

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

LEAVE BLANK	
JOB NO	NCI-330-83-1
DATE RECEIVED	5/10/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-11-83 <i>Date</i>	<i>Robert M. Ward</i> <i>Archivist of the United States</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Office of the Secretary of Defense

2 MAJOR SUBDIVISION  
Washington Headquarters Services

3 MINOR SUBDIVISION  
Records Management Division, C&D Directorate

4 NAME OF PERSON WITH WHOM TO CONFER  
C. A. Cordova

5 TEL EXT  
50970/72501

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 1 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 5-3-83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>E. E. Lowry</i> E. E. Lowry, Jr.	E TITLE OSD Records Administrator
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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
206-05	<p>Proposed change to OSD AI 15, "Records Management"</p> <p><u>Budget Report Files.</u> Periodic reports on the status of of appropriation accounts and apportionment.</p> <p>1. Annual report (end of fiscal year).</p> <p>1. Change from: "Destroy when 5 years old" to "Destroy 5 years after account merges. (Specific destruction date will be entered in SF 135 upon retirement.)"</p> <p>Note: "5 years after the account merges" means 5 years after it loses the identity of the FY in which the funds were appropriated by Congress. In the case of one year accounts that period is two years. In the case of RDT&amp;E and procurement accounts that period is usually 3-5 years.</p> <p>Changes concurred in by OSD/C. Cordova, RMO. RCT/NARS-NCD, April '83.</p>	<p><del>XXXXXX</del></p> <p>GRS 5, item 5a (deviation)</p>	1 item

GENERAL RECORDS SCHEDULE 5

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	<u>Budget Reports Files.</u>  Periodic reports on the status of appropriation accounts and apportionment.	
	a. Annual report (end of fiscal year).	Destroy when 5 years old.
	b. All other reports.	Destroy 3 years after the end of the fiscal year.
6.	<u>Budget Apportionment Files.</u>  Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Destroy 2 years after the close of the fiscal year.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>206-01</u>	Budget Policy Files  Correspondence or subject files documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for OSD programs.	Permanent. Transfer to WNRC when 4 years old. Offer to NARS when 30 years old.
<u>206-02</u>	Budget Background Records  Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in 206-04.	Destroy 1 year after the close of the fiscal year covered by the budget.
<u>206-03</u>	Budget Correspondence Files  Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.	Destroy when 2 years old.
<u>206-04</u>	Budget Estimates and Justifications Files  1. Copies of budget estimates and justifications prepared or consolidated for OSD and offices under WHS for administrative support. Included are appropriation language sheets, narrative statements, and related schedules and data.  2. Working papers and background materials.	1. Permanent. Transfer to WNRC when 4 years old. Offer to NARS when 30 years old.  2. See Section 206-02 of this schedule.
<u>206-05</u>	Budget Reports Files  Periodic reports on the status of appropriation accounts and apportionment.  1. Annual report (end of fiscal year).  2. All other reports.	1. Destroy when 5 years old.  2. Destroy 3 years after the end of the fiscal year.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>206-06</u>	Financial Reports  Financial reports, recurring and one time, on financial management.	Permanent. Transfer to WNRC when 2 years old. Offer to NARS when 20 years old.
<u>206-07</u>	Budget Apportionment Files  Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Destroy 2 years after the close of the fiscal year
<u>206-08</u>	Travel and Transportation Records	

This schedule covers records pertaining to the movement of goods and persons under Government orders. The recordkeeping involved in the movements centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. Copies of some records used to support payments become part of the accountable officer's accounts, or are accounting posting media.

a. Movement of goods. The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The papers related to and normally filed with the bill of lading itself are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other descriptive data which document the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for civilian employees of the Government. When shipping certain vouchers under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, papers relating to claims which may ensue, and other pertinent documents.

b. Movement of persons. The movement of persons is documented essentially by copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. The primary copies of the travel orders are the administrative copy maintained by the transportation unit controlling the issuance of travel orders, and copies used for encumbrance of funds.