

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-269-80-1	
DATE RECEIVED 10-16-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-5-79 Date	<i>James E. O'Neill</i> acting Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
 General Services Administration

2 MAJOR SUBDIVISION  
 Office of Finance

3 MINOR SUBDIVISION  
 Accounts Payable

4 NAME OF PERSON WITH WHOM TO CONFER  
 Ray Hershberger

5 TEL EXT  
 566-0673

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 4 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 10/16/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> Michael G. Barbour	E. TITLE Chief, Records Management Branch (HRAR)
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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>Appendix 16-C Accounts Payable Files</u></p> <p>Files descriptions and requested disposition authorizations to cover paper records that may be converted to microform are contained in the attached proposed change to the HB, GSA Records Maintenance and Disposition System, ch. 16 (OAD P 1820.2).</p> <p>Appendix 16-C. Proposed changes to the schedules that were approved on May 20, 1969 and Mar. 7, 1977.</p>	NN169-125(69) NCI-269-77-1 (77)	

115-107  
 Closeout  
 10-7-79  
 [Signature]

This appendix describes program files accumulated in connection with accounts payable operations. Accounts payable operations are concerned with recording obligations, administrative audit of vendor invoices, and preparation of disbursement schedules for transmittal to the Department of the Treasury disbursing offices. Program files documenting GSA's accounts payable operations are created as a result of responsibilities outlined in the GSA Organization Manual (OFA P 5440.1) and in accounting, credit, and finance orders and handbooks.

The original paper records for the program files described in this appendix may be converted to microform and the original paper records may be destroyed provided that the requirements and standards of the HB, GSA Micrographics Management Program, chs. 3-1, 3-3, 4-3, and 4-4 (OAD P 1882.1), are met.

16C1. Payment files. Descriptions of and maintenance and disposition instructions for these files are contained in a thru c, below.

a. GAO site audit payment files. The records accumulated in this series will be retained on paper or microform, and both are acceptable by GAO for audit and NARS for storage purposes. Included are Standard Form 1166, Voucher and Schedule of Payments; detailed disbursement listings and summary fund breakdowns; vendor invoices; and supporting documents, such as purchase order copies, signed copies of contracts, lease digests, receiving reports, and similar records.

Cut off at the end of the fiscal year, hold 2 years, and retire.

Note (1) Records created prior to ~~July 2, 1975,~~ *Fiscal Year 1976 (July 1, 1975)* will be retained by GAO for 10 years and 3 months after the period of the account.

(2) Records created on or after ~~July 2, 1975,~~ *Fiscal Year 1975 (June 30, 1975)* will be retained by GAO for 6 years and 3 months after the period of the account.

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pur  
10/24/79

b. Transportation documents. SF 1166, Voucher and Schedule of Payments; ADP coding documents; copies of carrier bills; Government Bills of Lading (GBL) memorandum copy; disbursement listings; reports of discrepancies in shipments; transportation requests (carbons); and other records relating to payments for transportation.

Cut off at the end of the fiscal year, hold ~~2~~<sup>3</sup> years, and destroy.

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c. Interfund payments. GSA Form 2043, ADP Coding Document-Accounting, used for internal fund transfers; similar records; and related supporting documents.

Cut off at the end of the fiscal year, hold ~~2~~<sup>3</sup> years, and destroy.

16C2 - 16C4. Reserved.

16C5. Payment copy files. Copies of contracts; memorandum copies of vouchers; and copies of invoices, purchase orders, gasoline sales tickets, receiving reports, and other payment documents retained either on paper or microform, but not documents required for inclusion in GAO site audit payment files or the transportation documents files.

Cut off at the end of the fiscal year, hold 3 years, and destroy, or destroy after audit by GAO, whichever is earlier.

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GRS 6/7

OAD P 1820.2 CHGE

16C6 - 16C9. Reserved.

16C10. Unliquidated obligations listings. Microforms or paper listings of unliquidated obligations and accounts payable. |

Cut off at the end of the fiscal year,  
hold 5 years, and destroy.

GRS 5/5 |

16C11 - 16C14. Reserved.

16C15. Lost GBL registers. Registers used to record the issue of, and other information about, Standard Form 1103, U.S. Government Bill of Lading. The register is reviewed against the memorandum paid file carrier bills to make sure that duplicate payments were not made in the interim.

Cut off at the end of the fiscal year, hold  
~~3~~ years, and destroy.

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DWR 10/29/79

16C16 - 16C19. Reserved.

16C20. Withdrawn by CHGE \_\_\_\_.

16C21 - 16C24. Reserved.

16C25. Lease and fixed service contract listings. Microform or paper listings showing all master file records for fixed payments under leases and service contracts. These listings are reconciled with the fixed payment register. |

Cut off at the end of the fiscal year,  
hold 1 year, and destroy.

16C26 - 16C29. Reserved.

16C30 - Withdrawn by CHGE . |

16C31 - 16C34. Reserved.

16C35 - Withdrawn by CHGE . |

16C36 - 16C39. Reserved.

16C40. Obligation cards. Punched cards prepared to enter and cancel obligations into the accounting system.

Destroy related card when the obligation is  
entered or canceled.

16C41 - 16C44. Reserved.

16C45. Vendor payment history listings. Listings or microforms reflecting names and addresses of vendors, funds involved, GSA document and invoice numbers, and schedule numbers and amounts for all payments as well as treasury check numbers made during the reporting period. They are used in answering vendor inquiries.

Cut off annually, hold 3 years, and retire.  
Destroy after 6 additional years.

16C46 - 16C49. Reserved.

16C50. Payee name and address listings. Listings or microform reflecting vendor name, address, and identification number. They are used to code incoming invoices with vendor identification codes.

Destroy when superseded by a new listing or microform except that the listings or microform in use at the time of purging shall be held 3 years, and then destroyed.

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16C51 - 16C54. Reserved.

16C55. GAO exceptions. Documents relating to exceptions taken by GAO as a result of the audit of accounts.

Cut off at the end of the fiscal year following clearance of the exception by GAO, hold 1 year, and destroy.

GRS 6/2