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**U.S. Department of State Records Schedule**

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**Chapter 03: Budget and Fiscal Records**

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**General****B-03-001-01 Budget and Fiscal Program Files**

**Description:** Communications exchanged between the Department and overseas posts, or between supervisory and constituent posts regarding any aspect of budget and fiscal matters.

**Disposition:** Retain no less than 2 years or more than 5 years, depending on post operating needs.

**DispAuthNo:** NC1-084-79-03, item 1 **Date Edited:** 4/1/1999

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**B-03-001-02 Budget and Finance Report Files**

**Description:** Copies of required reports and related correspondence, when maintained separately from the related budget estimate accounts or reports described in other items in this schedule.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-084-79-03, item 2 **Date Edited:** 4/1/1999

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**B-03-001-03 Budget Estimate Files**

**Description:** Budget estimates and financial plans prepared by post for submission to the Department, including related instructions and communications.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-084-79-03, item 3 **Date Edited:** 4/1/1999

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**B-03-001-04a Foreign Affairs Administrative Support Files**

**Description:** a. Estimates including background and supporting documents

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-084-79-03, item 4a **Date Edited:** 4/1/1999

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**B-03-001-04b Foreign Affairs Administrative Support Files**

**Description:** b. Copies of agreements between the Department and other agencies, and related correspondence.

**Disposition:** Destroy 3 years after the agreement is terminated.

**DispAuthNo:** NC1-084-79-03, item 4b **Date Edited:** 4/1/1999

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**Allotment Accounting**

<b>B-03-002-01a</b>	<b>Allotment Accounting Records</b>
<b>Description:</b>	a. Allotment Ledger (OF-255) and Distribution Ledger (FS-1016)
<b>Disposition:</b>	Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 7, item 3)
<b>DispAuthNo:</b>	GRS 1.1, Item 010
	<b>Date Edited:</b> 3/9/2017
<b>B-03-002-01b</b>	<b>Allotment Accounting Records</b>
<b>Description:</b>	b. Posting and control media, subsidiary to the Allotment and Distribution Ledger for accounts that are closed.
<b>Disposition:</b>	Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (Supersedes GRS 7, item 4a)
<b>DispAuthNo:</b>	GRS 1.1, Item 010
	<b>Date Edited:</b> 3/9/2017
<b>B-03-002-02a</b>	<b>Allotment Accounting Records</b>
<b>Description:</b>	a. Advice of Allotment.
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-084-79-03, item 5a
	<b>Date Edited:</b> 4/1/1999
<b>B-03-002-02b</b>	<b>Allotment Accounting Records</b>
<b>Description:</b>	b. Fund Control Ledger.
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-084-79-03, item 5b
	<b>Date Edited:</b> 4/1/1999
<b>B-03-002-02c</b>	<b>Allotment Accounting Records</b>
<b>Description:</b>	c. Status of Funds (RFC 60).
<b>Disposition:</b>	Destroy upon receipt of next RFC 60 report, except destroy final for fiscal year when 10 years old.
<b>DispAuthNo:</b>	NC1-084-79-03, item 5c
	<b>Date Edited:</b> 4/1/1999

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<b>B-03-002-02d</b>	<b>Allotment Accounting Records</b>
<b>Description:</b>	d. Status of Obligations (RFC 62).
<b>Disposition:</b>	Destroy upon receipt of next RFC 62 report, except destroy final for fiscal year when 10 years old.
<b>DispAuthNo:</b>	NC1-084-79-03, item 5d
<b>Date Edited:</b>	4/1/1999
<b>B-03-002-03</b>	<b>Monthly Fund Status Report (DS-1489) and Quarterly Expense Report (DS-1490)</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy 3 years after close of fiscal year involved.
<b>DispAuthNo:</b>	NN-162-020, item 6
<b>Date Edited:</b>	4/1/1999
<b>B-03-002-04</b>	<b>Liquidation Transfer Journal Voucher (FS-477)</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy 3 years after close of fiscal year involved.
<b>DispAuthNo:</b>	NN-162-020, item 7
<b>Date Edited:</b>	4/1/1999
<b>B-03-002-05</b>	<b>Obligation Document Files</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy liquidated obligations when 3 years old.
<b>DispAuthNo:</b>	NC1-084-79-03, item 6
<b>Date Edited:</b>	4/1/1999
<b>B-03-002-06</b>	<b>Transmittal Files</b>
<b>Description:</b>	Consists of RFC 80, Transcript of Documents Processed, and copy of transmittal.
<b>Disposition:</b>	Destroy closed transmittal file when 3 years old.
<b>DispAuthNo:</b>	NC1-084-79-03, item 7
<b>Date Edited:</b>	4/1/1999

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#### Cash Accounting

**B-03-003-01 Department of State Administrative Accounts Files**

**Description:** Accounts dated from June 1, 1973 onward, consisting of an original SF-1221, supported by Triplicate (yellow copy) of form OF-233 Consular Cash Receipt and Records of Fees (See item 090226c), adding machine tapes of payroll voucher deductions, copy of adjustment voucher, copy OF-158 and one copy of the voucher with the original voucher support documents, if available.

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

**DispAuthNo:** GRS 1.1, item 010 **Date Edited:** 6/22/2015

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**B-03-003-02 Certifying Officer Working Files**

**Description:** Copies of all disbursing vouchers and supporting documents submitted to RAMC for payment.

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

**DispAuthNo:** GRS 1.1, item 011 **Date Edited:** 6/22/2015

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**B-03-003-03 USDO Original Voucher Files**

**Description:** Consists of signed copies of transportation vouchers; sheets marked with the voucher number, date, appropriation and amount in lieu of original 190522 voucher and originals of all other vouchers.

**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:** 6/22/2015

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**B-03-003-04 Accountability Record (OF-209)**

**Description:**

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

**DispAuthNo:** GRS 1.1, item 010 **Date Edited:** 6/22/2015

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<b>B-03-003-10</b>	<b>Bills of Lading</b>
<b>Description:</b>	Includes airway bills and related documents used in connection with the transportation of official supplies or personal effects.
<b>Disposition:</b>	Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 9, item 1c).
<b>DispAuthNo:</b>	GRS 1.1, item 010
<b>Date Edited:</b>	6/22/2015
<b>B-03-003-11</b>	<b>Accommodation Exchange Transaction Records (DS-1694)</b>
<b>Description:</b>	For all exchange transactions for accommodation showing essential information on negotiable instruments accepted by the United States disbursing officer or cashier.
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-084-79-03, item 10
<b>Date Edited:</b>	4/1/1999
<b>B-03-003-12</b>	<b>Paid Voucher Card (RFC 134)</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-084-79-03, item 9
<b>Date Edited:</b>	4/1/1999
<b>B-03-003-13</b>	<b>Suspense Deposit and Petty Account Deposit Records</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-084-79-03, item 11
<b>Date Edited:</b>	4/1/1999
<b>B-03-003-14</b>	<b>Sub-Cashier Files</b>
<b>Description:</b>	Letter of designation and memorandums covering increases/decreases and other related correspondence.
<b>Disposition:</b>	Destroy 3 years after appointment is revoked.
<b>DispAuthNo:</b>	NC1-084-79-03, item 12
<b>Date Edited:</b>	4/1/1999
<b>B-03-003-15</b>	<b>Cashiers Requests for Checks (RFC 355)</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy when 3 months old.
<b>DispAuthNo:</b>	NC1-084-79-03, item 14
<b>Date Edited:</b>	4/1/1999

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**B-03-003-16**      **Collection Records**

**Description:** Includes OF-158, General Receipt, and SF-209, Accountability Record.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-084-79-03, item 16                      **Date Edited:** 4/1/1999

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**B-03-003-17**      **Lost Check Files**

**Description:** Copies of TUS-2244, Undertaking of Indemnity-Substitute checks, Stop Payment Confirmation, and related correspondence.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-084-79-03, item 17                      **Date Edited:** 4/1/1999

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**B-03-003-18**      **Tax Exemption Files**

**Description:** Copies of checks, correspondence, diplomatic notes, invoices, receipts, vouchers, and other documentation on tax exemptions for goods and services supplied covering: allowable items, concessions, diplomatic personnel exemptions, duty free items, duty refunds, excise duties, exemptions, free release of goods from warehouses, immunities, personal exemptions, real estate exemptions, refunds, sales exemptions, taxes, tax exemptions, Value Added Tax (VAT), VAT free items, VAT refunds, and other related subjects.

**Disposition:** Destroy 6 years and 3 months after action is completed by host government.

**DispAuthNo:** N1-084-94-01, item 1                      **Date Edited:** 4/1/1999

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**B-03-003-19**      **Statement of Cashiers Accountability (RFC 365)**

**Description:**

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-084-79-03, item 13                      **Date Edited:** 4/1/1999

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#### Payroll

**B-03-004-01 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.

Includes forms such as OF 71, DS-7100, and DS-1216

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:** 9/13/2017

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**B-03-004-02 Personnel Fiscal Folders**

**Description:** Individual files for each Foreign Service employee, including individual authorization cards, records of payroll allotments, personnel change slips, copies of personnel actions, records relating to tax withholding, savings bonds, insurance, retirement, power of attorney, and supporting documents used in the preparation and processing of payrolls and other payroll functions. EXCLUDES Pay and Allowance Cards (FS 358) and Pay Card for Local Employees (FS 487).

**Disposition:** Destroy 3 years after separation or transfer of employee.

**DispAuthNo:** NN-162-020, item 8      **Date Edited:** 4/1/1999

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**B-03-004-03 Wage and Tax Statements**

**Description:** Quarterly Report of Wages Taxable under the Federal Insurance Contributions Act (TD 941a and 941c).

May include Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.

Legal citations: Form W-3, Purpose of Form section states, "The IRS recommends retaining copies of these forms for four years." Agencies attach their copies of form W-2 to form W-3.

IRS Publication 15 (2014), (Circular E), Employer's Tax Guide, section on Recordkeeping (copies of returns filed and confirmation numbers).

**Disposition:** Temporary. Destroy when 4 years old, but longer retention is authorized if required for business use. (Supersedes GRS 2, item 13c)

**DispAuthNo:** DAA-GRS-2016-0015-0005 (G)      **Date Edited:** 9/11/2017

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**B-03-004-04 Annual Reconciliation of Payroll Deductions (FS-415)****Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** NN-169-105, item 8 **Date Edited:** 4/1/1999

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**B-03-004-05 Payroll Program Administrative Records****Description:** Federal Employees Health Benefits Program (SF-2811)

Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes.

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 2 years old, but longer retention is authorized if required for business use. (Supersedes GRS 2, item 22b)**DispAuthNo:** DAA-GRS-2016-0015-0006 (G **Date Edited:** 9/11/2017

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**B-03-004-06 Comprehensive Payroll (RFC 33)****Description:** Copies received by posts serviced by Regional Data Processing Center Paris.**Disposition:** Destroy when 1 year old.**DispAuthNo:** NN-169-105, item 10 **Date Edited:** 4/1/1999

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#### Charleston Financial Service Center (CFSC)

**B-03-005-01 Policy and Planning Files**

**Description:** Policy and planning correspondence and other documentation concerning organization, functions and systems development.

**Disposition:** Destroy when 25 years old.

**DispAuthNo:** NC1-084-79-04, item 1a **Date Edited:** 11/13/2000

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**B-03-005-02 Operational and Administrative Files**

**Description:** Operational and administrative correspondence, memorandums and other documentation concerning personnel, general services, security and other operational and administrative matters with the Department, Foreign Service posts and internally within the center

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-084-79-04, item 1b **Date Edited:** 3/30/2001

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**B-03-005-03 Chronological Files**

**Description:** a. Duplicate copies of correspondence maintained as chronological files.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NC1-084-79-04, item 1c **Date Edited:** 11/13/2000

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**B-03-005-04 History Files of Forms and Directives**

**Description:**

**Disposition:** Destroy when 25 years old.

**DispAuthNo:** NC1-084-79-04, item 2 **Date Edited:** 11/13/2000

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**B-03-005-05 Status of Leave Reports for RAMC**

**Description:**

**Disposition:** Destroy when superseded by a new record, except for final report for leave year. Destroy final report when four years old.

**DispAuthNo:** NC1-084-790-4, item 3 **Date Edited:** 4/1/1999

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<b>B-03-005-06</b>	<b>Unofficial Personnel Records</b>
<b>Description:</b>	Copies of documents maintained in the Official Personnel Folder.
<b>Disposition:</b>	Destroy 6 months after transfer, resignation or retirement of employee.
<b>DispAuthNo:</b>	NC1-084-79-04, item 4
<b>Date Edited:</b>	11/13/2000
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<b>B-03-005-07</b>	<b>Overtime Authorizations for RAMC personnel</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-084-79-04, item 6
<b>Date Edited:</b>	11/13/2000
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<b>B-03-005-08</b>	<b>Monthly Report of Accounting Transactions by Agency and Post</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy when 5 years old.
<b>DispAuthNo:</b>	NC1-084-79-04, item 7
<b>Date Edited:</b>	4/1/2001
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<b>B-03-005-09</b>	<b>RAMC Administrative Operations Records</b>
<b>Description:</b>	Includes travel orders, requisitions for printing, supplies, etc.
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-084-79-04, item 8
<b>Date Edited:</b>	10/1/1998
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<b>B-03-005-10</b>	<b>RAMC Allotment Accounting and Funds Management Records</b>
<b>Description:</b>	Includes purchase orders, paid voucher card, Status of Obligations, Status of Funds, financial plans, budget estimates, and other records concerned with management of accounts and funds for RAMC.
<b>Disposition:</b>	Destroy when 3 years old, except Status of Funds and Status of Obligations Reports. Destroy final for fiscal year when 10 years old and all other copies upon receipt of next report.
<b>DispAuthNo:</b>	NC1-084-79-04, item 9
<b>Date Edited:</b>	10/1/1998
<hr/>	
<b>B-03-005-11a</b>	<b>Correspondence and Research Files</b>
<b>Description:</b>	a. Post correspondence concerning all aspects of RAMC operations.
<b>Disposition:</b>	Destroy when 2 years old.
<b>DispAuthNo:</b>	NC1-084-79-04, item 10a
<b>Date Edited:</b>	11/13/2000

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<b>B-03-005-11b</b>	<b>Correspondence and Research Files</b>
<b>Description:</b>	b. Agency correspondence regarding all operational and procedural matters concerning the Department and other agencies.
<b>Disposition:</b>	Destroy when 5 years old.
<b>DispAuthNo:</b>	NC1-084-79-04, item 10b
	<b>Date Edited:</b> 11/13/2000
<b>B-03-005-12</b>	<b>Department of State Administrative Accounts and D.O. Original Voucher Files</b>
<b>Description:</b>	Consists of original SF-1221 supported by triplicate copy OF-233 for fee collections; adding machine tapes of payroll voucher deductions; copy of adjustment voucher for appropriate adjustment; copy OF-158 for cash collection other than fees and sheets marked with the voucher number, date, appropriation number, date, appropriation, and amount in lieu of original 190522 voucher and originals of all other vouchers.
<b>Disposition:</b>	Retire to RSC when 3 years old or destroy at post when 6 years and 3 months old.
<b>DispAuthNo:</b>	NC1-084-79-04, item 11
	<b>Date Edited:</b> 4/1/1999
<b>B-03-005-13</b>	<b>Cash Accountability Records</b>
<b>Description:</b>	Copies of SF-1221, Statement of Transactions, SF-1218, Statement of Accountability, and related correspondence.
<b>Disposition:</b>	Destroy when 5 years old.
<b>DispAuthNo:</b>	NC1-084-79-04, item 13
	<b>Date Edited:</b> 4/1/1999
<b>B-03-005-14</b>	<b>Transcript of Documents Processed (RFC 80)</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	NC1-084-79-04, item 14
	<b>Date Edited:</b> 4/1/1999
<b>B-03-005-15</b>	<b>Reserved for future use</b>
<b>Description:</b>	
<b>Disposition:</b>	
<b>DispAuthNo:</b>	Reserved
	<b>Date Edited:</b> 10/1/1998

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**B-03-005-16      Currency Purchase Bank Files**

**Description:** Correspondence and documents including RFC 239, Record of Currency Purchased, Transmittal Letter sending checks to bank, and selected information regarding transfer.

**Disposition:** Destroy 3 years after account is closed.

**DispAuthNo:** NC1-084-79-04, item 16                      **Date Edited:** 4/1/1999

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**B-03-005-17      Bonds Issuance and Redemption Control and Reports**

**Description:**

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-084-79-04, item 17                      **Date Edited:** 10/1/1998

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**B-03-005-18      Stop Payment Files**

**Description:** Correspondence and reports concerning stop payment actions on U.S. Treasury checks.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-084-79-04, item 18                      **Date Edited:** 4/1/1999

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**B-03-005-19      Lost Treasury Check Files**

**Description:** Correspondence and reports concerning lost U.S. Treasury checks.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-084-79-04, item 19                      **Date Edited:** 11/13/2000

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**B-03-005-20      Lost Local Currency Check Files**

**Description:**

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-084-79-04, item 20                      **Date Edited:** 4/1/1999

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**B-03-005-21      Bank Reconciliation Records**

**Description:** FS-440, Statement of Depository Account and Report of Checks Drawn, including deposit slips, bank statements, coding slips, schedule of canceled or undelivered checks (SF-1098), and related correspondence.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-084-79-04, item 21                      **Date Edited:** 4/1/1999

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**B-03-005-22      Uncurrent Local Currency Check Files**

**Description:** Includes documentation concerning noncurrent checks, correspondence concerning stop payment, and related receipts.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NC1-084-79-04, item 22                      **Date Edited:** 4/1/1999

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**B-03-005-23      Bank Charges Files**

**Description:** OF-206, supporting adding machine tapes, code slips, and debit slips, or equivalent from bank.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-084-79-04, item 23                      **Date Edited:** 4/1/1999

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**B-03-005-24      Cashiers File - USDO**

**Description:** Includes copy of designation letter, memorandum covering increases or decreases, and other correspondence pertaining to advance documents; notices of exception; and card showing cash advances.

**Disposition:** Destroy 3 years after appointment is revoked and account is settled.

**DispAuthNo:** NC1-084-79-04, item 24                      **Date Edited:** 4/1/1999

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**B-03-005-25      Class B Cashier Checking Account Records**

**Description:** Includes copies of checks drawn on a local depository and copies of local currency account reconciliations.

**Disposition:** Destroy when 12 years old.

**DispAuthNo:** NC1-084-79-04, item 25                      **Date Edited:** 4/1/1999

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**B-03-005-26      Status of Cashiers Accountability (RFC 365)**

**Description:**

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-084-79-04, item 26                      **Date Edited:** 11/13/2000

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**B-03-005-27      Exchange Vouchers, OF-176**

**Description:**

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-084-79-04, item 27                      **Date Edited:** 11/13/2000

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<b>B-03-005-28</b>	<b>Personnel Fiscal Folder - U.S. Government Employees</b>
<b>Description:</b>	Includes Authority to Pay; coding sheets; P/R Change Slips; Notification of Arrivals and Departures; Foreign Allowance Application, Grant, and Reports (SF-1190); and records relating to tax withholding, savings bonds, insurance, retirement, etc.
<b>Disposition:</b>	Destroy 3 years after separation or transfer of employee.
<b>DispAuthNo:</b>	NC1-084-79-04, item 28 <b>Date Edited:</b> 11/13/2000
<b>B-03-005-29</b>	<b>Personnel Fiscal Folder - Local Employees</b>
<b>Description:</b>	Includes correspondence with employee, Pay Record, Earnings Statement, P/R Change Slips, Notification of Personnel Action, Pay Change Record, Allotment of Pay, etc.
<b>Disposition:</b>	Destroy 3 years after separation or transfer of employee.
<b>DispAuthNo:</b>	NC1-084-79-04, item 29 <b>Date Edited:</b> 11/13/2000
<b>B-03-005-30</b>	<b>Bond Issuance Schedules (RFC 38)</b>
<b>Description:</b>	
<b>Disposition:</b>	Destroy when 5 years old.
<b>DispAuthNo:</b>	NC1-084-79-04, item 30 <b>Date Edited:</b> 10/1/1998
<b>B-03-005-31</b>	<b>Payroll Control Files</b>
<b>Description:</b>	Include copies of TATEL, vouchers and schedules of payment, payroll for personal services, payroll changes slips, personnel actions and other supporting documents used in connection with the pay card.
<b>Disposition:</b>	Destroy after GAO audit or when 3 years old, whichever is sooner.
<b>DispAuthNo:</b>	NC1-084-79-04, item 31 <b>Date Edited:</b> 11/13/2000
<b>B-03-005-32</b>	<b>Time and Attendance Input Records</b>
<b>Description:</b>	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
<b>Disposition:</b>	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (Supersedes GRS 2, item 8)
<b>DispAuthNo:</b>	DAA-GRS-2016-0015-0003 (G <b>Date Edited:</b> 12/27/2017

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**B-03-005-33 Reconciliation/Summary of Earnings and Deductions Year-To-Date****Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** NC1-084-79-04, item 33 **Date Edited:** 10/1/1998**B-03-005-34 FICA Reports****Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** NC1-084-79-04, item 34 **Date Edited:** 11/13/2000**B-03-005-35 Leave and Home Leave Computation Control****Description:****Disposition:** Destroy when one year old.**DispAuthNo:** NC1-084-79-04, item 35 **Date Edited:** 2/22/2012**B-03-005-36 Reserved for future use****Description:****Disposition:****DispAuthNo:** Reserved **Date Edited:** 10/1/1998**B-03-005-37 Carrier Reports (SF-2809, 2810, and 2811)****Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** NC1-084-79-04, item 37 **Date Edited:** 11/13/2000

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#### Financial Management Centers (FMCs)

**B-03-006-01 Statement of Accountability (SF-1218)**

**Description:** Summary of USDO Accountability.

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

**DispAuthNo:** GRS 1.1, item 010 **Date Edited:** 6/22/2015

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**B-03-006-02 Statement of Transactions - Collections and Disbursements (SF-1221)**

**Description:**

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

**DispAuthNo:** GRS 1.1, item 010 **Date Edited:** 6/22/2015

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**B-03-006-03 Foreign Currency Statement of Transactions and Accounts Payment (SF-488) - If Post has FTs**

**Description:**

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

**DispAuthNo:** GRS 1.1, item 010 **Date Edited:** 6/22/2015

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**B-03-006-04 Payment and Collections Transfer Register**

**Description:** Finman produced report which identifies disbursements or collections effected in Washington for the current accounting period and charged against post held funds.

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

**DispAuthNo:** GRS 1.1, item 010 **Date Edited:** 6/22/2015

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**B-03-006-05 Recapitulation of Block Control**

**Description:** Check issue listing (Detail Control Report).

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

**DispAuthNo:** GRS 1.1, item 010 **Date Edited:** 6/22/2015

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**B-03-006-11 Original Supporting Documents for the Budget and Fiscal Administrative Voucher Files - except 19-02 and transportation**

**Description:**

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

**DispAuthNo:** GRS 1.1, item 010 **Date Edited:** 6/22/2015

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**B-03-006-12 Summary of Exchange Transactions**

**Description:**

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

**DispAuthNo:** GRS 1.1, item 010 **Date Edited:** 6/22/2015

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**B-03-006-13 List of Vouchers Processed**

**Description:**

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-084-89-02, item 13 **Date Edited:** 10/1/1998

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**B-03-006-14 List of Transportation Vouchers**

**Description:**

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-084-89-02, item 14 **Date Edited:** 10/1/1998

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**B-03-006-15 Summary of Cashier and Detail of Cashier Activity**

**Description:**

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

**DispAuthNo:** GRS 1.1, item 010 **Date Edited:** 6/22/2015

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**B-03-006-16 Listing of Purged Batch I.D.**

**Description:**

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-084-89-02, item 16 **Date Edited:** 10/1/1998

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**B-03-006-17 Report of Disbursement by Allotment - U.S.E.**

**Description:** Serviced agency disbursements and collections by allotment (FS-478).

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

**DispAuthNo:** GRS 1.1, item 010

**Date Edited:** 6/22/2015

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**B-03-006-18 Accountability close and roll Report**

**Description:**

**Disposition:** Destroy when 3 months old.

**DispAuthNo:** N1-084-89-02, item 18

**Date Edited:** 10/1/1998

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**B-03-006-19 Interface Control and Tape Dump Reports**

**Description:**

**Disposition:** Destroy when 3 months old.

**DispAuthNo:** N1-084-89-02, item 19

**Date Edited:** 10/1/1998

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