

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-184-78-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

NC1-184-79-03 stated that it entirely superseded this schedule.

Date Reported: 6/23/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**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)  
**Railroad Retirement Board**

2. MAJOR SUBDIVISION *Budget and Fiscal Operations*  
**Bureau of Supply and Service**

3. MINOR SUBDIVISION  
**~~Division of Mail, Files and Records~~**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Alfred Meredith**

5. TEL. EXT.  
**387-4525**

<b>LEAVE BLANK</b>	
JOB NO  <b>NC1 184 78 2</b>	
DATE RECEIVED <b>20 FEB 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>4-14-78</b> <i>James E. O'Neill</i> Date <i>acting</i> Archivist of the United States	

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
2-16-78	<i>[Signature]</i>	Director of Supply and Service
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
	<b>RAILROAD RETIREMENT BOARD RECORDS SCHEDULE 7</b>  <u>Accounting and Budget</u>  <b>1.</b> GRS-7 ITEM-2  General accounts ledger showing debit and credit entries, and reflecting expenditures in summary.  (a) Record Copy  (b) Security Copy  <u>DISPOSITION</u>  (a) Transfer to Federal Records Center, Chicago 4 years after close of fiscal year involved. <del>and</del> Destroy 10 years after close of fiscal year involved.  (b) See Remarks.	
	<b>2.</b> GRS-7 ITEM-3  Allotment records showing status of obligation and allotments under each authorized appropriation.  (a) In bureau of budget and fiscal operations.  (b) In other bureaus.	

*15 items*

*sent to agency, NNF-4NC, 5NC-C, 5NC-D, 6NC, 7NC, 8NC, 9NC-L, 9NC-S, 10NC-4/20/78*

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 5  
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(c) Security Copy</p> <p><u>DISPOSITION</u></p> <p>(a) Transfer to Federal Records Center, Chicago 4 years after close of fiscal year involved. <del>GSA</del> Destroy 10 years after close of fiscal year involved.</p> <p>(b) Destroy 3 months after close of fiscal year involved.</p> <p>(c) See Remarks</p>		
<p>3. GRS-7 ITEM-4</p>	<p>Records used as posting and control media, subsidiary to the general allotment ledgers, not a part of the accountable officer's returns and not otherwise provided for in this schedule.</p> <p><u>DISPOSITION</u></p> <p>Destroy when 3 years old.</p>		
<p>4.</p>	<p>Budget files in Bureau of budget and fiscal operations.</p> <p>(a) Administrative files documenting Board Policy and procedure governing budget administration and reflecting policy decisions affecting expenditures for Board programs.</p> <p><u>DISPOSITION</u></p> <p><i>Destroy when no longer needed for reference. Request NARS to recommend disposal schedule.</i></p> <p><i>Transfer to FARL is not authorized. SC 3-10-78</i></p> <p>(b) One record copy of each formal budget submission to OMB and Congress together with all supporting papers. (Congressional Authorization.)</p> <p><u>DISPOSITION</u></p> <p><i>Destroy when no longer needed for reference. Request NARS to recommend disposal schedule.</i></p> <p><i>Transfer to FARL is not authorized. SC 3-10-78</i></p> <p>(c) One copy of the formal Board budget (presently G-25 series) together with justification statements containing summaries of financial, manpower, cost and workload data. (Allocated by Board.)</p> <p><u>DISPOSITION</u></p> <p>Transfer to Federal Records Center, Chicago, 5 years</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 5 3
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
GRS-5 ITEM-4	<p>after close of fiscal year covered by budget. <del>GSA</del>  <del>Destroy 10 years after close of fiscal year involved.</del></p> <p><del>Railroad Retirement Board recommends keeping above</del>  <del>disposition.</del></p> <p><del>Request NARS to authorize disposal schedule.</del></p> <p>(d) Working papers, cost statements and rough data  accumulated in preparation of annual budget estimates  and in administering approved budgets.</p> <p><u>DISPOSITION</u></p> <p>Destroy 1 year after close of fiscal year covered by  the budget or when no longer needed for reference  purposes.</p>		
GRS-5 ITEM-5	<p>(e) Periodic reports on status of appropriation accounts  apportionments and reapportionments.</p> <p><u>DISPOSITION</u></p> <p>Destroy 5 years after close of fiscal year covered  by reports.</p>		
GRS-5 ITEM-6	<p>(f) Apportionments and reapportionments schedules pro-  posing quarterly obligations under each authorized  appropriation.</p> <p><u>DISPOSITION</u></p> <p>Destroy 2 years after close of fiscal year involved.</p>		
<del>GSA Bulletin</del> <del>FPMR-BL7</del> <del>(6-18-74)</del>	<p>(g) Periodic reports submitted by bureaus, offices and  regions showing breakdowns of employee's time by  project, classification or code; workload reports;  management summary data; miscellaneous and cost  reports; etc.</p> <p><u>DISPOSITION</u></p> <p>Destroy <del>after audit by GAO, or</del> when 3 years old  <del>whichever is earlier.</del> SC 3-10-78</p> <p>(h) Security copy of budgets.</p> <p><u>DISPOSITION</u></p> <p>The security copy, consist of one copy of each</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 5  
4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p data-bbox="304 270 1114 399">budget justification for the congressional committees and for the (OMB). It is sent to security storage annually and replaces that for the previous period which is withdrawn and destroyed.</p> <p data-bbox="227 435 902 467">Budget files in other bureaus and offices.</p> <p data-bbox="304 499 489 532"><u>DISPOSITION</u></p> <p data-bbox="304 564 1099 624">Destroy within 5 years after close of fiscal year involved.</p> <p data-bbox="304 661 1102 725"><del>Railroad Retirement Board recommends keeping same disposition.</del></p> <p data-bbox="304 762 1019 794"><del>Request NARS to authorize disposal schedule.</del></p> <p data-bbox="563 826 683 858"><u>REMARKS</u></p> <p data-bbox="227 891 1161 1149"><u>Item 1.</u> The record copy, (a), in the bureau of budget and fiscal operations represents all financial activity of the Board by account, showing for each entry the allotment symbol, the schedule or voucher reference, date, previous balance, item description, debit, credit and balance. The 10 year retention period is sufficient to cover managerial and budget reference and to aid in the settlement of any claims that may arise within the 10 year statutory limit.</p> <p data-bbox="227 1181 1161 1374">The security copy, (b), is a copy of the monthly general ledger trial balance which is stored monthly. Copies for the last two completed fiscal years, together with those for the current fiscal year, are to be retained in security storage. Copies for previous fiscal years are withdrawn and destroyed.</p> <p data-bbox="227 1407 1161 1568"><u>Item 2.</u> Allotment records in the bureau of budget and fiscal operations, (a), are to be kept for the same period as the general ledgers described in Item 1. Allotment records in other bureaus, (b), are presently Forms G-216B Subsidiary Cost Ledgers.</p> <p data-bbox="227 1600 1161 1826">The security copy, (c), is comprised of a copy of the monthly ledger sheets and of the monthly allotment ledger trial balance which is stored monthly. Copies for the last two completed fiscal years together with those for the current fiscal year are to be retained in security storage. Copies for previous fiscal years are withdrawn and destroyed.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 5  
5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Item 4.</u> The official files of material described in this item are maintained only in the bureau of budget and fiscal operations. The security copy, item (h), consist of one copy of each budget justification for the Congressional committees and for the (OMB.) It is sent to security storage annually and replaces that for the previous period which is withdrawn and destroyed.</p> <p><u>Item 5.</u> Forms in the G-25 series, work papers, and other budget material should be destroyed within 5 years after the close of fiscal years involved, since one copy is retained for 10 years by the Bureau of budget and fiscal operations.</p> <p>Sample copies of Board Budget, Justifications and Estimates of Appropriations attached. Please return when appraisal made.</p> <p>The total volume of items 4A and 4B are approximately 14.5 cubic feet. The per annum accumulation is insignificant. These items represent copies accumulating for the past 40 years, the attached samples are one year collection.</p>		