

REQUEST FOR RECORD: DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-425-82-3
DATE RECEIVED	8-31-82
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of The Treasury

2 MAJOR SUBDIVISION
Bureau of Government Financial Operations

3 MINOR SUBDIVISION
Div. of Facilities Management/Paperwork Mgmt. Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Aldonia R. Robinson
Paperwork Management Branch

5 TEL EXT
566-8711

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

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

C. DATE <u>Aug 24/82</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Jamal C. Varnum</u>	E. TITLE Records Management Officer
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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
	Division of Check Claims		
	Paid and reconciled U.S. Government checks.	341	WITHDRAWN
	Destroy when 6 years and 7 months old.		
	Closed Court Files - Files pertaining to cases that developed into court actions requiring testimony and/or the preparing of exhibits.	356	WITHDRAWN
	Destroy in action office after reference needs have ended.		
	Division of Government Accounts and Reports		
	Depository Checks	592	WITHDRAWN
	Destroy when 6 years and 7 months old.		
	Treasury may transfer checks to the Department of Justice for use in criminal and civil litigation and to Federal Grand Juries pursuant to subpoena, and on a temporary basis, to state and local prosecutors or Grand Juries for use in investigation and prosecution of crimes in which Treasury checks may have value as evidence.		

3 items

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>c. SF-1180, Blues returned from WDC after items have been scheduled.</p> <p>Destroy when microfilmed. Maintain microfilm in action office until reference needs have been met and then destroy.</p>		
340.	<p>TFS-65361D, Credit Advice (Reclamation) also known as open items.</p> <p>Destroy 4 years after credit item has cleared.</p>		
✓ 341.	<p>Paid and reconciled U.S. Government Checks, pertaining to closed claims cases.</p> <p>Destroy when 6 years and 7 months old.</p> <p style="text-align: center;"><u>CHECK PAYMENT RECORDS</u></p> <p>Bookkeeping files.</p> <p>These records pertain to the management of the accounts 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>		<p>DAU JK 116/83</p>
342.	<p>Form TFS-17, Transcript of the General Account of the Treasurer of the U.S., Form TFS-17c, Abstract of receipts, and TFS-17m, Abstract of Charges.</p> <p>Destroy when 4 years old.</p>		
343.	<p>SF-219, Certificate of Deposit.</p> <p>Destroy when 7 years old.</p>		
344.	<p>Form TFS-1707, Reports of certificates of deposit cleared.</p> <p>Destroy when 1 year old.</p>		
345.	<p>SF-1166 & SF-1167 (CR), Voucher and Schedule of Payments.</p> <p>Destroy when 7 years old.</p>		
346.	<p>SF-1081, Voucher and Schedule of Withdrawals and Credits.</p> <p>Destroy when 7 years old.</p>		

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Request for Records Disposition Authority - Continuation

JOB NO

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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
356.	<p>Closed court files - Files pertaining to cases that developed into court actions requiring testimony and/or the preparing of exhibits.</p> <p>Destroy in action office after reference needs have ended.</p>		
357.	<p>Financial Activities Branch - Intercepted Check Transcripts.</p> <p>Destroy when 6 years old.</p>		
358.	<p>Agency Double-pay Chargebacks.</p> <p>Destroy when 2 years old.</p>		
359.	<p>TFS-1188, Check Redrawal Schedules (Substitute Checks) used as voucher for scheduling payments.</p> <p>Destroy when 7 years old.</p>		
360.	<p>Closed unjacketed files in which substitute checks have been issued.</p> <p>Destroy when 7 years old.</p>		
361.	<p>Disbursing Officer symbol cards.</p> <p>Destroy when superseded. Destroy outdated copies when no longer needed.</p>		
362.	<p>Regular Schedule Log Book and SSI Log Book in which records of schedules sent to WDC are recorded.</p> <p>Destroy when 7 years old.</p>		
363.	<p>Outstanding Listing including SF-1184 Listing.</p> <p>Destroy when 4 years old.</p>		
364.	<p>Paid Listings.</p> <p>Destroy when 4 years old.</p>		
365.	<p>Exception Listings.</p> <p>Destroy when 4 years old.</p>		

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1-12-82

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
588.	SF-1151, Appropriation Transfer Authorization. Destroy when 12 years old.		
589.	TFS-2108, Annual Report of Unexpended and Unobligated Balances. Destroy when 12 years old.		
	<u>General Ledger Branch</u>		
590.	Statements of Transactions and Accountability and all supporting accounting documents, including Forms SF-1218, SF-1219, SF-1220, SF-1221 and FS-440. a. Originals - Site Audit - See item 8. b. Copies - Destroy 3 full fiscal years after year in which prepared.		
✓ 591.	Transcripts of the General Account of the U.S. Treasury and Gold Custody Account and all supporting Abstracts and Statements, including Forms TUS-17, TUS-18, and TFS-5176. a. Originals - Site Audit - See item 8. b. Copies - Destroy 3 full fiscal years after year in which prepared.		
✓ 592.	Depository Checks. Destroy when 6 years and 7 months old.		DAU 1/16/83
593.	All Ledger Pages. Site Audit - <u>See item 8.</u>	DAU	
594.	Funding Authorizations for Checking Accounts. Destroy when 4 years old.		
595.	Recap. of Block Control Level - Totals of Checks Issued SF-1179. Destroy when 4 years old.		
596.	Requests for Special Entries. Destroy when 3 years old.		
597.	Collection and check issue reports. Destroy when 3 years old.		

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