

ED Records Schedule

SCHEDULE LOCATOR NO.: 170

DRAFT DATE: 8/22/2007

TITLE: Accountable Officers' Files

PRINCIPAL OFFICE: Office of Chief Financial Officer

NARA DISPOSITION AUTHORITY: GRS – See disposition schedule

DESCRIPTION:

Records include original or ribbon copy of accountable officers' accounts maintained in the Department for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of commercial passenger transportation and freight records and payroll records.

EXCLUDING accounts and supporting documents pertaining to Native American Indians. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

a. Site audit records [GRS 6 Item 1.a]

Includes but is not limited to, the Standard and Optional Forms listed under Implementation Guidance or the equivalent Department documentation.

TEMPORARY

Cut off after period covered by account. Destroy/delete 6 years 3 months after cutoff.

b. Memorandum copies of accountable officers' returns [GRS 6 Item 1.b]

Includes statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule. EXCLUDING freight records and payroll records covered elsewhere.

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TEMPORARY

Destroy/delete when 1 year old.

IMPLEMENTATION GUIDANCE:

Site audit records include the following forms:

- SF 215 Deposit Ticket
- SF 224 Statement of Transactions
- SF 1012 Travel Voucher
- SF 1034 Public Voucher for Purchases and Services Other Than Personal
- SF 1036 Statement of Certificate and Award
- SF 1038 Advance of Funds Application and Account
- SF 1047 Public Voucher for Refunds
- SF 1069 Voucher for Allowance at Foreign Posts of Duty
- SF 1080 Voucher for Transfer Between Appropriations and/or Funds
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- SF 1096 Schedule of Voucher Deductions
- SF 1097 Voucher and Schedule to Effect Correction of Errors
- SF 1098 Schedule of Canceled Checks
- SF 1113 Public Voucher for Transportation Charges
- SF 1129 Reimbursement Voucher
- SF 1143 Advertising Order
- SF 1145 Voucher for Payment Under Federal Tort Claims Act
- SF 1154 Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee
- SF 1156 Public Voucher for Fees and Mileage
- SF 1164 Claim for Reimbursement for Expenditures on Official Business
- SF 1166 Voucher and Schedule of Payments
- SF 1185 Schedule of Undeliverable Checks for Credit to Government Agencies
- SF 1218 Statement of Accountability (Foreign Service Account)
- SF 1219 Statement of Accountability
- SF 1220 Statement of Transactions According to Appropriation, Funds, and Receipt Accounts
- SF 1221 Statement of Transactions According to Appropriation, Funds, and Receipt Accounts (Foreign Service Account)
- OF 1114 Bill of Collection
- OF 1114A Official Receipt
- OF 1114B Collection Voucher

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

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Section 5 of the Post Office Department Financial Control Act of 1950
Section 117(b) of the Budget and Accounting Procedures Act of 1950

LINE OF BUSINESS: Administration