Notification Report NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
311.	CRICR 014, Rejected transmittal notice NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
312.	CRICR 015, Notification of duplicate issues NEW a. No detail information. Destroy at month end. b. Detail information. Destroy when 7 years old.		
313.	CRRER 101, Technician exception report. NEW Destroy when 18 months old. 2 YEARS OLD.		
314.	CRRER 251, Advice of check issue discrepancy (TFS-5206). NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
315.	CRRER 253, Adjustment of check payment data (TFS-5209). NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		

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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
316.	CRRER 111, Unassigned transmittal report. NEW Destroy when 18 months old. 2 YEARS		
317.	CRRER 25c, Imputed cost of delinquent check issue data. NEW Destroy when 18 months old. 2 YEARS		
318.	CRRER 305, Cohen - four months to one year. NEW Destroy when 18 months old. 2 YEARS		
319.	CRRER 306, Cohen recap. NEW Destroy when 18 months old. 2 YEARS		
320.	CRRER 307, Check payment data - discrepancies-subsidiary. NEW Destroy when 1 month old.		
321.	CRRER 308, Check payment data edit errors - subsidiary. NEW Destroy when 1 month old.		
322.	CRRER 309, Unreconciled transmittal. NEW Destroy when 18 months old. 2 YEARS		
323.	CRRER 311, Federal Reserve Bank check processing status. NEW Destroy when 18 months old. 2 YEARS		
324.	CRRER 312, Cash impact of reconciliation adjustment operations. NEW Destroy when 18 months old. 2 YEARS		
325.	CRRER 411, Actions taken summary. NEW Destroy when 18 months old. 2 YEARS		
326.	CRRER 412, Technician workload summary NEW Destroy when 18 months old. 2 YEARS		

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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
327.	CRRER 255, Adjustment of check payment data-letter initiated. (TFS-5209) NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
328.	CRRER 256, Available check cancellation reject debit voucher (SF-5515). NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
329.	CRRER 257, Available Check Cancellations reconciliation credits NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
330.	CRRER 258, Internal notification for reclassification action. NEW Destroy when 18 months old. 2 YEARS		
331.	CRRER 259, Transferred case. NEW Destroy when 18 months old. 2 YEARS		
332.	CRARR 151, Deferred payment transaction subsidiary. NEW Destroy when 18 months old. 2 YEARS		
333.	CRRER 513, Duplicate issue debit voucher (SF-5515). NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
334.	CRRER 301, Transmittal aging. NEW Destroy when 18 months old. 2 YEARS		
335.	CRRER 302, Transmittal aging summary. NEW Destroy when 18 months old. 2 YEARS		
336.	CRRER 303, Technician Priority. NEW Destroy when 18 months old. 2 YEARS		

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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
337.	CRRER 304, Technician priority summary. NEW Destroy when 18 months old. 2 YEARS		
338.	CRICR 024, Rejected transmittal control. NEW Destroy when 18 months old. 2 YEARS		
339.	CRRER 25A, Items eligible for reclassification. NEW Destroy when 18 months old. 2 YEARS		
340.	CRRER 25B, Classified transaction audit trail. NEW Destroy when 18 months old. 2 YEARS		
341.	CRCCR 200, Reconciliation monthly physical check request status report (advance). NEW Destroy when 18 months old. 2 YEARS		
342.	CRCFR 027, Monthly summary of small difference account activity - DO sort. NEW Destroy when 18 months old. 2 YEARS		
343.	CRCFR 028, Monthly summary of small difference account activity - FRB sort. NEW Destroy when 18 months old. 2 YEARS		
344.	CRICR 02B, Disbursing office submission report. NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
345.	CRICR 02C, Federal Reserve Bank Submission report. NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
346.	CRCCR 120, Request for physical checks. NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		
347.	CRCFR 02A, Delinquent check issue data. NEW Destroy when 18 months old. 6 YEARS AND 3 MONTHS AFTER PERIOD COVERED BY ACCOUNT.		

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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
	<p><u>ASSISTANT COMMISSIONER, REGIONAL OPERATIONS</u></p> <p>Performs central disbursing services for most of the civilian agencies in the Executive Branch of the Federal Government. Included among these services are the issuance of payments, the preliminary handling of check claims, and other matters such as administering imprest cashier activities and rendering official accounts through the Regional Financial Centers. It arranges, with the Department of State, to provide foreign disbursing services for all agencies of the United States Government, except for the Department of Defense. It manages the operation of the Treasury Financial Communication Control Center.</p> <p><u>Operations Directorate</u></p>		
348.	<p>Subject files pertaining to routine Operations exclusive of policy files. 380</p> <p>Destroy when 2 years old.</p>		
349.	<p>Files pertaining to disbursements and related functions other than policy files. 381</p> <p>Transfer to FRC when 7 years old.</p> <p>Destroy when 22 years old.</p>		
350.	<p>Accounts current and summary notifications to agencies of fiscal transactions: (copies) 383</p> <p>Destroy when 4 years old.</p>		
351.	<p>Certificates of settlement of accounts. 384</p> <p>Destroy when 4 years old (if cleared).</p>		
352.	<p>Copies of Indemnity bonds on lost World War I Adjustment Service Certificates. 385</p> <p>Destroy when original bond has been found.</p>		

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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
353.	Progress sheets and cards used in accounting and disbursing operations. 425-80-1;1 (382a) Microfilm in six month cycles and then destroy.		
354.	Microfilm copies of progress sheets and cards used in accounting and disbursing operations. 425-80-1;2 (382b) Disposition not authorized at this time. DESTROY WHEN 6 YEARS AND 7 MONTHS OLD.		WITHDRAWN
355.	Microfilm copies of checks and related indexes. 425-80-1;3 (386) Disposition not authorized at this time. DESTROY WHEN 6 YEARS AND 7 MONTHS OLD.		WITHDRAWN
356.	Treasury checks - copies. 425-80-4;1 (387) Disposition not authorized at this time. DESTROY WHEN 6 YEARS AND 7 MONTHS OLD.		WITHDRAWN
357.	Daily Support Listing of TFCS Payments. 425-80-2;21 Transfer to FRC when 2 years old. Disposition not authorized at this time. DESTROY WHEN 6 YEARS AND 7 MONTHS OLD. Currently, the provision of 31 USC 132 effectively prohibits the destruction of the records described in Items 354-357. Although this series does not have enduring historical value, a finite retention period can not be established until the law has been changed. Since all recent efforts to modify the law have failed, the Bureau anticipates a substantial delay in scheduling these records for final disposition. This item will be resubmitted to NARA for approval when 31 USC 132 is amended.		WITHDRAWN
358.	Check withdrawal cards and issuance requests. 388 Destroy 6 months from date of issue.		
359.	Blank check requisitions and related papers. 389 Destroy when 2 years old.		

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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
360.	Overpayment and underpayment case files (Closed cases). 390 Destroy 3 years after end of fiscal year of case.		
361.	Authorization to remail returned checks and bonds and request for issuance of replacement check (SF-1147). 391 Destroy when 3 years old.		
362.	Activity Summary Report for TFCS. 425-80-2;22 Destroy in action office when reference needs have ended.		
363.	TFCS Payment Trace Requests. 425-80-2;23 Destroy when 6 years and 7 months old.		
364.	TFCS Reclamation Actions, Standard Form 1184 or its equivalent. 425-80-2;24 Destroy when 6 years and 7 months old.		
365.	Records of stoppages of payment on checks. 394 Destroy 3 years after date of document.		
366.	Receipts from foreign consular officers acknowledging the receipt of checks. 395 Destroy 1 full fiscal year after year of check issue.		
367.	Listings of foreign checks mailed. 396 Destroy 1 full fiscal year after year of check issue.		
368.	Request for payment and issuance of drafts in foreign currency. 397 Destroy 3 years after end of fiscal year.		

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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
369.	SF-1014, General Ledger. 400 Destroy when 4 years old.		
370.	All forms on which subsidiary detailed accounts have been kept. (Various forms are used by Regional Finance Centers). 401 Destroy when 4 years old.		
371.	Statement concerning inscribed or uninscribed U.S. Savings Bonds - Lost, Stolen, or Destroyed prior to Receipt by Owner, Co-Owner or Beneficiary - copy P.D. 3062 (formerly P.D. 1901 and 1902). 402 Transfer to Federal Records Center when 3 years old. Destroy when 6 years and 3 months old.		
372.	Treasury Form 1746, Check Issuance Request. 403 Destroy after microfilming with progress sheets.		
373.	Schedule of cancelled checks - SF 1098 (copies). 404 Destroy 4 years after end of fiscal year.		
374.	Recapitulation of Block Level Totals of Checks issued and supporting tabulated listings SF 1179 (copies). 405 Destroy when 4 years old.		
375.	Voucher Schedules and comparable forms (SF 1166). 406 a. Originals and "second" originals Site Audit - See CRSN 6/1A. N1-425-91-1, ITEM 7. b. Copies. Destroy when 3 years and 1 month old beyond the month to which they relate.		

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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
376.	Inventory Reports, Checks, Bonds and Related Correspondence. 407 Destroy when 2 years old.		
377.	Inventory of checks from Assistant Disbursing Officers and related correspondence. 408 Destroy when 2 years old.		
378.	Statement of Transaction (SF 1220 and 1221). 409 Site Audit - See GRSN 6/1A: N1-425-91-1 ITEM 7.		
379.	Statement of Accountability (SF 1218 and SF 1219). 410 Site Audit - See GRSN 6/1A: N1-425-91-1 ITEM 7.		
380.	Statement of Transactions - SF 224 (Copy). 411 Destroy when 4 years old.		
381.	Production and/or Cost Report. 412 Destroy when 3 years and 1 month old.		
382.	Disbursing Officer Ledgers (Form RO-1650). 413 Destroy when 3 years old or when audited by GAO whichever is sooner.		
383.	Request for Reissue and/or Cancel U.S. Savings Bonds. 414 Destroy when 3 years old.		
384.	Routine correspondence in Regional Finance Centers pertaining to authorization or revocation of certifying officers. 417 Destroy when 2 years old.		

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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
385.	SF-210, Active Authorized Certifying Officers Signature Cards. 418 Destroy when advice of revocation is received on appropriate written notice signed by the head of the agency, or when 3 years old or when audited by GAO, whichever is later.		
386.	SF-210, Revoked Certifying Officers Signature Cards. 419 Destroy when 3 years old or when audited by GAO, whichever is sooner.		
387.	Agent cashier designations Revoked Designations. 420 Destroy when 3 years old or when audited by GAO whichever is sooner.		
388.	SF-1129, Reimbursement Voucher. 421 a. Active Cashier. Site Audit - See GRSN 6/1A. NI-425-91-1 ITEM 7. b. Revoked Cashier. Retain as site audit documents or destroy after account of RDO has been settled by GAO through the month of revocation, whichever is later.		
389.	Record of Checks Cashed by the Cashier (copy). 422 Destroy 2 years after end of fiscal year.		
390.	Register of Registered of Mail. 423 Destroy when 1 year old.		
391.	Notices of Exception from GAO. 424 Destroy 1 year after account of accountable officer is settled.		

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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
392.	Savings Bonds Sales Reports and Supporting Documents. 425 Destroy when 3 years old or when audited by GAO, whichever is sooner.		
393.	Foreign Currency Reports - Collections, Balances held by Disbursing Officers, currencies purchased with dollars and estimate of currency requirements. 426 Destroy 3 years after end of fiscal year.		
394.	Magnetic tape file of Check and Bond Inscriptions. 427 The tape files are to be effaced two years after the date of creation.		
395.	Magnetic tape file of Inventory of Financial Organizations participating in Composite Check Operations. 428 The tape files are to be effaced two years after the date of creation.		
396.	Reports of Check Issue Discrepancies, Overpayment, Shortages, Overdrafts, Losses (Does not include individual case files). 430 Destroy 3 years after end of fiscal year.		
397.	Shortage in Disbursing Officers Accounts and Cashiers Fund - closed case. 432 Destroy 7 years after close of case.		
398.	TFS-6601, Advice regarding 8-Digit Agency Accounting Station Code(s). 433 Destroy after receipt of updated advice.		
399.	FS-493, Progress Control Card and FS-491, Control Register for Progress Control Card. 436 Destroy 1 pay period after preparation.		

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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
400.	<p>Magnetic tape file from which the payroll record, Comprehensive Listing of Employee Master File, is produced biweekly. Payroll records for employees of various Treasury and Non-Treasury agencies are contained in the tape file. 437</p> <p>The tape files are to be effected two years after the date of creation.</p>		
401.	<p>FS-486, Reconciliation of Computer Produced Totals Bi-weekly Operations. 438</p> <p>Destroy when audited by GAO or when 3 years old, whichever is sooner.</p>		
402.	<p>FS-487, Health Plan Control register. 440</p> <p>Destroy when audited by GAO or when 3 years old, whichever is sooner.</p>		
403.	<p>FS-488, Predetermined and Computer Produced Control Totals. 439</p> <p>Destroy when audited by GAO or when 3 years old, whichever is sooner.</p>		
404.	<p>FS-489, Time and Attendance Control Register, Distribution Control. 441</p> <p>Destroy when audited by GAO or when 3 years old, whichever is sooner.</p>		
405.	<p>FS-490, Time and Attendance Report, Cost Center Control. 442</p> <p>Destroy when audited by GAO or when 3 years old, whichever is sooner.</p>		
406.	<p>FS-494, Facility Control Register. 443</p> <p>Destroy when audited by GAO or when 3 years old, whichever is sooner.</p>		
407.	<p>FS-495, Payroll Documents Transmittal. 444</p> <p>Destroy when audited by GAO or when 3 years old, whichever is sooner.</p>		

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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
408.	FS-430, Time and Attendance Report. 445 Destroy after GAO audit or when 3 years old, whichever is sooner.		
409.	EDP-1205 and EDP-1205A, Production Control Report. 449 Destroy when 1 year old.		
410.	EDP-1206, Receiving, Balance and Clearance Register. 450 Destroy when 3 years and 1 month old.		
411.	EDP-1208, Payment Control Card. 451 Destroy when microfilmed. Maintain microfilm until reference needs have been met and then destroy.		
412.	EDP-1209, Redrawal Control Card. 452 Destroy when 3 years and 1 month old.		
413.	EDP-1212, Systems Log. 453 Destroy when 3 years and 1 month old.		
414.	EDP-1213, EDP-1214 and EDP-1215, File History Log. 454 Destroy when 1 year old.		
415.	EDP-1217, Tape Library Issues and Returns. 455 Destroy when 1 year old.		
416.	EDP-1221, Computer Utilization and Production Report. 456 Destroy when 3 years and 1 month old.		
417.	EDP-1228, Replacement and/or Correction Check Control Register. 457 Destroy when 3 years and 1 month old.		

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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
418.	EDP-1229, Electronic Operations Hold Check Request. 458 Destroy when 3 years and 1 month old.		
419.	EDP-1232, Receipt and Analysis or Hold and Redirection Action. 459 Destroy when 2 years old.		
420.	EDP-1233, Progress Card for Social Security Hold Check Requests. 460 Destroy when 2 years old.		
421.	EDP-1234, Lot Control Register. 461 Destroy when 1 year old.		
422.	EDP-1237, Tape Inventory Sheet. 462 Destroy when 2 years old.		
423.	EDP-1238, Lot Control Sheet. 463 Destroy when 1 year old.		
424.	EDP-1242, Transmittal of Magnetic Tape Reels for Security Storage. 464 Destroy when 3 years old.		
425.	EDP-1243, Electronic Microfilm Transmittal Form and Control Sheets. 465 Destroy when 1 year old.		
426.	EDP-1244, Check Redrawal Control Card. 466 Destroy when microfilmed. Retain microfilm until reference needs have been met and then destroy.		
427.	EDP-1245, Advice of Program Change. 467 Retain for the duration of the computer program and 90 days thereafter.		

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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
428.	EDP-1247, Annual Inventory of Magnetic Tape. 468 Destroy when 1 year old.		
429.	EDP-1248, Electronic Microfilm Production Utilization Report. 469 Destroy when 3 years and 1 month old.		
430.	EDP-1250, Recommendation for Program - Change. 470 Destroy when 1 year old.		
431.	EDP-1251, Patch Card - Coding Sheet. 471 Destroy when 1 year old.		
432.	EDP-1255, Advice of Dig print Microfilm Error(s). 472 Destroy when 3 years old.		
433.	EDP-1257, Replacement Control Register. 473 Destroy when 3 years and 1 month old.		
434.	EDP-1261, File History Log-Matrix Tapes. 474 Destroy when 1 year old.		
435.	EDP-1262, Savings Bond Batch Control and Progress Card. 475 Destroy when microfilmed. Retain microfilm until reference needs have been met and they destroy.		
436.	EDP-1265, Control and Clearance Record (FTD). 476 Destroy when 1 year old.		
437.	EDP-1267, Processing Record (FTD). 477 Destroy when 2 years old.		
438.	EDP-1275, Magnetic Tape Disposal. 478 Destroy when 2 years old.		

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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
439.	EDP-1277, Tape/Card Record Layout. 479 Destroy when new record layout is provided.		
440.	Reserve Fund Office Files. 480 a. Active. Retain until closed. b. Closed. Destroy on site after account of Chief Disbursing Officer has been settled by GAO through the month closed, or after 3 years, or when audited by GAO, whichever is later.		
441.	Disbursing Officer Designations. 481 a. Active. Retain until closed. b. Closed. Destroy on site after account of Chief Disbursing Officer has been settled by GAO through the month closed, or after 3 years, or when audited by GAO, whichever is later.		
442.	Listing of U.S. Dollar checks converted to foreign currency (excess currency countries). 482 Destroy when 3 years and 1 month old.		
443.	Nonreceipt cases for payees living in excess currency countries (paid checks). 483 Destroy when 2 years old.		
444.	Uncollectible check case file (closed). 484 Destroy 3 years after end of fiscal year.		

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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
445.	Certification Concerning Destruction of Cancelled Checks (DDPM Exhibit 4510.6). 485 Destroy when 3 years old.		
446.	RO-94, Visitors Identification Badge Register. 486 Destroy when 1 year old.		
447.	RO-106, Lost or Forgotten Security Pass Record. 487 Destroy when 1 year old.		
448.	RO-90, Security Pass (Permanent Employees). 488 Destroy 1 year after turned in.		
449.	RO-91, Security Pass (Temporary Employees). 489 Destroy after turned in.		
450.	RO-92, Security Pass (Visitors). 490 Retain until no longer usable.		
451.	RO-51, Waste Paper Inspection Log. 491 Destroy when 1 year old.		
452.	System Access Request for TFCS. 425-80-2;44 Destroy when 2 years old.		
453.	Agency Location Code Listing for TFCS. 425-80-2;45 Destroy when superseded or obsolete.		
454.	Bank Master File Listing for TFCS. 425-80-2;46 a. Alphabetic by Bank - destroy when superseded or obsolete. b. Numeric by Transit Number - destroy when superseded or obsolete.		

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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
455.	Statistics Report - Response Time for TFCS. 425-80-2;47 Destroy in action office 3 months after month to which they relate.		
456.	Statistics Report - Agencies/FED for TFCS. 425-80-2;48 Destroy 1 year after end of fiscal year to which they relate.		
457.	Problem Report. 425-80-2;49 Destroy in action office when reference needs have ended.		

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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
	<p><u>ASSISTANT COMMISSIONER, INFORMATION RESOURCES</u></p> <p>Oversees the development, implementation, and operation of financial management systems produced to enhance the movement of funds and financial information in a timely and accurate manner. In addition, has Servicewide responsibility for all information resource management activities. Function include management, staff, equipment, and software associated with the development of policies to ensure proper controls and accountability for the functional management of all ADP and telecommunication activities and resources throughout the Service.</p> <p><u>Computer Services Division</u></p>		
458.	<p>CP&R Tracking, Form 3081</p> <p>Destroy when 1 year old.</p>	NEW	
459.	<p>Regional Financial Center's Transmittal Reports.</p> <p>Destroy when 1 year old.</p>	NEW	
460.	<p>CSD Incident Report Form</p> <p>Destroy when 2 years old.</p>	NEW	
461.	<p>Survey and Project Study Files.</p> <p>All records within the office documenting systems project studies. Files consist of correspondence, forms, reports and other related material.</p> <p>Destroy when superseded or no longer needed.</p>	558	
462.	<p>State Tax Agreements</p> <p>File material documenting agreements made with states for deduction of state and city taxes.</p> <p>Destroy when superseded.</p>	559	

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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
463.	TFS-3503, Computer Usage-By Function. 502 Destroy when 2 full fiscal years old.		
464.	Master List of D/O Symbols by Department and Agency. 503 Destroy when new list is developed.		
465.	DDP Programming/Operations Bulletins. 504 Destroy when new Bulletins are provided.		
466.	Program Listings. 506 Destroy upon development of new listings.		
467.	Program Decks (Cards). 507 Destroy when new Decks are developed.		
468.	Program Block Diagrams. 508 Destroy when new Diagrams are provided.		
469.	TUS-3520, Operators Console Manual. 510 Destroy when new Manual is provided.		
470.	Tape/Disk/Card Record Layout (Honeywell). 516 Destroy when new layout is provided.		
471.	TUS-3016, Corrections or Changes Stored in Computer Records. 517 Destroy when 2 years old.		
472.	TFS-3510, Magnetic Tape Control Record. 518 Destroy when 60 days old.		3 Years Old
473.	TFS-3548, Daily Control of Transactions. 521 Destroy when 3 full fiscal years old. AFTER THE CLOSE OF THE CURRENT FISCAL YEAR.		

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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
474.	TFS-5913, Magnetic Tape History. 522 Destroy when 1 full fiscal year old. AFTER THE CLOSE OF THE CURRENT FISCAL YEAR.		
475.	Records of monies appropriated and not used but transferred into surplus accounts and made available for restoration. 530 Destroy in actin office when no longer needed.		
476.	Account Master File: 531 a. Monthly Update. Destroy when 3 years old. b. Final Fiscal Year. Destroy when 12 years old.		
477.	Monthly Treasury Statement Final for each month. 532 Destroy when 1 year old.		
478.	MTS Title Tape-June Final. 533 Destroy when 1 year old.		
479.	Appropriation, Fund and Receipt Account Transactions. 534 Destroy when 1 year old.		
480.	Transactions for Analysis of SF-1151's, and Columns 2, 3 and 5 of the Combined Statement: 535 a. Monthly. Destroy when 90 days old. b. Year-End Final. Destroy when 1 year old.		

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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
481.	Detail for Undistributed Disbursing Office Transactions Audit. 536 Destroy when 90 days old.		
482.	Detail for Comparison of Checks Issued Audit. 537 Destroy when 90 days old.		
483.	Detail for Direct Deposit Audit. 538 Destroy when 90 days old.		
484.	Combined Statement Final Print Tapes. 539 Destroy when 2 years old.		1 Year Old
485.	Accrual Master File: Consists of account symbols, classification codes and amounts for records pertaining to the accrual master file. 540 a. Monthly Update. Destroy when 3 years old. b. Final Fiscal Year. Destroy when 12 years old.		
486.	Monthly Accrual Balance Tape for Updating the Accrual Master File. 541 Destroy when 90 days old.		
487.	SF-225, Obligation Reports. 542 Destroy 1 full fiscal year after close of current fiscal year.		
488.	Combined Statement Master (Final). 543 Destroy when 5 years old.		
489.	Combined Statement Titles (Final). 544 Destroy when 5 years old.		

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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
490.	Deposit in Transit Detail. 545 Destroy when 90 days old.		
491.	Monthly Detail Bank Transcripts. 546 Destroy when 1 year old.		
<p align="center"><u>ASSISTANT COMMISSIONER, AGENCY SERVICES</u></p> <p>The Office of the Assistant Commissioner, Agency Services, will initially be comprised of three financial services business lines: Education, Consulting, and Agency Accounting services. Although the three separate business lines are at different phases of development, the overall goal of this organization is to improve the financial management of government: to provide financial management advice, technical assistance, policy compliance information, liaison services and other services to Federal, State, local and foreign governments; to provide effective financial managers in government; to demonstrate models of financial management excellence; to teach agency program managers the financial impact of their business; and to provide financial management systems to government agencies through cross-servicing.</p> <p>Newly Created Organization, No Records History.</p>			