

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NY-362-96-4</i>	DATE RECEIVED <i>12-27-98</i>
1 FROM (Agency or establishment) Corporation for National Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Procurement and Management Services		In accordance with the provisions of 44 U.S.C. 3303a the disposition request including amendments, is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10	
3 MINOR SUBDIVISION Administrative Services Division			
4 NAME OF PERSON WITH WHOM TO CONFER Evelyn D. Grimes	5 TELEPHONE 606-5000 ext.407	DATE	ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE <i>12/13/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Evelyn D. Grimes</i>	TITLE Management Analyst
-------------------------	---	-----------------------------

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

FINANCIAL MANAGEMENT

1. Budget Files NC 174-189

These files consist of ACTION budget preparation for submission to OMB and Congress, along with budget statements, congressional presentations, hearings, transcripts, supplemental appropriations, and allotments.

Permanent. Cut-off at the end of the fiscal year, hold 2 years, and retire to FRC. Offer to Archives in 10 years.
2. Accounting Computer Backup Printouts NC 174-189

These are computer printouts used in compiling the statistical and financial periodic reports required to be furnished by the Accounting Operations Branch.

The Accounting Branch will cut-off at the end of the fiscal year, hold 2 years and retire to FRC. FRC will retain 2 years and destroy.
3. Periodic Financial Accounting Reports NC 174-189

These reports consist of but are not limited to the following:

SF 133 "Report on Budget Execution"
SF 220 "Statement of Financial Condition"
SF 224 "Statement of Transactions"
SF 225 "Report on Obligations"

Cut-off at the end of the Fiscal year, hold 4 years and destroy.
4. SF 211 "Request for and Designation of Cashier" NC 174-189

When this form is superseded or a new Cashier is designated, the inactive files are removed from the active files.

Hold inactive files 2 years and retire to FRC. FRC will retain 10 additional years and destroy.
5. VISTA Budget Files NC 174-189

Filed by subject and thereunder by date, these files contain correspondence, work papers, statistics, reports and information which document the VISTA budget presentation.

 - a. Permanent. The Budget Division has the official file and will cut-off at the end of the fiscal year, hold 2 years, and retire to FRC.
 - b. All other offices cut-off files at the end of the fiscal year, hold 3 years, and destroy.

FINANCIAL MANAGEMENT

6	<u>Vouchers and Schedules of Payment</u> These files consist of but are not limited to the following SF 1166 "Schedule of Payments" SF 1098 "Voucher Payment Record" "Schedule of Cancelled Checks"	NC 362-75-1 a. The Accounting and Fiscal Branch will cut-off at the end of the fiscal year Destroy 6 years and 3 months after period covered by account. b. All other offices will cut-off at end of fiscal year; hold 3 years and destroy.
7	<u>Budget Apportionment Files</u> Apportionment and reapportionment schedules, proposing quarterly obligation under each authorized appropriation	GRS 5/4 Destroy 2 years after the close of the fiscal year
8	<u>Budget Execution</u> Includes allotment advices, revisions, apportionments, ceiling limitations, employment, cost distribution, staffing, and utilization of funds.	NI 362-91-4 Cut-off each FY, transfer to FRC after 2 years and destroy after 6 years
9	<u>Current Year Operating Plans (CYOPs)</u> The file contains planning and budget documents used to support the current year operating plan, i.e. goals and objectives of the agency	NI 362-91-4 Cut-off at end of current year, hold for 3 years and destroy
10	<u>Collections File</u> Files relating to collections made as a result of claims settled by ACTION. All original documentation is kept with the claim files	NI 362-91-2 Cut-off at the end of FY, destroy when one year old
11	<u>Payable Files</u> Files showing money that has been paid for bills accrued, obligated or paid. Includes batch control sheets, payment coding sheets, training request, vendors, contractors, bills of lading, GSA bills, etc.	NI 362-91-4 Cut-off at end of FY, destroy 6 years 3 months after period covered by account
12.	<u>Current Year Operating Plans (CYOPs)</u> <u>Annual Cumulative Report</u> This is the annual compilation of agency-wide goals, objectives, and budget information compiled from the quarterly CYOP'S sent from headquarters and regional offices.	NI 362-91-2 Permanent. Cut-off annually. Transfer in 5 year blocks when oldest record is 10 years old

FINANCIAL MANAGEMENT

13. Cuff Records

NI 362-91-2

Records that are maintained by individual offices (such as ACTION form number A946 or equivalent) which details all obligated and actual expenditures for contractors.

Cut-off at the end of the fiscal year; hold for 3 years and destroy.