
U.S. Department of State Records Schedule**Chapter 05: Bureau of the Comptroller and Global Financial Services****Fiscal Services - General****A-05-001-01 Policy and Procedure Files**

Description: Policy and Procedural Files documenting the development and implementation of policies and procedures concerning Department fiscal the operations.

Disposition: Permanent. Block file annually. Retire to RSC when 3 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: NN-170-072, item 1a **Date Edited:** 7/1/1999

A-05-001-02a Records Held for General Accounting Office Audit

Description: a. Monthly Accounts including all related vouchers, schedules and supporting documents.

Disposition: TEMPORARY. Retire to RSC after 3 fiscal years. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/14/2015

A-05-001-02b Records Held for General Accounting Office Audit

Description: b. Executed contracts and leases.

Disposition: TEMPORARY. Retire to RSC when 3 years old. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/14/2015

A-05-001-03 Fiscal Irregularities Files

Description: Reports of investigation, correspondence and related background data.

Disposition: Destroy 10 years after date of last action.

DispAuthNo: NN-170-072, item 3 **Date Edited:** 7/1/1999

A-05-001-04 Emergency Action Plan (EAP)

Description: Files concerning fiscal matters incident to the closing of posts due to emergency situations.

Disposition: Destroy 4 years after closing of post.

DispAuthNo: NN-170-072, item 4 **Date Edited:** 7/1/1999

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A-05-001-05 GAO Audit Report

Description: File consisting of audit reports and related correspondence.

Disposition: TEMPORARY. Retire to RSC when 3 years old. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/14/2015

A-05-001-06 Internal Audit Reports

Description: File consisting of reports and related correspondence concerning departmental and post internal audits.

Disposition: TEMPORARY. Retire to RSC when 3 years old. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/14/2015

A-05-001-07 Foreign Service Inspection Reports

Description:

Disposition: Destroy when superseded by a more current report

DispAuthNo: NN-170-072, item 7 **Date Edited:** 6/27/2007

A-05-001-08a Emergency Reserve Fund Files

Description: a. Accounts, including certification of balance on hand, correspondence and control sheets.

Disposition: Destroy 7 years after cancellation of delegation.

DispAuthNo: NN-170-072, item 8a **Date Edited:** 7/1/1999

A-05-001-08b Emergency Reserve Fund

Description: b. Annual reports and related correspondence.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 8b **Date Edited:** 7/1/1999

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Chapter 05: Bureau of the Comptroller and Global Financial Services**A-05-001-09 General Subject Files of the Office of the Comptroller (Assistant Secretary)**

Description: These records document the activities of the Comptroller (Assistant Secretary) in directing and supervising a variety of budgetary and administrative activities including travel advances, financial management systems, vouchers, internal control, financial plans, retirement claims, and other administrative support

Disposition: Destroy when 5 years old.

DispAuthNo: N1-059-86-03, item 1

Date Edited: 7/1/1999

A-05-001-10 Bureau Representation Accountings (K Fund)

Description: Funds appropriated from the Emergencies in the Diplomatic and Consular Services appropriation given to the Department bureaus for entertainment purposes. Records consist of representation accountings, backup material and receipts attached.

Disposition: TEMPORARY. Retire when 3 years old. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010

Date Edited: 4/14/2015

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Fiscal Reports

A-05-003-01 Report of Status of Appropriation Accounts (SF-133)

Description:

Disposition: Destroy 5 years after close of fiscal year involved. Retire to RSC after 3 years.

DispAuthNo: NN-170-072, item 13 **Date Edited:** 7/1/1999

A-05-003-02 Apportionment Schedule (SF-132)

Description:

Disposition: Destroy after 2 fiscal years.

DispAuthNo: NN-170-072, item 14 **Date Edited:** 7/1/1999

A-05-003-03 Statement of Unexpended Balances of Appropriations and Funds (Treasury Form No. BA-2108) referred to as the 1311 report.

Description:

Disposition: Destroy after 5 fiscal years.

DispAuthNo: NN-170-072, item 15 **Date Edited:** 7/1/1999

A-05-003-04 Report of obligations (SF-225)

Description:

Disposition: Destroy all reports except September 30 report at end of current fiscal year.
Destroy September 30 report 1 fiscal year after close of current fiscal year.

DispAuthNo: NN-170-072, item 16 **Date Edited:** 7/1/1999

A-05-003-05 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 7/1/1999

A-05-003-06 Report of Selected Trial Balances for Stating Budget Results on the Accrual Basis (TD BA-6727)

Description:

Disposition: Destroy after 3 fiscal years.

DispAuthNo: NN-170-072, item 18 **Date Edited:** 7/1/1999

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A-05-003-07	Reports on Field Allotments including:
Description:	Net Disbursements and Collected Reimbursements Reports (FS-478), Monthly Fund Status Report (DS-1489), Report of Obligations and Expenditures (RFC-60) and related correspondence.
Disposition:	Destroy all reports except September 30 report at end of current fiscal year. Destroy September 30 report 2 years after close of current fiscal year.
DispAuthNo:	NN-170-072, item 19
Date Edited:	7/1/1999
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A-05-003-08	Report of Intransit Disbursements
Description:	
Disposition:	Destroy all reports except for September 30 report at end of current fiscal year. Destroy September 30 report 1 fiscal year after close of current fiscal year.
DispAuthNo:	NN-170-072,item 20
Date Edited:	7/1/1999
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A-05-003-09	OEO Reports with related correspondence and instructions
Description:	
Disposition:	Destroy after 1 fiscal year.
DispAuthNo:	NN-170-072, item 21
Date Edited:	7/1/1999
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A-05-003-10	Special and One Time Reports such as Special Report on M Accounts, Cashier Study, etc.
Description:	
Disposition:	Destroy after 1 fiscal year.
DispAuthNo:	NN-170-072, item 22
Date Edited:	7/1/1999
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A-05-003-11	All other fiscal reports concerned with General Accounting, not otherwise provided for in the schedule including:
Description:	Asset Report (SF-220), Analysis of Appropriations and related correspondence, instructions and working papers.
Disposition:	Destroy after 3 fiscal years.
DispAuthNo:	NN-170-072, item 23
Date Edited:	4/1/1999
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Chapter 05: Bureau of the Comptroller and Global Financial Services

Revenue and Receipts

A-05-004-01a **Reimbursement Accounts consisting of agreements, record of remittance, vouchers, register of interoffice transfers and related correspondence about services furnished organizations within the Department and to US Government agencies on reimbursable basis**

Description: a. Management Fund, Proceeds of Sale Fund, Special Billing cases and related correspondence and documents.

Disposition: Destroy after 3 fiscal years.

DispAuthNo: NN-170-072, item 24a **Date Edited:** 7/1/1999

A-05-004-01b **Reimbursement Accounts consisting of agreements, record of remittance, vouchers, register of interoffice transfers and related correspondence about services furnished organizations within the Department and to US Government agencies on reimbursable basis**

Description: b. Billed reimbursements consisting of correspondence SF-1081 transmittals with accompanying DS-1605, Reimbursement Agreement.

Disposition: Destroy after 3 fiscal years.

DispAuthNo: NN-170-072, item 24b **Date Edited:** 7/1/1999

A-05-004-01c **Reimbursement Accounts consisting of agreements, record of remittance, vouchers, register of interoffice transfers and related correspondence about services furnished organizations within the Department and to US Government agencies on reimbursable basis**

Description: c. Miscellaneous Reimbursement Agreements consisting of ledger cards and related correspondence.

Disposition: Destroy after 3 fiscal years.

DispAuthNo: NN-170-072, item 24c **Date Edited:** 7/1/1999

A-05-004-01d **Reimbursement Accounts consisting of agreements, record of remittance, vouchers, register of interoffice transfers and related correspondence about services furnished organizations within the Department and to US Government agencies on reimbursable basis**

Description: d. FBO Accounts relating to Real Property sales, transfer and receipt; reports on status of account and related correspondence.

Disposition: Destroy after 3 fiscal years.

DispAuthNo: NN-170-072, item 24d **Date Edited:** 7/1/1999

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Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-004-02 **Billing Register and Ledger Card (DS-1024)**

Description: Used as posting and control media for billings and collections and other reimbursement accounting data, including: FS-478 reconciliation, Washington, Field and Miscellaneous collections.

Disposition: Destroy 3 fiscal years after close of fiscal year in which paid.

DispAuthNo: NN-170-072, item 25 **Date Edited:** 7/1/1999

A-05-004-03 **Accounts consisting of diplomatic notes, record of remittance, drafts, statements, vouchers and related correspondence collected services furnished by foreign governments and U.S. Government agencies**

Description:

Disposition: Destroy 3 fiscal years after close of fiscal year in which paid.

DispAuthNo: NN-170-072, item 26 **Date Edited:** 7/1/1999

A-05-004-04 **Protective Power Accounts including CA accounts, Army and USIA bills for services under this account, with related ledger cards, vouchers and correspondence**

Description:

Disposition: Destroy 5 years after close of fiscal year in which paid.

DispAuthNo: NN-170-072, item 27 **Date Edited:** 7/1/1999

A-05-004-05 **Reserved for future use**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 7/1/1999

A-05-004-06 **Cablegram Accounts**

Description: Consists of IP message billing letters, copies of telegrams and related correspondence regarding expenses incurred in the transmission of telegrams and sent on behalf of individuals and firms in Washington and at overseas posts.

Disposition: Destroy 3 years after close of fiscal year in which paid, written off books or reported to GAO for collection.

DispAuthNo: NN-170-072, item 29 **Date Edited:** 7/1/1999

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A-05-004-07 Post Correspondence File and related forms regarding billings and collections for reimbursement services

Description:

Disposition: Destroy 3 years after close of fiscal year in which billings are paid.

DispAuthNo: NN-170-072, item 30 **Date Edited:** 7/1/1999

A-05-004-08a Repatriation Loan Case Files

Description:

Consists of applications for financial assistance, promissory notes, emergency loan records, statements of funds due, memoranda of loan status, record of remittance, vouchers, power of attorney, requests for recovery of debts due the United States, investigation reports and related correspondence.

a. Repatriation Loan Record Card (DS-266a) and card index showing amount of loan granted.

Disposition: Destroy 10 years after accounts are closed.

DispAuthNo: NN-170-072, item 31a **Date Edited:** 7/1/1999

A-05-004-08b Repatriation Loan Case Files

Description:

Consists of applications for financial assistance, promissory notes, emergency loan records, statements of funds due, memoranda of loan status, record of remittance, vouchers, power of attorney, requests for recovery of debts due the United States, investigation reports and related correspondence.

b. All files of supporting documents on closed accounts including records related to set-off against Foreign Claims Settlement Commission awards; Congressional correspondence re individual accounts.

Disposition: Destroy 3 years after final payment and/or refund of unused balance.

DispAuthNo: NN-170-072, item 31b **Date Edited:** 7/1/1999

A-05-004-09a Individual Trust Fund Accounts

Description:

a. Card record.

Disposition: Destroy 10 years after account is closed.

DispAuthNo: NN-170-072, item 32a **Date Edited:** 7/1/1999

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A-05-004-09b Individual Trust Fund Accounts

Description: b. Vouchers, correspondence and other supporting documents.

Disposition: Destroy 3 years after payment of claim by Treasury.

DispAuthNo: NN-170-072, item 32b **Date Edited:** 7/1/1999

A-05-004-10a Deposit Fund Accounts

Description: Includes medical deposits and proceeds from sales and disbursements of funds on behalf of individuals, organizations, foreign governments and U.S. Government agencies having foreign interests, consisting of depositor's cards, original vouchers with supporting papers paid in the field, record of remittance with related correspondence.

a. Depositor's Card (Form DS-734) together with related ledgers, journals and card index showing receipt and payments.

Disposition: Destroy 10 years after accounts are closed.

DispAuthNo: NN-166-004, item 8a **Date Edited:** 7/1/1999

A-05-004-10b Deposit Fund Accounts

Description: Includes medical deposits and proceeds from sales and disbursements of funds on behalf of individuals, organizations, foreign governments and U.S. Government agencies having foreign interests, consisting of depositor's cards, original vouchers with supporting papers paid in the field, record of remittance with related correspondence.

b. Vouchers with supporting documents and related correspondence on closed accounts.

Disposition: Destroy 3 years after final payment and/or refund of unused balance.

DispAuthNo: NN-166-004, item 8b **Date Edited:** 7/1/1999

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A-05-005-02b **Secretary's Semi-Annual Report to Congress**

Description: Consists of response to Congress on the status of audit recommendations more than one year old.

b. All other copies, electronic or paper.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.

DispAuthNo: N1-059-99-11, item 2b **Date Edited:** 7/1/1999

A-05-005-03a **Accountability Report**

Description: Consists of the annual consolidated accountability report.

a. Official Files.

Disposition: Permanent. Transfer to the RSC when there is a full box for transfer to the WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-99-11, item 3a **Date Edited:** 7/1/1999

A-05-005-03b **Accountability Report**

Description: Consists of the annual consolidated accountability report.

b. All other copies, electronic or paper.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.

DispAuthNo: N1-059-99-11, item 3b **Date Edited:** 7/1/1999

A-05-005-04a **Subject (Program) Files**

Description: Reports, drafts, memorandums, telegrams, e-mail, and other documentation on the preparation of reports, general financial policy and management control, the foreign affairs agency consolidation, regulations, exceptions to regulations and related matters.

a. Official Files.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-059-99-01, item 4a **Date Edited:** 7/1/1999

U.S. Department of State Records Schedule**Chapter 05: Bureau of the Comptroller and Global Financial Services****A-05-005-04b** **Subject (Program) Files****Description:** Reports, drafts, memorandums, telegrams, e-mail, and other documentation on the preparation of reports, general financial policy and management control, the foreign affairs agency consolidation, regulations, exceptions to regulations and related matters.

b. Electronic versions of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.**DispAuthNo:** N1-059-99-11, item 4b**Date Edited:** 7/1/1999

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Allotment Accounting

A-05-007-01 Allotment Accounting Records

Description: Advice of Allotments, obligation documents, post liquidating documents and related correspondence and documents subsidiary to the machine produced Funds Status Report (item 050712).

Disposition: Destroy 3 years after fiscal year for which related appropriations are available for obligation, except for unliquidated obligations transferred into "M" Account.

DispAuthNo: NN-170-072, item 49 **Date Edited:** 4/1/1999

A-05-007-02 Allotment Accounting Records

Description: Pertaining to continuing "X" or "No Year" appropriations and unliquidated obligations that have been transferred to appropriate successor (M) appropriations.

Disposition: Destroy 4 years after liquidations.

DispAuthNo: NN-170-072, item 50 **Date Edited:** 4/1/1999

A-05-007-03 International Travel Exception List

Description:

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 51 **Date Edited:** 4/1/1999

A-05-007-04 International Travel Authorization Registers

Description:

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 52 **Date Edited:** 4/1/1999

A-05-007-05 International Travel File

Description: Includes copies of authorization, all liquidation documents, and related documents and reports.

Disposition: Retire to Washington National Records Center after 3 fiscal years except where a regular audit has not been completed or an exception has been taken and not settled. Destroy after 10 years.

DispAuthNo: NN-173-139, item 1 **Date Edited:** 4/1/1999

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A-05-007-06a Weekly Allotment Register

Description: a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 months.

DispAuthNo: NN-170-072, item 54a **Date Edited:** 4/1/1999

A-05-007-06b Weekly Allotment Register

Description: b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 month.

DispAuthNo: NN-170-072, item 54b **Date Edited:** 4/1/1999

A-05-007-07a Fund Status Report

Description: a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy preliminary monthly when replaced by final monthly; destroy final monthly after 1 year except for September 30 report. Destroy September 30 report after 10 years.

DispAuthNo: NN-170-072, item 55a **Date Edited:** 4/1/1999

A-05-007-07b Fund Status Report

Description: b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy preliminary monthly when replaced by final monthly; destroy final monthly upon receipt of next preliminary monthly except for September 30 report. Destroy September 30 report after 3 years.

DispAuthNo: NN-170-072, item 55b **Date Edited:** 4/1/1999

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A-05-007-08a **Status of Obligations**

Description: a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy 1 month after receipt of current month report except for September 30 report. Destroy September 30 report after 10 years.

DispAuthNo: NN-170-072, item 56b **Date Edited:** 4/1/1999

A-05-007-08b **Status of Obligations**

Description: b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy 1 month after receipt of current month report.

DispAuthNo: NN-170-072, item 56b **Date Edited:** 4/1/1999

A-05-007-09 **Final Schedule Register**

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 year.

DispAuthNo: NN-170-072, item 57 **Date Edited:** 4/1/1999

A-05-007-10 **Schedule Register by Appropriation**

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 year.

DispAuthNo: NN-170-072, item 58 **Date Edited:** 4/1/1999

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A-05-007-11a Allottee Funds Status, domestic and worldwide

Description: a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 4 months except September 30 report. Destroy September 30 report after 3 years.

DispAuthNo: NN-170-072, item 59a **Date Edited:** 4/1/1999

A-05-007-11b Allottee Funds Status, domestic and worldwide

Description: b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 year.

DispAuthNo: NN-170-072, item 59b **Date Edited:** 4/1/1999

A-05-007-12 Appropriation Allotment Status

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy preliminary report upon receipt of final, destroy final after 1 year except for September 30 report. Destroy September 30 report after 5 years.

DispAuthNo: NN-170-072, item 60 **Date Edited:** 4/1/1999

A-05-007-13 Organization Report

Description: This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 months except September 30 report. Destroy September 30 report after 3 years.

DispAuthNo: NN-170-072, item 61 **Date Edited:** 4/1/1999

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A-05-007-14 Appropriation Object Class

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 62

Date Edited: 4/1/1999

A-05-007-15a Management Report

Description: a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 months except for September 30 report. Destroy September 30 report after 1 year.

DispAuthNo: NN-170-072, item 63a

Date Edited: 4/1/1999

A-05-007-15b Management Report

Description: b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 months except September 30 report. Destroy September 30 report after 1 year.

DispAuthNo: NN-170-072, item 63b

Date Edited: 4/1/1999

A-05-007-16a American Salaries, detailed and summary

Description: a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy 2 months after superseded by a more current report.

DispAuthNo: NN-170-072, item 64a

Date Edited: 4/1/1999

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A-05-007-16b **American Salaries, detailed and summary**

Description: b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy when superseded by a more current report.

DispAuthNo: NN-170-072, item 65a **Date Edited:** 4/1/1999

A-05-007-17a **Payroll Advice of Charge**

Description: a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 65a **Date Edited:** 4/1/1999

A-05-007-17b **Payroll Advice of Charge**

Description: b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 year.

DispAuthNo: NN-170-072, item 65b **Date Edited:** 4/1/1999

A-05-007-18 **DS-1490, Bureau and Office Expenditure Report**

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 66 **Date Edited:** 4/1/1999

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A-05-007-19 DS-1490, Bureau and Office Program and Shared Report

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 67 **Date Edited:** 4/1/1999

A-05-007-20 DS-1490, FBP Functional Report

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 68 **Date Edited:** 4/1/1999

A-05-007-21 DS-1490, Appropriation Expenditure Report

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 69 **Date Edited:** 4/1/1999

A-05-007-22 Final 478 Register

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 70 **Date Edited:** 4/1/1999

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A-05-007-23 1221 A and B Report

Description: This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 71

Date Edited: 4/1/1999

A-05-007-24 1221 Foreign Currency Report

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy when superseded by a more current report except for September 30 report. Destroy September 30 report after 1 year.

DispAuthNo: NN-170-072, item 72

Date Edited: 4/1/1999

A-05-007-25 1221 Quarterly Report by post

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 months except for September 30 report. Destroy September 30 report after 1 year.

DispAuthNo: NN-170-072, item 73

Date Edited: 4/1/1999

A-05-007-26 1221 Quarterly Report by Appropriation

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 months except for September 30 report. Destroy September 30 report after 1 year.

DispAuthNo: NN-170-072, item 74

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-007-27 1221 Quarterly Deduction Report

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 months except for September 30 report. Destroy September 30 report after 1 year.

DispAuthNo: NN-170-072, item 75

Date Edited: 4/1/1999

A-05-007-28 FBO Liquidation Report

Description: This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 76

Date Edited: 4/1/1999

A-05-007-29a Inter-Office Reconciliation Report (IOR Report)

Description: a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 year except September 30 report. Destroy September 30 report after 3 years.

DispAuthNo: NN-170-072, item 77a

Date Edited: 4/1/1999

A-05-007-29b Inter-Office Reconciliation Report (IOR Report)

Description: b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 month except September 30 report. Destroy September 30 report after 1 year.

DispAuthNo: NN-170-072, item 77b

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-007-30 1221-478 Report

Description: Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 year except September 30 report. Destroy September 30 report after 3 years.

DispAuthNo: NN-170-072, item 78

Date Edited: 4/1/1999

A-05-007-31 Final 1221- Registers

Description: This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 year.

DispAuthNo: NN-170-072, item 79

Date Edited: 4/1/1999

A-05-007-32a IOR - Detail

Description: a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 year except September 30 report. Destroy September 30 report after 3 years.

DispAuthNo: NN-170-072, item 80a

Date Edited: 4/1/1999

A-05-007-32b IOR - Detail

Description: b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

Disposition: Destroy after 1 month except September 30 report. Destroy September 30 report after 1 year.

DispAuthNo: NN-170-072, item 80b

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

Transportation Voucher Examination

A-05-008-01 Freight and Passenger Transportation Correspondence Files

Description:

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use. (Supersedes GRS 9, item 4a)

DispAuthNo: GRS 1.1, Item 001 **Date Edited:** 3/13/2017

A-05-008-02 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

A-05-008-03 Memorandum Copies of Government Travel Requests (GTRs)

Description:

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 9, item 3a)

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/23/2015

A-05-008-04 Storage Files

Description: Consists of vouchers, related documents and correspondence, including Tab Runs on Permanent Storage.

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use. (Supersedes GRS 9, item 4a)

DispAuthNo: GRS 1.1, Item 001 **Date Edited:** 3/13/2017

A-05-008-05 Monthly GTR Report

Description: Consists of a machine printout of GTRs and GBLs.

Disposition: Destroy when superseded by more current report except September 30 report. Destroy September 30 report after 4 years.

DispAuthNo: NN-170-072, item 86 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule**Chapter 05: Bureau of the Comptroller and Global Financial Services****A-05-008-06 Bills of Lading and Airway Bills with related documents and correspondence****Description:****Disposition:** Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 9, item 1a).**DispAuthNo:** GRS 1.1, item 010**Date Edited:** 4/23/2015

A-05-008-07 Ocean Freight Files**Description:**

Consists of Commercial Bills of Lading, invoice billing instructions, vouchers, etc.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 9, item 1a).**DispAuthNo:** GRS 1.1, item 010**Date Edited:** 4/23/2015

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

Travel Voucher Examination

A-05-009-01 FS-477, Liquidation Transfer Journal Voucher

Description:

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 7, item 4a).

DispAuthNo: GRS 1.1, item 010

Date Edited: 4/23/2015

A-05-009-02 Washington Documents

Description: DS-1621, Liquidation Code Sheet; DS-1518, Transaction Coding Transcript, Record of Remittance (Travel Advance); SF-1047, Voucher for Refunds; DS- 1518, Correction Notices, and related documents and correspondence.

Disposition: Destroy after 4 years.

DispAuthNo: NN-170-072, item 90

Date Edited: 4/1/1999

A-05-009-03 Post correspondence regarding outstanding travel advances

Description:

Disposition: Destroy when 1 year old.

DispAuthNo: NN-170-072, item 91

Date Edited: 4/1/1999

A-05-009-04a Automated Reports

Description: a. Status of obligations.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 7, item 3).

DispAuthNo: GRS 1.1, item 010

Date Edited: 4/23/2015

A-05-009-04b Automated Reports

Description: b. Travel Advance-Closed Accounts.

Disposition: Destroy after 1 year.

DispAuthNo: NN-170-072, item 92b

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-009-04c	Automated Reports		
Description:	c. FS-478 Register.		
Disposition:	Destroy after 1 year.		
DispAuthNo:	NN-170-072, item 92c	Date Edited:	4/1/1999
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A-05-009-04d	Automated Reports		
Description:	d. IOR Reports.		
Disposition:	Destroy after 1 year.		
DispAuthNo:	NN-170-072, item 92d	Date Edited:	4/1/1999
<hr/>			
A-05-009-04e	Automated Reports		
Description:	e. Travel Advance Status Report.		
Disposition:	Destroy after 1 year.		
DispAuthNo:	NN-170-072, item 92e	Date Edited:	4/1/1999
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A-05-009-04f	Automated Reports		
Description:	f. Outstanding Travel Advance List.		
Disposition:	Destroy after 3 months.		
DispAuthNo:	NN-170-072, item 92f	Date Edited:	4/1/1999
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A-05-009-04g	Automated Reports		
Description:	g. Weekly Allotment Ledger Report.		
Disposition:	Destroy after 1 year.		
DispAuthNo:	NN-170-072, item 92g	Date Edited:	4/1/1999
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A-05-009-04h	Automated Reports		
Description:	h. List of Outstanding Advances with related DS-941 or machine billing letter.		
Disposition:	Destroy after 1 year.		
DispAuthNo:	NN-170-072, item 92h	Date Edited:	4/1/1999
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U.S. Department of State Records Schedule**Chapter 05: Bureau of the Comptroller and Global Financial Services****A-05-009-05** **Travel Voucher Record Card (DS-387)****Description:****Disposition:** Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 9, item 3a).**DispAuthNo:** GRS 1.1, item 010**Date Edited:** 4/23/2015

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

Miscellaneous Voucher Examination

A-05-010-01 Purchase Order File-Paid

Description: Consists of DS-1089, Purchase Order, and related documents, including certificate of receipt.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 31[1][a]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/23/2015

A-05-010-02 Grantee Fiscal File, including SF-1166a and related documents

Description:

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/23/2015

A-05-010-03 SmartPay Worldwide Purchase Card (Government Credit Card) Account Files

Description: Signed originals of Monthly Credit Card Statement and related documentation.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/23/2015

A-05-010-04 "1099" File

Description: Consists of memorandum, copies of SF-1034a, Voucher for Purchase of Services other than Personnel concerning payments for personal services.

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 6, item 1b).

DispAuthNo: GRS 1.1, item 011 **Date Edited:** 4/23/2015

A-05-010-05 Vendor File

Description: Consists of OF-254 replaces DS-1486, Voucher or Sub-voucher for Medical Services, and SF-1080, Voucher for Transfers between Appropriations and/or Funds.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/23/2015

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-010-06 GPO Requisitions

Description:

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[2]).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/23/2015

A-05-010-07 Imprest Fund Cashiers File

Description:

Consists of delegation of authority, cashier audit statement, SF-1129 Reimbursement Voucher, notification of designation and related correspondence.

Disposition: Destroy 2 years after cancellation of designation.

DispAuthNo: NN-170-072, item 100 **Date Edited:** 4/1/1999

A-05-010-08 Student Fiscal File

Description:

Includes DS-1276, Authority to Cover Expenses of Student on FSI Training Assignment, and related documents concerning tuition payments and other expenditures incurred while attending college courses.

Disposition: Destroy 4 years after final payment is made.

DispAuthNo: NN-170-072, item 101 **Date Edited:** 4/1/1999

Suspension and Claims

A-05-011-01 Direct Settlement Case Files

Description:

Consisting of vouchers, administrative reports on claims, certificates of settlement and related correspondence. This file documents all claims against the Department for direct settlement by the General Accounting Office.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 3a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/28/2015

A-05-011-02 Direct Settlement Control Card

Description:

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 3a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/28/2015

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

Agent Cashier

A-05-012-01 **SF-219, Certificate of Deposit, with supporting DS-408, Record of Remittance.**

Description:

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 4).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/28/2015

A-05-012-02a **DS-408, Record of Remittance**

Description: a. Alphabetical file copy.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 4).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/28/2015

A-05-012-02b **DS-408, Record of Remittance**

Description: b. Record of Remittance Number File copy.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 4).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/28/2015

A-05-012-02c **DS-408, Record of Remittance**

Description: c. All other copies.

Disposition: Destroy after 1 year.

DispAuthNo: NN-170-072, item 106c **Date Edited:** 4/1/1999

A-05-012-03 **DS-181A, Request for Mailing of Salary Checks**

Description:

Disposition: Destroy after 1 year.

DispAuthNo: NN-170-072, item 107 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-012-04 Comprehensive Payroll Name List

Description:

Disposition: Destroy after 1 month.

DispAuthNo: NN-170-072, item 108

Date Edited: 4/1/1999

A-05-012-05 Reimbursement File

Description:

Consists of copies of Reimbursement Vouchers (SF-1129A), and attached Travel Advance Application (OF-261 replaces DS-1623), Voucher and Account; Claim for Reimbursement for Expenses on Official Business (SF-1164).

Disposition: Destroy after 1 year.

DispAuthNo: NN-170-072, item 109

Date Edited: 4/1/1999

A-05-012-06 DS-408, Record of Remittance

Description:

Includes related correspondence and backup material prepared by and received from other Departmental offices, e.g., VO, PPT.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 4).

DispAuthNo: GRS 1.1, item 010

Date Edited: 4/28/2015

A-05-012-07 Posted Schedules

Description:

Disbursement and Bond Schedule (SF-1166a), Journal Vouchers (SF-1081), Miscellaneous Schedule and Debit Voucher (SF-1183), Liquidation Transfer Voucher, and Certificate of Deposit (SF-219).

Disposition: Destroy after 4 fiscal years.

DispAuthNo: NN-170-072, item 34

Date Edited: 4/1/1999

A-05-012-08 Post Correspondence Files

Description:

Material developed as a result of the review of Post Accounting Reports.

Disposition: Destroy after 4 fiscal years.

DispAuthNo: NN-170-072, item 36

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

Payroll and Retirement

A-05-013-01 Employee Fiscal Folders

Description: Consists of individual files for each Civil Service and Foreign Service employee including: Notification of Personnel Action, Payroll Change Slips; records relating to Life Insurance Designation, Savings Bonds; Power of Attorney; supporting documents used in preparation and processing of payrolls and other payroll functions.

NOTE: Official Personnel Folders contain documentation supporting gross salary authorization.

Disposition: Destroy 3 years after separation or termination of employee. (ref. NN-170-72, item 111)

DispAuthNo: NN-173-226, item 1 **Date Edited:** 4/1/1999

A-05-013-01a Employee Fiscal Folders - Local Employees (WFC)

Description: Includes copies of Individual Pay Record for Local Employee, Notification of Arrivals and Departures, SF-50 replaces DS-1032 or, Notification of Personnel Action, Status of Leave Report, Allotment of Pay, Leave Summary Report and related correspondence, Operational Memorandum and telegrams.

Note: The original Pay Record for Local Employees is forwarded to the Department Payroll and Retirement Accounts section at the end of each calendar year.

Disposition: Destroy 3 years after separation or transfer of employee except for leave records which are forwarded to post at time of separation or transfer.

DispAuthNo: NN-173-127, item 1 **Date Edited:** 4/1/1999

A-05-013-02 Disbursement Vouchers

Description: Disbursement records and supporting documents, both systems generated and manual.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 4/28/2015

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-013-03 **Records used to Calculate Payroll, Arrange Paycheck Deposit, and Change Previously Issued Paychecks**

- Description:** Includes:
- additions to paychecks
 - o child care subsidies
 - o Internal Revenue Service form W-9 (Request for Taxpayer Identification Number)
 - o other additions
 - deductions from paychecks
 - o insurance
 - o retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.)
 - o flexible spending accounts, such as medical savings and dependent care assistance
 - o union dues
 - o Combined Federal Campaign
 - o garnishments (IRS form 668A—Notice of Levy—and similar records)
 - o Treasury bond purchases
 - o other deductions
 - authorizations for deposits into bank accounts
 - changes or corrections to previous transactions either at paying agency or payroll processor

Disposition: Temporary. Destroy 2 years after employee separation or retirement, but longer retention is authorized if required for business use. (Supersedes GRS 2, item 15a; GRS 2, item 15b; and GRS 2, item 18)

DispAuthNo: DAA-GRS-2016-0015-0001 (G **Date Edited:** 9/11/2017

A-05-013-04 **Payroll Program Administrative Records**

- Description:** Payroll system reports providing fiscal information on agency payroll.
- Foreign Service Retired Officer Roll reports and related correspondence.
- Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay.

Disposition: Temporary. Destroy when 3 years old or after GAO audit, whichever comes sooner, but longer retention is authorized if required for business use. (Supersedes GRS 2, item 22c)

DispAuthNo: DAA-GRS-2016-0015-0007 (G **Date Edited:** 9/11/2017

U.S. Department of State Records Schedule**Chapter 05: Bureau of the Comptroller and Global Financial Services****A-05-013-05 Financial Transaction Records Related to Procuring Goods and Services, Paying Bills, Collecting Debts, and Accounting**

Description: Includes SF-224, Federal and State Tax Withholding, and Disbursement reconciliation Reports.

Official record held in the office of record.

Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions. Procuring goods and services is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government. Paying bills means disbursements of federal funds for goods and services, and fulfilling financial obligations to grant and cooperative agreement recipients. Procurement and payment records include those such as:

Disposition: Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 6, item 1)

DispAuthNo: DAA-GRS-2013-0003-0001 (G **Date Edited:** 9/11/2017

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-013-06 Administrative Claims by or Against the United States

Description: Records of monetary or property claims by the United States subject to the Federal Claims Collection Standards, completed or closed by:

- payment in full
- compromise agreement
- termination of collection action
- determination that money or property is not owed to the United States
- approval or denial of claim waiver for erroneous payment of pay, travel, or relocation expenses to a civilian Federal employee or a member or former member of the uniformed services or the National Guard
- lifting of court order

Also, records of monetary claims against the United States, completed or closed by:

- disallowance in full
- allowance in full or in part with final payment awarded
- settlement, compromise, or withdrawal
- lifting of court order

Legal Citations:

31 CFR 900-904

28 U.S.C. 2401

28 U.S.C. 2415(a)

31 U.S.C. 3716(c)

31 U.S.C. 3716€

Disposition: Temporary. Destroy 7 years after final action, but longer retention is authorized if required for business use. (Supersedes GRS 6, item 10a; GRS 6, item 10b(1); GRS 6, item 10b(2)(a); GRS 6, item 10b(2)(b); GRS 6, item 10b(3); GRS 6, item 10c; and GRS 6, item 11a)

DispAuthNo: DAA-GRS-2017-0005-0001 (G **Date Edited:** 9/29/2017

A-05-013-07 Time and Attendance Records

Description: Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.

Legal citation: 29 U.S.C. 516.5a

Disposition: Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (Supersedes GRS 2, item 8)

DispAuthNo: DAA-GRS-2016-0015-0003 (G **Date Edited:** 9/11/2017

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-013-08	Comprehensive Status of Leave Report (WFC)
Description:	An annual records of individual employees of all classes of leave, taken and earned.
Disposition:	Destroy when 3 years old or 2 years after audit, whichever occurs first.
DispAuthNo:	NN-173-127, item 6
Date Edited:	4/1/1999
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A-05-013-10	Individual Retirement Record - Civil Service Retirement System (SF-2806)
Description:	Reports, registers, or other control documents, and other records relating to retirement, such as SF-2807 or equivalent.
Disposition:	Temporary. Destroy when no longer required for business use. (Supersedes GRS 2, item 28)
DispAuthNo:	GRS 2.5, Item 010
Date Edited:	3/9/2017
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A-05-013-11	Foreign Service Retirement and Disability System - Participant Record (DS-765)
Description:	
Disposition:	Retain.
DispAuthNo:	NN-170-072, item 123
Date Edited:	4/1/1999
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A-05-013-12	Reconciliation Records - Civil Service Retirement System (Domestic)
Description:	Includes machine listings of CSR active accounts, work sheets, SF-2812, Report of Health, Group Life and CSR deductions, reconciliation of CSR, Register of Payroll Deductions and contributions for contract personnel.
Disposition:	Temporary. Destroy when no longer required for business use. (Supersedes GRS 2, item 28)
DispAuthNo:	GRS 2.5, Item 010
Date Edited:	3/9/2017
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A-05-013-13	Reconciliation Records - Civil Service Retirement System (Overseas) and Foreign Service Retirement Fund
Description:	Reconciliation of Payroll Deductions and related work papers.
Disposition:	Temporary. Destroy when no longer required for business use. (Supersedes GRS 2, item 28)
DispAuthNo:	GRS 2.5, Item 010
Date Edited:	3/9/2017
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U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

Working Capital Fund

A-05-014-01 Working Capital Fund General Ledger

Description:

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 133 **Date Edited:** 4/1/1999

A-05-014-02 Working Capital Fund Subsidiary Ledger

Description:

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 134 **Date Edited:** 4/1/1999

A-05-014-03 Paid Schedules

Description: Includes SF-1166a, Voucher and Schedule for Payment; Payroll Listing; DS- 1491, Inter Office Document Transfer Receipt; FS-455, Purchase Order; FS- 477, Liquidation Transfer Journal Voucher; DS-1621, Liquidation Code Sheet.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 135 **Date Edited:** 4/1/1999

A-05-014-04 Accounts Receivable Paid

Description: Includes SF-1081, Voucher and Schedule of Withdrawals and Credits; DS-408, Record of Remittance; OF-263 replaces DS-1659, Requisition for Equipment, Supplies, Furniture, Furnishing or Services; DS-1598, Telephone Service Voucher; DS- 1089, Purchase Order; SF-1048, Public Voucher for Refunds.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 136 **Date Edited:** 4/1/1999

A-05-014-05 Journal Vouchers for General Ledger

Description: Includes Payroll Listing and Journal Voucher; SF-22, Receiving and Inspection Report; DS-1659, Requisition for Equipment, Supplies, Furniture, Furnishings or Services.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 137 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-014-06 DS-1593, Statement of Financial Conditions

Description:

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 138 **Date Edited:** 4/1/1999

A-05-014-07 DS-1599, Standard Billing List

Description:

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 139 **Date Edited:** 4/1/1999

A-05-014-08 Journal Vouchers for Subsidiary Ledgers

Description:

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 140 **Date Edited:** 4/1/1999

A-05-014-09 Billings to Customer

Description: Includes FS-477, Liquidation Transfer Journal Voucher, and related records from posts; SF-1017G, Journal Voucher, and related records from Departmental offices; SF-1080, Voucher for Transfers between Appropriations; SF-1081, Voucher and Schedule for Withdrawals and Credits, and supporting documents from other agencies.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 141 **Date Edited:** 4/1/1999

A-05-014-10 General Reference and Reports File

Description: Including SF-225, Report on Obligations; SF-133, Report of Applied Cost and Accrued Expenditures, and SF-220, Statement of Financial Conditions.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 142 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: Bureau of the Comptroller and Global Financial Services

Foreign Currency

A-05-015-01 Limitation Control Reports on Appropriations and Related Records

Description:

Disposition: Destroy after 10 years.

DispAuthNo: NN-170-072, item 144 **Date Edited:** 4/1/1999

A-05-015-02 Foreign Credit and Currency Utilization Files

Description: Includes reports, correspondence and posting media.

Disposition: Destroy after 10 years.

DispAuthNo: NN-170-072, item 145 **Date Edited:** 4/1/1999

A-05-015-03 Foreign Currency Collections and Disbursements Estimates

Description: Includes reports, correspondence and posting media.

Disposition: Destroy after 10 years.

DispAuthNo: NN-170-072, item 146 **Date Edited:** 4/1/1999

A-05-015-04 Foreign Building Memorandum Accounts

Description: Includes reports and posting media.

Disposition: Destroy after 10 years.

DispAuthNo: NN-170-072, item 147 **Date Edited:** 4/1/1999

A-05-015-05 Foreign Building Operations Appropriation Limitations

Description: Includes reports and correspondence regarding limitation of foreign currency and U.S. dollars in the appropriation.

Disposition: Destroy after 10 years.

DispAuthNo: NN-170-072, item 148 **Date Edited:** 4/1/1999

A-05-015-06 Treasury Source Currency Purchase

Description: Includes reports and posting media.

Disposition: Destroy after 10 years.

DispAuthNo: NN-170-072, item 149 **Date Edited:** 4/1/1999

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Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-015-07 Requests for Transfer of Funds to Regional Disbursing Office Account, Posting Card and Related Correspondence

Description:

Disposition: Destroy after 2 years.

DispAuthNo: NN-170-072, item 150 **Date Edited:** 4/1/1999

A-05-015-08a Congressional Committee Travel Abroad

Description: a. Accounting Transaction documents relating to expenses paid in foreign currency units, FS-488, and supporting documents.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-059-78-14, item 1a **Date Edited:** 8/6/2007

A-05-015-08b Congressional Committee Travel Abroad

Description: b. Correspondence file of letters, telegrams, and other papers relating to Congressional travel abroad.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-059-78-14, item 1b **Date Edited:** 4/1/1999

A-05-015-09 Post Files relating to Foreign Currency Transactions and Exchange Notes

Description:

Disposition: Destroy after 10 years.

DispAuthNo: NN-170-072, item 152 **Date Edited:** 4/1/1999

A-05-015-10 SF-133, Quarterly Report on Budget Status

Description: Shows obligations of foreign currency by individual countries with related correspondence.

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 153 **Date Edited:** 4/1/1999

A-05-015-11 Fulbright Program Payments, Reports, and Posting Media

Description:

Disposition: Destroy after 3 years.

DispAuthNo: NN-170-072, item 154 **Date Edited:** 4/1/1999

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Chapter 05: Bureau of the Comptroller and Global Financial Services

Budget and Funds Management

A-05-016-01 Budget Policy and Procedures File

Description: General correspondence and records which document the Department of State budget policies and procedures, and the development, establishment and execution of budget plans, programs and procedures.

Disposition: Destroy when 10 years old. (ref. NN-173-75, item 1)

DispAuthNo: NC1-059-81-04, item 1 **Date Edited:** 4/1/1999

A-05-016-02 Correspondence Files (not otherwise covered in this schedule)

Description:

Disposition: Destroy when 5 years old.

DispAuthNo: NN-173-075, item 2 **Date Edited:** 4/1/1999

A-05-016-03 Work papers, cost statements and rough data accumulated in preparation of annual budget estimates

Description:

Disposition: Destroy when 7 years old.

DispAuthNo: NN-173-075, item 3 **Date Edited:** 4/1/1999

A-05-016-04a Department of State Annual Budget Statements

Description: a. Published budget statements and justifications used to support the final consolidated Department budget submitted to Congress. Records include documents such as the Budget in Brief, Congressional Budget Justification, and Executive Budget Summary.

Disposition: PERMANENT. Cut off at end of fiscal year. Transfer one copy of each annual statement to NARA in 5-year blocks when 25 years old. Restrictions: None
Supersedes NC1-59-81-4, item 2a

DispAuthNo: N1-059-10-12, item 1 **Date Edited:** 8/3/2012

A-05-016-04b Department of State Annual Budget

Description: b. Legislative history files consisting of copies of bills, acts of Congress, hearings, and other reference materials.

Disposition: Destroy in agency when no longer needed.

DispAuthNo: NC1-059-81-04, item 2b **Date Edited:** 4/1/1999

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Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-016-05a	Budget and Funds Management Directives
Description:	Consists of RM/BP-issued instructions and procedures for the preparation of the Department's budget, its execution, and related Office of Management and Budget circulars and directives.
Disposition:	Temporary. Cut off when superseded or after issuance of new circular or directive. Destroy 4 years after cutoff or when no longer needed for reference purposes, whichever is later. Supersedes NC1-59-81-4, item 3
DispAuthNo:	N1-059-10-12, item 2
	Date Edited: 8/3/2012
A-05-016-06	Cost Reduction Reports File
Description:	Includes feeder reports from all posts and bureaus and consolidated report to the Office of Management and Budget.
Disposition:	Destroy when 4 years old.
DispAuthNo:	NN-173-075, item 6
	Date Edited: 4/1/1999
A-05-016-07	Central Control File - OMB Issuance
Description:	Control files for Office of Management and Budget issuances showing action responsibility with related Funds Management Memorandums.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-059-81-04, item 4
	Date Edited: 4/1/1999
A-05-016-08	Reserved for future use
Description:	
Disposition:	
DispAuthNo:	Reserved
	Date Edited: 4/1/1999
A-05-016-09	Reserved for future use
Description:	
Disposition:	
DispAuthNo:	Reserved
	Date Edited: 4/1/1999

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Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-016-10 American Salaries Budget Working Files - Funds Control

Description: Includes working papers, ledger sheets, reports and correspondence.

Disposition: Destroy after 3 fiscal years.

DispAuthNo: NN-173-075, item 8 **Date Edited:** 4/1/1999

A-05-016-11 International Travel Budget Working Files - Funds Control

Description: Includes budget worksheets, financial plans, liquidation analysis and related documents.

Disposition: Destroy after 3 fiscal years.

DispAuthNo: NN-173-075, item 9 **Date Edited:** 4/1/1999

A-05-016-12 Employment Control Files - Funds Control

Description: Includes Employment Control Data, Register Employment Ceiling Control, and Status Report of Employed Permanent American Ceilings committed.

Disposition: Destroy when 3 years old.

DispAuthNo: NN-173-075, item 10 **Date Edited:** 4/1/1999

A-05-016-13 International Travel Authorization File - Funds Control

Description: Consists of travel authorizations, travel order and related correspondence pertaining to international travel assignment.

Disposition: Retire to RSC 2 years after separation of employee and destroy 4 years thereafter.

DispAuthNo: NN-173-075, item 11 **Date Edited:** 4/1/1999

A-05-016-14 Travel Control Card - Funds Control

Description:

Disposition: Destroy when 4 years old.

DispAuthNo: NN-173-075, item 12 **Date Edited:** 4/1/1999

A-05-016-15a International Travel Authorization Reports - Funds Control

Description: a. International Travel Authorization Register - Numerical.

Disposition: Destroy after 3 months except September 30 report. Destroy September 30 report after 10 years.

DispAuthNo: NN-173-075, item 13a **Date Edited:** 4/1/1999

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A-05-016-15b International Travel Authorization Reports - Funds Control

Description: b. Service Company Master List.

Disposition: Destroy when 3 years old.

DispAuthNo: NN-173-075, item 13b **Date Edited:** 4/1/1999

A-05-016-15c International Travel Authorization Reports - Funds Control

Description: c. Centralized Payment of Storage.

Disposition: Destroy after 1 year except September 30 report. Destroy September 30 report after 10 years.

DispAuthNo: NN-173-075, item 13c **Date Edited:** 4/1/1999

A-05-016-15d International Travel Authorization Reports - Funds Control

Description: d. International Travel Average Cost per Trip.

Disposition: Destroy when 5 years old.

DispAuthNo: NN-173-075, item 13d **Date Edited:** 4/1/1999

A-05-016-15e International Travel Authorization Reports - Funds Control

Description: e. International Travel Authorization - Alpha.

Disposition: Destroy after 3 months except September 30 report. Destroy September 30 report after 10 years.

DispAuthNo: NN-173-075, item 13e **Date Edited:** 4/1/1999

A-05-016-16 Reimbursement Agreement Files

Description: Filed by fiscal year, and therein by agreement number. Consist of reimbursement agreements and estimates for various administrative support services provided by the Department of State for other Federal agencies, and related correspondence, reports, and working papers.

Disposition: Temporary. Destroy when 10 years old. Supersedes NN-173-75, item 14

DispAuthNo: N1-059-10-12, item 4 **Date Edited:** 8/3/2012

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A-05-016-17 Reimbursement General Correspondence File - Reimbursements

Description: Consists of correspondence and working papers concerning reimbursement matters affecting bureaus and offices of the Department.

Disposition: Destroy when 5 years old.

DispAuthNo: NN-173-075, item 15 **Date Edited:** 4/1/1999

A-05-016-18 Reimbursement - Post Files - Reimbursements

Description: Consists of information copies of airgrams from posts concerning administrative support estimates.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-173-075, item 16 **Date Edited:** 4/1/1999

A-05-016-19a Central Resource Management System (CRMS)

Description: The CRMS serves as the central repository for all Department budget data.

a. Master File

Contains annual data on all sources of funds (appropriations, fees, etc.) and resource requirements for the Department relating to budget execution, including budget requests, financial planning, apportionment, allotment, reimbursement, and foreign currency exchange analysis. Data covers FY1999 to present.

Disposition: Temporary. Cut off at end of fiscal year. Delete or destroy data 15 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: N1-059-10-12, item 3a **Date Edited:** 8/3/2012

A-05-016-19b Central Resource Management System (CRMS)

Description: b. Outputs

Includes Allotment Reports, Status of Reimbursements by Reimbursing Agency (Agency Report), All Agreements Detail by Appropriation – External and Collections, and Reimbursements Earned/Allotted and to be Earned/Allotted.

Disposition: Temporary. Destroy 5 years after the end of the fiscal year covered by the data or when no longer needed for audit or reference purposes, whichever is later. Supersedes NN-175-73, items 17a and 17b

DispAuthNo: N1-059-10-12, item 3b **Date Edited:** 8/3/2012

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A-05-016-20 **Reserved for future use**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

A-05-016-21a **Allotment and Apportionment Controls**

Description: Includes Controls for Salaries and Expenses, General Funds, Trust Accounts, and Travel Limitation Control, including Advice of Allotment (DS-1501A) worksheets, and related correspondence.

a. Records covering one-year or multi-year funds.

Disposition: Temporary. Cut off at the end of the fiscal year in which the funds were appropriated. When 5 years old, break down file, and retain only: SF-132, Apportionment and Reapportionment Schedule; SF-1151, Non-Expenditure Transfer Authorization; and related Treasury warrants. Destroy remaining documents 10 years after cutoff date. Supersedes NC1-59-79-15, item 1

DispAuthNo: N1-059-10-12, item 5a **Date Edited:** 8/3/2012

A-05-016-21b **Allotment and Apportionment Controls**

Description: Includes Controls for Salaries and Expenses, General Funds, Trust Accounts, and Travel Limitation Control, including Advice of Allotment (DS-1501A) worksheets, and related correspondence.

b. Records covering no-year funds.

Disposition: Temporary. Destroy when no longer needed for reference or audit purposes. Supersedes NC1-59-79-15, item 1

DispAuthNo: N1-059-10-12, item 5b **Date Edited:** 8/3/2012

A-05-016-22 **Consolidated Working Fund Agreements - Accounting Control**

Description: Includes correspondence, working papers, vouchers and receipts.

Disposition: Destroy after 5 years except basic agreements. Destroy agreements after 10 years.

DispAuthNo: NN-173-075, item 21 **Date Edited:** 4/1/1999

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A-05-016-23 Report of AID Funds Disbursed - Accounting Control

Description:

Disposition: Destroy when 5 years old.

DispAuthNo: NN-173-075, item 22 **Date Edited:** 4/1/1999

A-05-016-24 Operating Allowance Records - Accounting Control

Description:

Disposition: Destroy when 5 years old.

DispAuthNo: NN-173-075, item 23 **Date Edited:** 4/1/1999

A-05-016-25 Accounting Control Reports Files - Accounting Control

Description:

Includes Fund Status Report, Appropriation Allotment Status Report, Budget and Personnel Accounting Report, Financial Management Reports and Report of Budget Status (SF-133).

Disposition: Destroy when 5 years old.

DispAuthNo: NN-173-075, item 24 **Date Edited:** 4/1/1999

A-05-016-26a Resource Allocation and Budget Integration Tool [WebRABIT]

Description:

a. Master File

WebRABIT is a modular-based, online budgeting tool used by the Department of State in its embassies, consulates, and U.S. offices to prepare annual Diplomatic and Consular Program (DCP) and Public Diplomacy (PD) budgets. WebRABIT allows regional bureaus to view individual post budget plans as well as aggregated regional budget data for the current and previous fiscal year. Authorized Financial Management Officers and staff members submit fiscal year expenditures to WebRABIT via an online interface. WebRABIT contains seven modules: End of Year Actuals; American Employees; Post Profile Global, Post Profile Local, Locally Employed Staff Employees; Adjustments Increase/Decrease, and Reports. This system contains Personally Identifiable Information including: name; grade; salary; and number of dependents.

Disposition: TEMPORARY. Delete/destroy 3 years after close of fiscal year covered.

DispAuthNo: NC1-059-77-26, item 9 **Date Edited:** 8/2/2011

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A-05-016-26b Intermediary Records

Description: Resource Allocation and Budget Integration Tool (WebRABIT) input data including documents used to create, update, or modify WebRABIT records and adhoc reports created for reference purposes or to meet day-to-day business needs.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G **Date Edited:** 9/26/2017

A-05-016-26d Resource Allocation and Budget Integration Tool [WebRABIT]

Description: d. Documentation

System documentation includes the WebRABIT Walk Through, User Manual, System Administrator Manual, Checklists and New User Procedure Manuals.

Disposition: TEMPORARY. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]).

DispAuthNo: GRS 3.1, item 051 **Date Edited:** 4/28/2015

A-05-016-26e Resource Allocation and Budget Integration Tool [WebRABIT]

Description: e. Backups

Electronic record retained in case the master file or database is damaged or inadvertently erased.

Disposition: TEMPORARY. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. (Supersedes GRS 20, item 8).

DispAuthNo: GRS 3.2, item 051 **Date Edited:** 4/30/2015

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Chapter 05: Bureau of the Comptroller and Global Financial Services

Fiscal Audit

A-05-017-01 Financial Internal Audit Reports

Description: Reports prepared by the Financial Internal Audit staff on the reliability of financial controls and data, the adequacy of financial controls, the degree of compliance with established financial policies, plans, and procedures, and the extent to which assets are accounted for by Departmental units and Foreign Service posts. Included are related auditor work papers and communications concerning compliance or corrective action taken.

Disposition: See sub sections 01a through 01c for specific dispositions.

DispAuthNo: NN-164-098, item 1 **Date Edited:** 8/21/2007

A-05-017-01a Financial Internal Audit Reports

Description: a. All finished reports, auditor working papers, and related papers on compliance or corrective action taken, except those reports resulting in major changes in the Department accounting system.

Disposition: Destroy when 10 years old.

DispAuthNo: NN-164-098, item 1a **Date Edited:** 4/1/1999

A-05-017-01b Financial Internal Audit Reports

Description: b. Reports resulting in major changes in the Department accounting system.

Disposition: Retain permanently.

DispAuthNo: NN-164-098, item 1b **Date Edited:** 4/1/1999

A-05-017-01c Financial Internal Audit Reports

Description: c. Extra copies of reports.

Disposition: Destroy when no longer needed for reference or distribution purposes.

DispAuthNo: NN-164-098, item 1c **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule**Chapter 05: Bureau of the Comptroller and Global Financial Services****A-05-017-02 Reference File on Governmental Financial Operations**

Description: Copies of printed and processed laws, bills, OMB bulletins, Congressional documents and reports, handbooks and manuals of other Government agencies, reports of Congressional hearings on Government operations, reports of commissions on Government organization, annual reports of the Comptroller, General Accounting Office Principles memoranda, Treasury Department publications and other materials.

Disposition: Destroy when superseded or obsolete or no longer needed in current operations.

DispAuthNo: NN-164-098, item 2

Date Edited: 4/1/1999

Financial Systems**A-05-018-01 Financial Systems Development - General Subject File**

Description: Consists of correspondence, reports, studies and other documentation concerning policies and basic procedures for the Department Accounting and Financial Management Systems.

Disposition: Transfer to WNRC when 3 years old. Destroy when 10 years old.

DispAuthNo: NC1-059-79-1, item 1

Date Edited: 4/1/1999

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Chapter 05: Bureau of the Comptroller and Global Financial Services

Chief Financial Officer, Committee Management Officer

A-05-019-01a(1) Committee Charters

Description: Copies of approved charters reflect the purpose for which the committee was established, its functions and responsibilities as well as tasks to be performed.

a. Master

(1) Recordkeeping copy (paper).

Disposition: Permanent. Retire to RSC one year after renewal for transfer to WNRC. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-99-18, item 1a(1)

Date Edited: 4/1/1999

A-05-019-01a(2) Committee Charters

Description: Copies of approved charters reflect the purpose for which the committee was established, its functions and responsibilities as well as tasks to be performed.

a. Master

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-99-18, item 1a(2)

Date Edited: 4/1/1999

A-05-019-01b(1) Committee Charters

Description: Copies of approved charters reflect the purpose for which the committee was established, its functions and responsibilities as well as tasks to be performed.

b. Background Information.

Documents reflect proposals to establish or use, reestablish, or renew advisory committee charters.

(1) Recordkeeping copy (paper).

Disposition: Permanent. Retire to RSC when one (1) year old for transfer to WNRC. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-99-18, item 1b(1)

Date Edited: 4/1/1999

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Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-019-01b(2) Committee Charters

Description: Copies of approved charters reflect the purpose for which the committee was established, its functions and responsibilities as well as tasks to be performed.

b. Background Information.

Documents reflect proposals to establish or use, reestablish, or renew advisory committee charters.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-99-18, item 1b(2)

Date Edited: 4/1/1999

A-05-019-02 Department of State Committees Annual Reports

Description: Department of State input for the annual report on Federal advisory committees. Includes statistical and narrative information on budget, activities, performance, and membership.

Disposition: Retire to RSC in three (3) year blocks for transfer to WNRC. Destroy when 15 years old.

DispAuthNo: N1-059-99-18, item 2

Date Edited: 4/1/1999

A-05-019-03a Committee Management Policy and Guidelines/Procedures

Description: Documents reflect legal mandates and requirements for implementing the Federal Advisory Committee Act (FACA). Included are draft proposed amendments, decisions and opinions, waivers of reporting requirements, conflict of interest guidance for all private sector advisory committee members and related correspondence.

a. Recordkeeping copy (paper).

Disposition: Permanent. Retire to RSC when 15 years old for transfer to WNRC. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-99-18, item 3a

Date Edited: 4/1/1999

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A-05-019-03b	Committee Management Policy and Guidelines/Procedures
Description:	Documents reflect legal mandates and requirements for implementing the Federal Advisory Committee Act (FACA). Included are draft proposed amendments, decisions and opinions, waivers of reporting requirements, conflict of interest guidance for all private sector advisory committee members and related correspondence. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-99-18, item 3b Date Edited: 4/1/1999
A-05-019-04a	Interagency Committee Management Groups
Description:	Documents reflect decisions and resolutions to Government-wide Committee Management issues. a. Recordkeeping copy (paper).
Disposition:	Retire to RSC when five (5) years old for transfer to WNRC. Destroy when 15 years old.
DispAuthNo:	N1-059-99-18, item 4a Date Edited: 4/1/1999
A-05-019-04b	Interagency Committee Management Groups
Description:	Documents reflect decisions and resolutions to Government-wide Committee Management issues. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-99-18, item 4b Date Edited: 4/1/1999

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A-05-019-05a **Advisory Committee Meeting Files**

Description: Consists of meeting agendas, minutes, notes, advisory committee notices, and related correspondence.

a. Recordkeeping copy (paper).

Disposition: Permanent. Retire to the RSC when 10 years old for transfer to WNRC. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-99-18, item 5a **Date Edited:** 4/1/1999

A-05-019-05b **Advisory Committee Meeting Files**

Description: Consists of meeting agendas, minutes, notes, advisory committee notices, and related correspondence.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-059-99-18, item 5b **Date Edited:** 4/1/1999

A-05-019-06 **Tracking and Control Records**

Description: Logs used to track the publication of advisory committee notices in the Federal Register.

Disposition: Destroy/delete when 10 years old.

DispAuthNo: N1-059-99-18, item 6 **Date Edited:** 4/1/1999

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Chapter 05: Bureau of the Comptroller and Global Financial Services

International Cooperative Administrative Support Services (ICASS)

A-05-020-01a	Subject Files.
Description:	a. Files of Director and Deputy Director. Consist of correspondence, reports, studies, and other documents concerning guidelines, policies and procedures related to ICASS activities.
Disposition:	TEMPORARY: Close at end of calendar year. Hold in current file area and retire to Records Service Center when two years old. Destroy when 10 years old.
DispAuthNo:	N1-059-01-08, item 1a
	Date Edited: 10/9/2001
A-05-020-01b	Subject Files.
Description:	b. Files of individual team members. Consist of copies of general correspondence related to the activities of the Team. Filed by subject and maintained by individual team members.
Disposition:	TEMPORARY: Destroy when no longer needed for current business.
DispAuthNo:	N1-059-01-08, item 1b
	Date Edited: 10/9/2001
A-05-020-01c	Subject Files.
Description:	c. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete once recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-08, item 1c
	Date Edited: 10/9/2001
A-05-020-02a	Tasker File
Description:	File contains copies of documentation that initiates a request for action and the responses from the components (including attachments) designated the responsibility for completing the action. Arranged by subject. a. Tasker requests from the Office of the Chief Financial Officer.
Disposition:	TEMPORARY: Cutoff at end of calendar year. Destroy five years after the year in which the requested action is completed.
DispAuthNo:	N1-059-01-08, item 2a
	Date Edited: 10/10/2001

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A-05-020-02b	Tasker File
Description:	File contains copies of documentation that initiates a request for action and the responses from the components (including attachments) designated the responsibility for completing the action. Arranged by subject. b. Tasker requests from the Office of the Inspector General.
Disposition:	TEMPORARY: Cutoff at end of calendar year. Destroy five years after the year in which the requested action is completed.
DispAuthNo:	N1-059-01-08, item 2b
	Date Edited: 10/10/2001
A-05-020-02c	Tasker File.
Description:	File contains copies of documentation that initiates a request for action and the responses from the components (including attachments) designated the responsibility for completing the action. Arranged by subject. c. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-08, item 2c
	Date Edited: 10/10/2001
A-05-020-03a	Budget Files.
Description:	a. File contains duplicate copies of statements of work, contracts, and signed copies of invoices from contractors who provide services to ICASS. Used to track ICASS Service Center budget matters. FMP/EX is the Office of Record.
Disposition:	TEMPORARY: Destroy upon termination of contracts or when no longer needed for reference, whichever is latest.
DispAuthNo:	N1-059-01-08, item 3a
	Date Edited: 10/10/2001
A-05-020-03b	Budget Files.
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-08, item 3b
	Date Edited: 10/10/2001

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Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-020-04a ICASS Executive Board (IEB) File.

Description: a. File contains records of the Washington-based ICASS Executive Board (IEB), which is composed of thirteen senior representatives of cabinet level agencies and chaired by the Assistant Secretary of State for Administration. The Board meets twice a year and is the highest level policy making board in the ICASS system. The IEB is the final court of appeal for ICASS disputes. File consists of documents related to substantive policy and procedural decisions and includes minutes of board meetings. The ICASS Customer Services Team is the Secretariat for the IEB. 1997 to present.

Disposition: TEMPORARY: Close at end of calendar year. Hold in current file area and retire to Records Service Center when three years old. Transfer to WNRC when ten years old. Destroy when 15 years old.

DispAuthNo: N1-059-01-08, item 4a **Date Edited:** 10/10/2001

A-05-020-04b ICASS Executive Board (IEB) File.

Description: b. Electronic copies created on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete after recordkeeping copy has been produced.

DispAuthNo: N1-059-01-08, item 4b **Date Edited:** 10/10/2001

A-05-020-05a ICASS Working Group (IWG) File.

Description: a. File contains documents on establishing and operating the ICASS Working Group (IWG), an interagency group that reports to the ICASS Executive Board (IEB). The IWG meets biweekly to consider, advise and make recommendations on ICASS policies and practices. Files consist of meeting announcements, agendas, minutes, and reports based on decisions of the IWG. The ICASS Customer Service Team is designated as the Secretariat for the IWG. 1997 to present.

Disposition: TEMPORARY: Close at end of fiscal year. Hold in current file area and retire to Records Service Center when three years old. Transfer to WNRC when ten years old. Destroy when 15 years old.

DispAuthNo: N1-059-01-08, item 5a **Date Edited:** 10/10/2001

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Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-020-05b	ICASS Working Group (IWG) File.
Description:	b. IWG Membership List. File contains list of working group members who are designated by agencies that receive their own invoices to attend biweekly meetings of the IWG. File also contains member security clearance information.
Disposition:	TEMPORARY: Destroy when three years old or when replaced by updated membership list, whichever is sooner.
DispAuthNo:	N1-059-01-08, item 5b
Date Edited:	10/10/2001
A-05-020-05c	ICASS Working Group (IWG) File.
Description:	c. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-08, item 5c
Date Edited:	10/10/2001
A-05-020-06a	ICASS Weekly Activity Report File.
Description:	a. Weekly reports submitted to the Chief Financial Officer and containing activity updates of ICASS Service Center components. Arranged in chronological order per calendar year.
Disposition:	TEMPORARY: Close at end of calendar year. Hold in current file area for one year, then destroy.
DispAuthNo:	N1-059-01-08, item 6a
Date Edited:	10/10/2001
A-05-020-06b	ICASS Weekly Activity Report File.
Description:	b. Post Weekly Activity Reports. File contains e-mail and cable copies of activity reports submitted to ICASS by the posts.
Disposition:	TEMPORARY: Close at end of calendar year. Hold in current file area and destroy when three years old.
DispAuthNo:	N1-059-01-08, item 6b
Date Edited:	10/11/2001
A-05-020-06c	ICASS Weekly Activity Report File.
Description:	c. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-08, item 6c
Date Edited:	10/11/2001

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A-05-020-07a	Briefing Files.
Description:	a. File includes rough notes, drafts, and presentation slides used by the Director, ICASS Service Center for presentations to other organizations on shared service.
Disposition:	TEMPORARY: Cutoff and review upon departure of incumbent. Destroy material no longer needed.
DispAuthNo:	N1-059-01-08, item 7a
Date Edited:	10/11/2001
A-05-020-07b	Briefing Files.
Description:	b. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-08, item 7b
Date Edited:	10/11/2001
A-05-020-08	Initial Target Cables.
Description:	File contains copies of cables sent to each post with target funding for anticipated services for current fiscal year.
Disposition:	TEMPORARY: Close at end of fiscal year. Hold in current file area and retire to Records Service Center when four years old. Destroy after audit or five years after the close of the fiscal year involved, whichever is sooner.
DispAuthNo:	N1-059-01-08, item 8
Date Edited:	10/11/2001
A-05-020-09	Final Target Cables.
Description:	File contains copies of final target cables sent to post with final fiscal year funding figures for services.
Disposition:	TEMPORARY: Close at end of fiscal year. Hold in current file area and retire to Records Service Center when four years old. Destroy after audit or five years after the close of the fiscal year involved, whichever is sooner.
DispAuthNo:	N1-059-01-08, item 9
Date Edited:	10/11/2001
A-05-020-10	Initial Invoices from Post.
Description:	File contains signed copies of ICASS system invoices generated by Post. Invoices identify services received, agency name and code, and description of eighty percent of total charges. Also includes back-up data, which details services by cost center number. Filed by agency name and post code.
Disposition:	TEMPORARY: Close file at end of fiscal year. Hold in current file area and retire to Records Service Center when four years old. Destroy after audit or when five years old, whichever is sooner.
DispAuthNo:	N1-059-01-08, item 10
Date Edited:	10/11/2001

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A-05-020-11 Mid-year (Final) Invoices from Post.

Description: File contains signed copies of ICASS system invoices generated by Post. Invoices identify services received, agency name and code, and description of total charges for the year. Includes back-up data, which details services by cost center number. Filed by agency name and post code.

Disposition: TEMPORARY: Close file at end of fiscal year. Hold in current file area and retire to Records Service Center when four years old. Destroy after audit or when five years old, whichever is sooner.

DispAuthNo: N1-059-01-08, item 11 **Date Edited:** 10/11/2001

A-05-020-12a Allotment Files.

Description: a. File contains duplicate copies of spreadsheets dealing with the allowances posts will get above the agreed targets. Includes information on such things as proceeds of sale, contingency funds, NSDD-38 invoices, recovery and carryovers, and security supplemental requests. File also contains material associated with former system, including spreadsheets with backup material.

Disposition: TEMPORARY: Close file at end of fiscal year. Hold in current file area and retire to Records Service Center when three years old. Destroy four years after the close of the fiscal year involved.

DispAuthNo: N1-059-01-08, item 12a **Date Edited:** 10/11/2001

A-05-020-12b Allotment Files.

Description: b. Electronic copies created on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete after recordkeeping copy has been produced.

DispAuthNo: N1-059-01-08, item 12b **Date Edited:** 10/11/2001

A-05-020-13 Vehicle Waiver Request File.

Description: File contains copies of incoming cables containing justification for requesting waiver to purchase foreign manufactured vehicles, e-mail requests sent to Motor Vehicles for review, and final cable seeking Motor Vehicles concurrence, and final outgoing cable to post with waiver request decision.

Disposition: TEMPORARY: Destroy three years after processing of waiver request.

DispAuthNo: N1-059-01-08, item 13 **Date Edited:** 10/11/2001

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A-05-020-14 ICASS Awards File.

Description: File contains copies of cables sent to post requesting nominations of post and individuals, replies from posts containing nominations and materials documenting the deliberations of the IWG, and the outgoing cables announcing the awards. Awards are given for Post Best Practices, Customer Satisfaction, and Outstanding Leadership. The awards recognize the outstanding contributions made by U.S. foreign missions to the success of the ICASS program, the sustained excellence on the part of service provider staff in pursuit of improved quality of services and customer satisfaction, and the post employee who displays through accomplishments an attitude, the spirit and intent of ICASS.

Disposition: TEMPORARY: Cutoff at end of calendar year. Destroy five years after approval of award.

DispAuthNo: N1-059-01-08, item 14 **Date Edited:** 10/11/2001

A-05-020-15a Training/Briefing Material File.

Description: File consists of copies of documents and data files used by the Customer Service and Training Team to develop training and briefing materials on the ICASS program, its functions, and the systems operating software. Some training and briefing materials are used by the Team to instruct post personnel who use the ICASS system (FSNs, direct hires and staffers) and some materials are produced in coordination with the Foreign Service Institute (FSI) for use in courses presented by the FSI.

a. Paper copies of published training and briefing materials.

Disposition: TEMPORARY: Destroy when revised or no longer needed for reference.

DispAuthNo: N1-059-01-08, item 15a **Date Edited:** 10/11/2001

A-05-020-15b Training/Briefing Material File.

Description: File consists of copies of documents and data files used by the Customer Service and Training Team to develop training and briefing materials on the ICASS program, its functions, and the systems operating software. Some training and briefing materials are used by the Team to instruct post personnel who use the ICASS system (FSN direct hires and staffers) and some materials are produced in coordination with the Foreign Service Institute (FSI) for use in courses presented by the FSI.

b. Data files used to create training and briefing materials.

Disposition: TEMPORARY: Delete once paper copy has been produced or when no longer needed for reference.

DispAuthNo: N1-059-01-08, item 15b **Date Edited:** 10/11/2001

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A-05-020-17b **Post Software Development File.**

Description: File contains materials related to the development, use, and maintenance of post updates to ICASS system software. Biannual software releases are provided to post on CD-ROM or by e-mail of executable file(s)(multiple diskette size)

b. Application Development and Implementation. File contains user requirements, system specifications, contractor status reports, and records documenting acceptance of software updates and modifications, and other related correspondence.

Disposition: TEMPORARY: Close file when superseded by software update(s). Destroy/delete three years after close of file.

DispAuthNo: N1-059-01-08, item 17b **Date Edited:** 10/11/2001

A-05-020-17c **Post Software Development File.**

Description: File contains materials related to the development, use, and maintenance of post updates to ICASS system software. Biannual software releases are provided to post on CD-ROM or by e-mail of executable file(s)(multiple diskette size)

c. Installation and Testing Records. Files consist of electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.

Disposition: TEMPORARY: Close when final decision on acceptance of biannual software update is made. Destroy/delete when three years after close of file.

DispAuthNo: N1-059-01-08, item 17c **Date Edited:** 10/11/2001

A-05-020-17d **Post Software Development File.**

Description: File contains materials related to the development, use, and maintenance of post updates to ICASS system software. Biannual software releases are provided to post on CD-ROM or by e-mail of executable file(s)(multiple diskette size)

d. Software Copies (CD-ROM) of Biannual Software Updates. Files consist of extra copies of CD-ROM copies of the biannual post software updates.

Disposition: TEMPORARY: Destroy/delete three years after superseded by subsequent biannual update or when application terminated.

DispAuthNo: N1-059-01-08, item 17d **Date Edited:** 10/11/2001

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Chapter 05: Bureau of the Comptroller and Global Financial Services

A-05-020-17e	Post Software Development File.
Description:	File contains materials related to the development, use, and maintenance of post updates to ICASS system software. Biannual software releases are provided to post on CD-ROM or by e-mail of executable file(s)(multiple diskette size) e. Documentation. File consists of all documentation (codebooks, record layouts, user guides, etc) needed to use, read, and understand system data.
Disposition:	TEMPORARY: Close file when superseded. Destroy/delete three years after close of file.
DispAuthNo:	N1-059-01-08, item 17e
Date Edited:	10/11/2001
A-05-020-17f	Post Software Development File.
Description:	File contains materials related to the development, use, and maintenance of post updates to ICASS system software. Biannual software releases are provided to post on CD-ROM or by e-mail of executable file(s)(multiple diskette size) f. Electronic copies created on electronic mail and word processing systems.
Disposition:	TEMPORARY: Delete once recordkeeping copy has been produced.
DispAuthNo:	N1-059-01-08, item 17f
Date Edited:	10/11/2001
A-05-020-18a	Global Database (GDB).
Description:	The Global Database (GDB) is a Microsoft Access based system that provides the capability to bill participating agencies for ICASS services overseas. The ICASS Service Center (ISC) updates the GDB semiannually in conjunction with the receipt of post budgets. The ISC notifies service provider organizations of any budget trends and anomalies reflected in the GDB that might require investigation. The Database can be directly accessed by approved Washington based State Department Officers and is made available daily to domestic users. The ISC gives priority to requests for GDB reports involving the preparation of invoices to operational users and those involved in determining funding levels. Database covers the period 1997 to present. a. Inputs. Electronic and paper inputs consisting of post budget and invoice information.
Disposition:	TEMPORARY: Delete or destroy input three years after loading into database is verified or when no longer needed to support the creation of the database.
DispAuthNo:	N1-059-01-08, item 18a
Date Edited:	10/11/2001

U.S. Department of State Records Schedule**Chapter 05: Bureau of the Comptroller and Global Financial Services****A-05-020-18d** **Global Database (GDB).**

Description: The Global Database (GDB) is a Microsoft Access based system that provides the capability to bill participating agencies for ICASS services overseas. The ICASS Service Center (ISC) updates the GDB semiannually in conjunction with the receipt of post budgets. The ISC notifies service provider organizations of any budget trends and anomalies reflected in the GDB that might require investigation. The Database can be directly accessed by approved Washington based State Department Officers and is made available daily to domestic users. The ISC gives priority to requests for GDB reports involving the preparation of invoices to operational users and those involved in determining funding levels. Database covers the period 1997 to present.

d. System Documentation. Consist of such things as codebooks, record layouts, software users manual, and other system related documents. Note: Documentation is developed by ICASS Software Development Team contractor and is maintained by IRM/OPS.

Disposition: TEMPORARY: Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

DispAuthNo: N1-059-01-08, item 18d

Date Edited: 10/11/2001

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Chapter 05: Bureau of the Comptroller and Global Financial Services

Office of the Deputy Chief Financial Officer

A-05-021-01 Global e-Travel System (GeT)

Description: Global eTravel (GeT) is an Internet-based, end-to-end travel management system. Travelers use GeT to create travel authorizations and file travel vouchers. GeT interfaces with the Global Financial Management System (GFMS) for domestic employees and the Regional Financial Management System (RFMS) for overseas employees to create travel obligations and process travel reimbursement payments. Some overseas locations will not be able to implement GeT for technical reasons, and will continue using manual processes for travel management.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 6/21/2010

A-05-021-01a Global e-Travel System (GeT)

Description: a. Master File

System contains information on individual travel authorizations, vouchers, and supporting documentation. Travel authorization and voucher data include a unique identifier (authorization number), traveler information, travel purpose information, travel period, travel type, payment information, travel expense information, and accounting and certification information. Data spans the period 2007 to the present. GeT contains PII.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 6, item 1a).

DispAuthNo: GRS 1.1, item 010

Date Edited: 4/28/2015

A-05-021-01b Intermediary Records

Description: Global e-Travel System (GeT). System input allows Government travelers and/or their travel arrangers access GeT on the Internet to create travel authorizations, travel advance requests and travel vouchers. All domestic bureaus have access to the CWTSato On-Line Booking Engine (OBE) for airline ticketing, hotel reservations, and car rentals. Additionally, the system generates adhoc reports and documentation such as include travel vouchers and the directly related accounting documents. The system provides financial document interface support (obligate, amend, disburse) with the GFMS, charge card interface, and reports, such as Open Obligations in Agency, Closed Vouchers in Agency, Failed Login Attempts by Agency, etc.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G

Date Edited: 9/26/2017

U.S. Department of State Records Schedule**Chapter 05: Bureau of the Comptroller and Global Financial Services****A-05-021-01c** **Global e-Travel System (GeT)****Description:** e. Backups

Electronic record retained in case the master file or database is damaged or inadvertently erased.

Disposition: Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. (Supersedes GRS 20, item 8).**DispAuthNo:** GRS 3.2, item 051**Date Edited:** 9/26/2017

A-05-021-01d **Global e-Travel System (GeT)****Description:** d. Documentation

Includes Technical Specifications document, Instruction Guide, User Guides, etc.

Disposition: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]).**DispAuthNo:** GRS 3.1, item 051**Date Edited:** 4/30/2015