

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT) **Board of Governors of the
Federal Reserve System**

2. MAJOR SUBDIVISION
Office of The Secretary

3. MINOR SUBDIVISION
Records Section

4. NAME OF PERSON WITH WHOM TO CONFER
Frances Williams

5. TEL. EXT.
3280

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 5 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 1/19/82 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James McElroy</i> | E. TITLE Assistant Secretary |
|---------------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 1 | Expense Account Ledgers for the years 1922-1937, classifying expenditures by object-class within organizational elements. Entries to these were made monthly from the Voucher Register, General Journal, etc. | | |
| 2 | Cash Receipts Journals, 1938-1967 Daily entries were made in these journals recording sources, amount and nature of cash checks or money orders received. These journals were closed monthly and posted to the General Ledger. | | |

28 items

MASS DATA CHANGE SHEET NOT REQUIRED
Closed Out: 4-9-82: K.T.D.
Copy to Agency & NAR

17 Feb 82

LEAVE BLANK

JOB NO.

NCI-82-82-1

DATE RECEIVED
February 18, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-24-82 *[Signature]*
Date Archivist of the United States

| Request for Records Disposition Authority – Continuation | | JOB NO. | PAGE OF 2 of 5 |
|--|---|----------------------------|---------------------|
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
| 3. | Voucher Register 1938-1967 Daily record of expenses paid, with separate entries for each payee. Items were entered by voucher number and distributions were made to appropriate organizational elements for which these expenses were incurred. These registers were totalled monthly and posted to the General Ledger and the Expense Ledger. | | |
| 4. | Budget Books 1925-1937 Daily record of expenses by object-class showing cumulative expenditures and available balances. Totalled monthly. | | |
| 5. | Expense ledgers 1922-1925 Daily record of expenses paid by the Board. Totalled monthly and posted to General Ledger | | |
| 6. | Encumbrance Records 1920-1925 Daily record of expenses incurred by the Board. Totalled monthly | | |
| 7. | Purchase Register 1938-1951 Record of daily purchases, totalled monthly | | |

| Request for Records Disposition Authority – Continuation | | JOB NO. | PAGE OF 3 of 5 |
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| 8. | Journal Vouchers 1938-1967 Books containing monthly and annual miscellaneous, adjusting and closing entries to the General Ledger | | |
| 9. | Encumbrance Tickets 1938-1967 Month-end and year-end lists of incurred but unpaid expenses which are recorded on Board's books via "encumbrance tickets" to convert Board's cash basis processing system to accrual basis for reporting purposes. | | |
| 10. | General Fund Account Book 1926-1946 | | |
| 11. | Various subsidiary ledgers and journals recording activities of the Board's in-house cafeteria operations <div style="margin-left: 40px;"> a. Cafeteria Journal 1944-51 b. Cafeteria Voucher Register 1944-50 c. Cafeteria Expense Ledger 1944-50 d. Cafeteria Cash Receipts 1944-50 </div> | | |
| 12. | Subsidiary Ledgers-Reimbursable Accounts 1938-1972. Detail ledger showing amounts paid on behalf of Federal Reserve Banks and others and the amounts due to the Board. These ledgers were reconciled monthly to the General Ledger control account. | | |

| Request for Records Disposition Authority – Continuation | | JOB NO. | PAGE OF 4 of 5 |
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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 |
| 13. | General Fund Check Register 1940-1965 Detail listing of all checks issued, totalled monthly and posted to General Ledger. | | |
| 14. | Payroll Fund Check Register 1940-1965 Detail and (later) summary listings of biweekly payroll checks, totalled monthly and posted to General Ledger | | |
| 15. | Cash Receipt & Disbursement Journals, appropriation accounts 1913-1915 | | |
| 16. | First General Ledger of the Board 1913-1915 | | |
| 17. | Assorted Government Transportation Request records 1915-1964 consisting of lists accounting for use and destruction etc. of GTR's | | |

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| 18. | Miscellaneous Supporting Records | | |
| a. | Cash disbursements and schedules of collection 1933 | | |
| b. | Fiscal agent account 1914-1916 | | |
| c. | Miscellaneous Receipts Journals 1928-1941 | | |
| d. | Outstanding Worksheets 1936-1937 | | |
| e. | Records of Reimbursable Accounts 1938-1939, 1943-1945 | | |
| f. | Assessments 1927-1939, 1939-1943 | | |
| g. | Assorted Budget work papers 1932-1938 1937-1942, 1941-1942 | | |
| h. | Expense Summary 1936-1937 | | |
| <p><u>DESTROY ALL RECORDS DESCRIBED IN ITEMS 1 - 18 ABOVE</u> <u>IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE</u></p> | | | |