

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 227

**REVISION DATE:** 11/4/2014

**TITLE:** Expenditure Accounting Posting and Control Files

**PRINCIPAL OFFICE:** Office of the Chief Financial Officer

**NARA DISPOSITION AUTHORITY:** GRS - See disposition instructions

### **DESCRIPTION:**

Records used as posting and control media, subsidiary to the general and allotment ledgers.

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. Record copy

**Superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)**

#### **TEMPORARY**

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

b. Duplicate Copies

**Superseded by GRS 1.1, item 010 (DAA-GRS-2013-0003-0001)**

#### **TEMPORARY**

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

### **IMPLEMENTATION GUIDANCE:**

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

### **PREVIOUS NARA DISPOSITION AUTHORITY:**

### **SPECIFIC LEGAL REQUIREMENTS:**

## **ED Records Schedule**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental