

Rev NCI 50 Apr 81

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

|   |                                |
|---|--------------------------------|
| LEAVE BLANK   |                                |
| JOB NO  |                                |
| NCI-269-81-3  |                                |
| DATE RECEIVED   |                                |
| April 30, 1981  |                                |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |                                |
| WITHDRAWN   |                                |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)

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 | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE                         |
| 4/29/81 | <i>William Hiebert</i>                | Chief, Records Management Branch |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO.                                | 10. ACTION TAKEN |
|------------|---|---|------------------|
|            | Appendix 16-C Accounts Payable Files<br><br>Files descriptions and requested disposition changes are attached to the proposed new change to the HB, GSA Records Maintenance and Disposition System ch. 16 (OAD P 1820.2). | NN169-125 (69)<br>NCI-269-77-1 (72)<br>NCI-269-80-1 | WITHDRAWN        |

Withdrawn: 8-4-81: R.T.J.

16 files

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.

Microform daily and retire paper records weekly as Office of Inspector General records to FRC. Destroy when 5 years old.

Note.--Records created before FY 1976 (July 1, 1975), will be retained by GAO for 10 years and 3 months after the period of the account. Records created on or after FY 1975 (June 30, 1975), and before FY 1981 (October 1, 1980), will be retained by GAO for 6 years and 3 months after the period of the account. Records created on or after FY 1981 (October 1, 1980), will be retained on microform for GAO by the Office of Finance for 6 years and 3 months after the period of the account.

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 payment for transportation.

*Amended by  
D. Klein, et al  
Per Roy, Washburn/HARR  
30 April 81*

- (1) Microform daily and forward documents to TPUS. Destroy when no longer needed for administrative use.
- (2) Records created on or after FY 1981 (October 1, 1980), will be retained on microform for GAO by the Office of Finance for 6 years and 3 months after the period of the account.

*Transfer to FARC  
is not  
authorized.*

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

- (1) Microform daily and retire paper records weekly as Office of Inspector General records to FRC. Destroy when 5 years old.
- (2) Records created on or after FY 1981 (October 1, 1980), will be retained on microform for GAO by the Office of Finance for 6 years and 3 months after the period of the account.

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 16C1a GAO site audit payment files, or 16C1b Transportation documents files.

- a. Microform daily and retire as Office of Inspector General records weekly to FRC. Destroy when 5 years old.
- b. Records created on or after FY 1981 (October 1, 1980), will be retained on microform for GAO by the Office of Finance for 6 years and 3 months after the period of the account, and then destroy.

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.

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.

16C16 - 16C19. Reserved.

16C20. Withdrawn by CHGE 34.

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 34.

16C31 - 16C34. Reserved.

16C35. Withdrawn by CHGE 34.

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. These files are used in answering vendor inquiries.

- a. Cut off annually, destroy when 7 years old.
- b. Records created on or after FY 1981 (October 1, 1980), will be retained on microform for GAO by the Office of Finance for 6 years and 3 months after the period of the account, and then destroy.

16C46 - 16C49. Reserved.

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

- a. Destroy when superseded by a new listing or microform except that the listings or microform in use at the time of purging shall be destroyed when 7 years old.
- b. Records created on or after FY 1981 (October 1, 1980), will be retained on microform for GAO by the Office of Finance for 6 years and 3 months after the period of the account, and then destroy.

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.