

ED Records Schedule

SCHEDULE LOCATOR NO.: 223

REVISION DATE: 11/4/2014

TITLE: Certificates Settlement Files

PRINCIPAL OFFICE: Office of Chief Financial Officer

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Records include copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.

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- a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements **Superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)**

TEMPORARY

Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

- b. Certificates covering period settlements. **Superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)**

Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

IMPLEMENTATION GUIDANCE: Related schedule: ED 224 General Fund Files

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS DISPOSITION AUTHORITY/CONTACT:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

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LINE OF BUSINESS: Administration/Departmental