

## CHAPTER 5. LEGAL AND FINANCIAL MATTERS

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
<b>2000 LEGAL</b>			
The records described below are generated in accomplishing the legal work of the agency, including the providing of legal counsel and advice on matters pertaining to agency functions; the administration of agency legislative, enforcement, rules drafting and interpretation rules codification, tort claims, and contract appeals programs; and the conduct of litigation in which the agency is involved or has an interest.			
	1. <b>General Correspondence Files.</b> Correspondence, reports, and other records maintained by legal offices reflecting the development and accomplishment of policies, programs, and processes governing all phases of assigned legal responsibilities, but EXCLUDING files described elsewhere in this paragraph.		
	a. Correspondence resulting in opinions, correspondence with National Transportation Safety Board, and other correspondence of a substantive nature.	<b>PERMANENT.</b> <b>Cut-off</b> files annually. <b>Transfer to FRC</b> when 4 years old. <b>Offer to NARA</b> when 19 years old.	NC1-237-77-3 Item 81 Approved 12/2/77
	b. Queries on violation history, duplicate copies of aviation medical denials, routine correspondence requiring no further action, or other correspondence reflecting housekeeping actions.	<b>Destroy</b> when 1 year old.	NC1-237-77-3 Item 81 Approved 12/2/77
	2. <b>Legal Workload Report Files.</b> Periodic workload reports of attorneys, such as FAA Form 2000-1 or equivalent.	<b>Destroy</b> when 2 years old.	NN-163-163 Item 3 Approved 9/25/63
<b>2010 OPINIONS</b>			
	1. <b>Legal Opinion Files.</b> Documents reflecting legal decisions or opinions on questions arising from laws, regulations, and other matters affecting FAA, and related indexes.		
	a. Precedential decisions. Microfilm a 5 year block in accordance with 36 CFR 1230.	<b>Destroy</b> original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-77-3 Item 82 Approved 12/2/77
	b. Microfilm.		
	(a) Record copy.	<b>PERMANENT.</b> <b>Offer to NARA</b> with record copy of accompanying AVLEX Subject Index upon filming and verification of quality of film.	NC1-237-77-3 Item 82 Approved 12/2/77

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	(b) Microfilm duplicate.	<b>Destroy</b> in agency when no longer needed for legal research.	NC1-237-77-3 Item 82 Approved 12/2/77
	c. All other copies.	<b>Destroy</b> in agency when 5 years old.	NC1-237-77-3 Item 82 Approved 12/2/77
<b>2050 LEGISLATION</b>			
	1. <b>Legislative History Files.</b> Case files compiled by the Legislative Staff on enacted legislation, Congressional resolutions, Executive Orders, and proclamations of interest to FAA, consisting of draft proposals, supporting papers, and comments reflecting FAA's position, and related indexes.		
	a. Legislation of limited applicability to FAA.	<b>Transfer to FRC</b> 5 years after enactment. <b>Destroy</b> 10 years after enactment.	NC1-237-77-3 Item 83(1) Approved 12/2/77
	b. Legislation directly and significantly affecting the FAA.	<b>PERMANENT. Transfer to FRC</b> when inactive. <b>Offer to NARA</b> 10 years after receipt by FRC.	NC1-237-77-3 Item 83(1) Approved 12/2/77
	2. <b>Legislative Proposal Files.</b> Case files accumulated by legal offices on proposed or introduced legislation, Congressional resolutions, Executive Orders, and proclamations, consisting of draft proposals, supporting papers, and comments setting forth FAA's positions, and related indexes.		
	a. Records of proposals that are enacted.	<b>Transfer</b> to legislative history files (Item 2050(1)) and dispose of accordingly.	NC1-237-77-3 Item 83 (2)(a) Approved 12/2/77
	b. Records of proposals not enacted.		
	(1) Proposals initiated by FAA and those initiated outside FAA relating to aviation matters.	<b>Transfer to FRC</b> 5 years after close of case. <b>Destroy</b> 25 years after close of case.	NC1-237-77-3 Item 83 (2)(b) Approved 12/2/77
	(2) All others.	<b>Destroy</b> 4 years after close of case.	NC1-237-77-3 Item 83 (2)(b) Approved 12/2/77
	3. Legislative reference files. Copies of proposed and enacted legislation, Executive Orders, and proclamations accumulated for information purposes.	<b>Destroy</b> when no longer needed for current agency business.	NN-163-163 Item 7 Approved 9/25/63
<b>2100 RULES, REGULATIONS, AND ORDERS</b>			

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. <b>Rules Dockets Files.</b> Dockets relating to creation of a new Federal Aviation Regulation(FAR) or amendment of an existing FAR. Each docket contains some or all of the following documents: proposal, notice of proposed rulemaking, written material received from the public in response to the notice, petitions for rulemaking and exemptions from the rule, petitions for rehearing or reconsideration, petitions for modifications or revocations, notices granting or denying exemptions, reports of proceedings such as oral arguments or formal public hearings, notices denying proposals, final rule or order.		
	a. General rulemaking dockets.		
	(1) Dockets relating to substantive rules that attracted great public or industry attention and response; signified an advance in aero-technology, had significant impact on general aviation commercial flying, or signified a major development in the history of the agency, AS SELECTED BY THE OFFICE OF THE CHIEF COUNSEL (AGC).		
	(a) Dockets not microfilmed.	<b>PERMANENT. Transfer to FRC</b> 30 years after close of file. <b>Offer to NARA</b> 55 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) If microfilmed:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy</b> original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Microfilm of original records.	<b>PERMANENT. Offer to NARA</b> record copy of microfilm/microfiche with accompanying subject index in 10 year blocks when the latest records are 30 years old.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Unselected dockets.		
	(a) Dockets not microfilmed.	<b>Transfer to FRC</b> 30 years after close of file. <b>Destroy</b> 55 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) If microfilmed:		

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	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy</b> original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Microfilm of original records.	<b>Destroy</b> 55 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	b. Exemption docket (Non-medical).		
	(1) Dockets not microfilmed.	<b>Transfer to FRC</b> 5 years after termination date. <b>Destroy</b> 10 years after termination date.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy</b> original records after microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) Microfilm of original records.	<b>Destroy</b> 10 years after termination date.	NC1-237-83-1 Item 12 Approved 11/30/83
	c. Exemption docket (Medical).		
	(1) Denied exemptions.		
	(a) Dockets not microfilmed.	<b>Transfer to FRC</b> 2 years after close of file. <b>Destroy</b> 7 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) If microfilmed:		
	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy</b> original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Microfilm of original records.	<b>Destroy</b> 7 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Granted exemptions.		
	(a) Dockets not microfilmed.	<b>Transfer to FRC</b> 2 years after close of file. <b>Destroy</b> 32 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) If microfilmed:		

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	(1) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy</b> original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) Microfilm of original records.	<b>Destroy</b> 32 years after close of file.	NC1-237-83-1 Item 12 Approved 11/30/83
	d. Special condition docket.		
	(1) Dockets not microfilmed.	<b>Transfer to FRC</b> 30 years after close of file. <b>Destroy</b> when FAA cancels type certificate of aircraft.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy</b> original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) Microfilm of original records.	<b>Destroy</b> when FAA cancels type certificate of aircraft.	NC1-237-83-1 Item 12 Approved 11/30/83
	e. Airworthiness directives docket. (Issued in Washington, D.C.)		
	(1) Dockets not microfilmed.	<b>Transfer to FRC</b> when 30 years old. <b>Destroy</b> when FAA cancels type certificate.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy</b> original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) Microfilm of original records.	<b>Destroy</b> when FAA cancels type certificate.	NC1-237-83-1 Item 12 Approved 11/30/83
	f. Denials and dispositions of petitions for rulemaking docket.		
	(1) Dockets not microfilmed.	<b>Transfer to FRC</b> 10 years after issue of denial. <b>Destroy</b> 35 years after issue of denial.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) If microfilmed:		

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	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy</b> original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) Microfilm of original records.	<b>Destroy</b> 35 years after issue of denial.	NC1-237-83-1 Item 12 Approved 11/30/83
	g. Regional airworthiness directives docket and regional airspace dockets. (These are duplicate copies of the original dockets that originate in regional offices).	<b>Destroy</b> in agency when no longer needed for reference.	NC1-237-77-3 Item 84 (g) Approved 12/2/77
	h. Washington airspace dockets.		
	(1) Dockets not microfilmed.	<b>Transfer to FRC</b> 5 years after close of case. <b>Destroy</b> 15 years after close of case.	NC1-237-83-1 Item 12 Approved 11/30/83
	(2) If microfilmed:		
	(a) Original records. Microfilm in accordance with 36 CFR 1230.	<b>Destroy</b> original records when microfilm is determined to be an adequate substitute for paper records.	NC1-237-83-1 Item 12 Approved 11/30/83
	(b) Microfilm of original records.	<b>Destroy</b> 15 years after close of case.	NC1-237-83-1 Item 12 Approved 11/30/83
	(c) Washington and regional transmittal files and non-codified items such as notices of meetings, delegations of authority, organizational certification requests, and similar material.	<b>Destroy</b> in agency when no longer needed for reference.	NC1-237-77-3 Item 84 (i) Approved 12/2/77
<b>2110</b>	<b>PROCEDURES (INCLUDING DOCKETING)</b>		<b>OPR Action needed to request disposition authority.</b>
<b>2120</b>	<b>CODIFICATION</b>		<b>OPR Action needed to request disposition authority.</b>
<b>2130</b>	<b>INTERPRETATIONS</b>		
	<b>Legal Interpretation Files.</b> Documents reflecting legal interpretations of Civil Air Regulations, Federal Aviation Regulations, special regulations, regulations of the Administrator, and related legislation.	<b>Destroy</b> in agency when no longer needed for legal research purposes.	NC1-237-77-3 Item 85 Approved 12/2/77
<b>2150</b>	<b>ENFORCEMENT</b>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. <b>Legal Enforcement Case Files.</b> Case files relating to legal actions taken with respect to alleged violations of Federal Aviation Regulations, consisting of violation reports, technical analyses, evidentiary materials, sanction documents, and related correspondence.		
	a. Case files forwarded to and processed by the offices of the Assistant Chief Counsel for headquarters, regions, and centers.	<b>Transfer to FRC</b> 2 years after case is closed in the Enforcement Information Subsystem (EIS). (Refer to paragraph 2150 Item 4 in this order.) <b>Destroy</b> 5 years after case is closed in EIS.	N1-237-92-4 Item 1 Approved 8/10/95
	b. Case files resulting in "no action".	<b>Destroy</b> 30 days after (or no more that 90 days after) the case is closed in EIS. (Refer to paragraph 2150 Item 4(a)(5) in this order.)	N1-237-92-4 Item 1 Approved 8/10/95
	c. Case files resulting in indefinite suspension of an airmen certificate pending successful completion of reexamination or proof of qualification.	<b>Destroy</b> 1 month after the date of the successful completion of reexamination or proof of qualifications.	N1-237-92-4 Item 1 Approved 8/10/95
	2. <b>Enforcement Monitor Files.</b> Case files of enforcement cases processed by regional legal offices, consisting of copies of violation reports, technical analyses, and related documents, maintained by the Washington Headquarters legal office to evaluate regional enforcement operations.		
	a. Regional air carrier, commercial operator, and manufacturer cases.	<b>Destroy</b> 3 years after close of case.	NN-163-163 Item 11 Approved 9/25/63
	b. All others.	<b>Destroy</b> 2 years after close of case.	NN-163-163 Item 11 Approved 9/25/63
	3. <b>Violation Report Files.</b> Documents maintained by legal offices reflecting enforcement activity, including Violation Report Data (FAA Forms 2150-2 and 2150-3, or equivalent); digests of appeals to NTSB and related court decisions; and enforcement statistical reports.	<b>Destroy</b> in agency when no longer needed for reference.	NC1-237-77-3 Item 87 Approved 12/2/77
	4. <b>Enforcement Information Subsystem (EIS).</b> An automated database system that contains information concerning FAA enforcement actions against individuals and organizations.		

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	a. EIS Master Files contain information concerning open and closed FAA enforcement actions against individuals and organizations.	<b>Delete</b> closed cases when data have been entered into the Archives File (4b) and verified or when data are no longer needed for reference, whichever is later. See Archives Public Use File (4c) for data that will be available for research. Exceptions are indicated below:	N1-237-92-4 Item 4(a) Approved 8/10/95
	(1) For closed cases involving Other than Individuals.	<b>Destroy</b> identifying information when no longer needed for reference.	N1-237-92-4 Item 4(a)(1) Approved 8/10/95
	(2) For closed cases involving Revocation of Airmen Certificates.	<b>Destroy</b> information that identifies the individual when no longer needed for reference.	N1-237-92-4 Item 4(a)(2) Approved 8/10/95
	(3) For closed cases involving suspension of airmen certificates (except when subsequent enforcement actions have been opened against the individual, see paragraph 4(a)(9).	<b>Destroy</b> information which identifies the individual 5 years after the date the airman surrenders his/her airman certificate, the date the airman submits an affidavit of certificate loss, or date of the Order of Suspension with Waiver of Sanction.	N1-237-92-4 Item 4(a)(3) Approved 8/10/95
	(4) For closed cases involving civil penalties against individuals (except when subsequent enforcement actions have been opened against the individual, see paragraph 4(a)(9).	<b>Destroy</b> information which identifies the individual 5 years after the date the civil penalty has been paid, date of the Order Assessing Civil penalty with Waiver of Sanction, date of the civil penalty letter which provides for a waiver of sanction, or date a promissory note for payment of the civil penalty has been provided to the FAA.	N1-237-92-4 Item 4(a)(4) Approved 8/10/95
	(5) For cases resulting in "no action".	<b>Destroy</b> information that identifies the individual 30 days after (or no more than 90 days after) the case is closed in the EIS.	N1-237-92-4 Item 4(a)(5) Approved 8/10/95



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	(6) For closed cases involving indefinite suspension of an airman certificate pending successful completion of reexamination or proof of qualifications.	<b>Destroy</b> information which identifies the individual 30 days after (or no more than 90 days after) the date of successful completion of reexamination or proof of qualifications.	N1-237-92-4 Item 4(a)(6) Approved 8/10/95
	(7) For cases resulting in administrative enforcement action.	<b>Destroy</b> information that identifies the individual 2 years after the case is closed in the EIS.	N1-237-92-4 Item 4(a)(7) Approved 8/10/95
	(8) For all other closed cases.	<b>Destroy</b> identifying information when no longer needed for reference.	N1-237-92-4 Item 4(a)(8) Approved 8/10/95
	(9) In all cases, if at the time the identifying information is due to be destroyed, a subsequent enforcement report has been opened, the identifying information in the first record will be destroyed in accordance with the following:		
	(a) If the subsequent enforcement action is resolved by administrative action or "no action".	<b>Destroy</b> the identifying information in the first record at the time the subsequent enforcement is resolved.	N1-237-92-4 Item 4(a)(9)(a) Approved 8/10/95
	(b) If the subsequent enforcement action is resolved through civil penalty or certificate action.	<b>Destroy</b> the identifying information in the first record when the subsequent enforcement is destroyed.	N1-237-92-4 Item 4(a)(9)(b) Approved 8/10/95
	b. EIS Archives Files contains information concerning closed FAA enforcement actions against individuals and organizations.	<b>Destroy/delete</b> closed cases when data have been entered into the Archives Public Use File (4c) and verified, or when data are no longer needed, whichever is later.	N1-237-92-4 Item 4(b) Approved 8/10/95
	c. EIS Archives Public Use File contains information concerning closed FAA enforcement actions against individuals and organizations. (This file will not include information that identifies individuals and select information intended for FAA internal use only. Some of the information that will be included in this file are the case report number, the FARs violated, and the final action.)	<b>PERMANENT. Transfer</b> a copy to the National Archives 3 months after cutoff.	N1-237-92-4 Item 4(c) Approved 8/10/95

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	d. EIS Federal Aviation Regulations (FAR) File. This is a subsidiary file to the EIS Master File and it covers FARs violations. (This file contains the following information: report number (year, region, office, and sequence number), record (type and sequence number), FAR code, and sanction amount.)	<b>PERMANENT. Cutoff</b> annually. <b>Transfer</b> copy to NARA with the EIS Archives Public Use File.	N1-237-92-4 Item 4(d) Approved 8/10/95
	e. EIS Documentation. Regardless of medium, record layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file, File Users Manuals, final reports, and background information that would be useful or necessary to a researcher using the file.		
	(1) Electronic files designated Permanent.	<b>PERMANENT. Transfer</b> a copy of documentation with file to NARA. <b>Transfer</b> updates and changes annually with subsequent transfer of the file.	N1-237-92-4 Item 4(e)(1) Approved 8/10/95
	(2) Electronic files designated Temporary.	<b>Destroy</b> when no longer needed.	N1-237-92-4 Item 4(e)(2) Approved 8/10/95
	5. <b>Enforcement Records</b> maintained on microforms in the Airmen and Aircraft Registry.	Consistent with retention and destruction guidelines set out in paragraphs 2150 Item 4(a)(2) through 2150 Item 4(a)(9) above, <b>Destroy</b> that portion of the microform indices, which refer to microform copies of enforcement records, prior to or incident to conversion other than microform.	N1-237-92-4 Item 5 Approved 8/10/95
<b>2160</b>	<b>CIVIL PENALTIES HEARING DOCKET</b>		<b>Disposition Pending Approval.</b>
<b>2200</b>	<b>CONTRACTS—LEGAL FUNCTIONS</b>		<b>OPR Action needed to request disposition authority.</b>
<b>2210</b>	<b>AIRPORTS AGREEMENTS</b>		
	<b>Airports Legal Assistance Files.</b> Correspondence, reports, opinions, and related materials reflecting legal counsel and review actions concerning the administration of the Federal Aid to Airports Program.	<b>Transfer to FRC</b> when inactive. <b>Destroy</b> 5 years after FRC receipt.	NC1-237-77-3 Item 88 Approved 12/2/77

08/29/01

1350.15C

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2220	<b>LEGAL PARTICIPATION IN PROCUREMENT AND CONTRACTING</b>		<b>OPR Action needed to request disposition authority.</b>
2230	<b>CONDEMNATION</b>		
	<b>Legal Condemnation Files.</b> Case files accumulated by legal offices reflecting proceedings concerning the acquisition of interests in real property by condemnation, including the preparation of declarations and coordination with the Department of Justice.	<b>Destroy</b> 3 years after close of case.	NN-163-163 Item 14 Approved 9/25/63
2240	<b>CONTRACT APPEALS</b>		
	<b>Contract Appeals Case Files.</b> Briefs, decisions, correspondence, and other documents compiled by legal offices in appeals by contractors from decisions on disputed questions by contracting officers.		
	a. Cases selected by the AGC because of their precedential character.	<b>PERMANENT. Transfer to FRC</b> 5 years after case is settled. <b>Offer to NARA</b> 20 years after case is settled.	NC1-237-77-3 Item 89 Approved 12/2/77
	b. Unselected cases.	<b>Transfer to FRC</b> 5 years after case is settled. <b>Destroy</b> 25 years after case is settled.	NC1-237-77-3 Item 89 Approved 12/2/77
2250	<b>TORT CLAIMS AND PERSONAL PROPERTY CLAIMS</b>		
	<b>Tort Claims and Personal Property Claims Files.</b> Case files consisting of reports, vouchers, witness statements, legal decisions, and related material pertaining to claims by or against the Government resulting from FAA transactions, OTHER than litigation cases.		
	a. Cases relating to claims approved for payment.	<b>Retain</b> for GAO site-audit.	NN-163-163 Item 16 Approved 9/25/63
	b. All others.	<b>Destroy</b> when 3 years old.	NN-163-163 Item 16 Approved 9/25/63
2300	<b>LITIGATION</b>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><b>Litigation Action Files.</b> Case files consisting of correspondence, pleadings, depositions, transcripts, and related materials pertaining to court actions arising out of aviation tort and civil contract claims cases and other agency activities. <b>NOTE: Some case files may be worthy of permanent retention if they significantly interpret FAA basic statutes and regulations or reflect significant developments. These should be brought to the attention of NARA for appraisal and appropriate disposition authorization.</b></p>	<p><b>Transfer to FRC</b> 3 years after close of case. <b>Destroy</b> 13 years after close of case.</p>	<p>N1-237-91-2 Approved 8/16/94</p>
<b>2400</b>	<b>FINANCIAL MANAGEMENT</b>		
<p>The records described below are accumulated in connection with the financial management of the Federal Aviation Administration. The records disposition standards provided apply to records generated in the development and execution of FAA programs and activities relating to budget formulation, presentation, and administration; accounting matters, including payroll and pay administration; financial reporting; and auditing.</p> <p><b>EXCEPTION.</b> Regardless of the retention period specified, records relating directly to an unsettled claim by or against the United States, current or pending litigation or investigation, and exceptions taken by the General Accounting Office (GAO), will not be disposed of until final settlement or clearance of the matter.</p>			
<b>2500</b>	<b>BUDGET</b>		
	1. <b>Budget Correspondence Files.</b>		
	a. Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices.	<b>Destroy</b> when 2 years old.	GRS 5 Item 1
	b. Budget Background Records. Cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.	<b>Destroy</b> 1 year after the close of the fiscal year covered by the budget.	GRS 5 Item 2

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	2. <b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	<b>Destroy/delete</b> within 180 days after the recordkeeping copy has been produced.	GRS 5 Item 5(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	<b>Destroy/delete</b> when dissemination, revision, or updating is completed.	GRS 5 Item 5(b)
	3. <b>Reimbursable Agreements Files.</b> Case files relating to reimbursable agreements entered into with the Agency for International Development, Department of Defense, and others to furnish supplies, equipment, and services relating to aviation to foreign countries, consisting of memorandums of agreement; project implementation orders; obligation, expenditure, and billing documents; and related correspondence.	<b>Transfer to FRC</b> 4 years after close of the FY covered by agreement. <b>Destroy</b> when 19 years old.	NC1-237-77-3 Item 92 (2) Approved 12/2/77
	4. <b>Annual Budget Estimate Files.</b> Record copies of annual estimates, comprised of appropriation language sheets, charts, narrative statements, related schedules and data, copies of Congressional hearings, and related committee reports and legislation.		
	a. Record copies of estimates (comprised of appropriation language sheets, charts, statements, related schedules and data) prepared, consolidated, or maintained at the agency level.	<b>PERMANENT. Cut-off</b> files at close of FY involved. <b>Transfer to FRC</b> when 5 years old. <b>Offer to NARA</b> when 20 years old.	NC1-237-77-3 Item 92 (3) Approved 12/2/77
	b. All other records.	<b>Destroy</b> when no longer needed for reference.	NC1-237-77-3 Item 92 (3) Approved 12/2/77

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	5. <b>Budget Working Files.</b> Work papers, cost statements, and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes, including duplicates of papers included in file copies of budget estimates described in item (3).	<b>Cutoff</b> files at close of FY involved. <b>Destroy</b> 1 year after the close of the fiscal year covered by the budget.	GRS 5 Item 2
	6. <b>Records of the Administrator's Review Committee.</b> Records include minutes and related correspondence, agendas, and other background papers for board meetings, special studies notebooks, and spring preview notebooks.		
	a. Agency office of primary interest.		
	(1) Record copy of board meeting minutes.	<b>PERMANENT. Cut-off</b> files annually. <b>Transfer to FRC</b> when no more than 10 years old. <b>Offer to NARA</b> 15 years later.	NC1-237-77-3 Item 92 (4) Approved 12/2/77
	(2) Agendas, correspondence, and other background papers related to board meetings, and duplicate copies of minutes.	<b>Destroy</b> when no longer needed for reference.	NC1-237-77-3 Item 92 (4) Approved 12/2/77
	(3) Spring preview (5 year Program Notebooks).	<b>PERMANENT. Transfer to FRC</b> when no more than 10 years old. <b>Offer to NARA</b> 15 years later.	NC1-237-77-3 Item 92 (4) Approved 12/2/77
	(4) Special studies notebooks.	<b>PERMANENT. Transfer to FRC</b> when no more than 10 years old. <b>Offer to NARA</b> 15 years later.	NC1-237-77-3 Item 92 (4) Approved 12/2/77
	b. All other offices.	<b>Destroy</b> when 5 years old.	NC1-237-77-3 Item 92 Approved 12/2/77
	7. <b>Budget Apportionment Files.</b> Apportionment and reapportionment schedules, staffing authorizations, allotment advances, supporting documents, and related correspondence documenting the administration and execution of the approved operating budget.	<b>Destroy</b> 2 years after close of fiscal year involved.	GRS 5 Item 4
<b>2510</b>	<b>BUDGETARY REPORT</b>		
	1. <b>Budgetary Report Files.</b> Periodic reports on the status of fiscal programs, such as the Summary Fiscal Status Report, or equivalents, and supporting narratives.		

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Annual Report (end of fiscal year).	<b>Destroy</b> when 5 years old.	GRS 5 Item 3(a)
	b. All other reports.	<b>Cutoff</b> files at close of FY. <b>Destroy</b> when 3 years old.	GRS 5 Item 3(b)
	2. <b>Intra-Regional Fiscal Report Files.</b> Periodic reports on the status of fiscal programs and the apportionment or reapportionment of funds prepared and maintained at the regional and subordinate office level.		
	a. Regional budget office (record copy only).	<b>Cutoff</b> files at close of FY involved. <b>Destroy</b> when 4 years old.	II-NNA-1017 Item 146 Approved 7/13/54
	b. All others.	<b>Cutoff</b> files at close of FY. <b>Destroy</b> when 1 year old.	II-NNA-1017 Item 146 Approved 7/13/54
<b>2520</b>	<b>BUDGET PREPARATION</b>		<b>OPR Action needed to request disposition authority.</b>
<b>2600</b>	<b>APPROPRIATIONS AND FUNDING</b>		<b>OPR Action needed to request disposition authority.</b>
<b>2610</b>	<b>BUDGET OPERATIONS APPROPRIATIONS</b>		<b>OPR Action needed to request disposition authority.</b>
<b>2620</b>	<b>FACILITIES AND EQUIPMENT BUDGET</b>		<b>OPR Action needed to request disposition authority.</b>
<b>2700</b>	<b>ACCOUNTING</b>		
	1. <b>Policy Correspondence Files.</b>		
	a. Correspondence, reports, and related materials maintained by the agency office of primary interest relating to the development and establishment of agency accounting policies, systems, and procedures, and the direction and evaluation of accounting programs and fiscal reporting operations.	<b>Transfer</b> to FRC when 4 years old. <b>Destroy</b> when 10 years old.	NC-174-124 Item 1 Approved 2/25/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Memorandum copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records covered by Item 2710(5) and payroll records covered by Item 2730 of this schedule.	<b>Destroy</b> when 1 year old.	GRS 6 Item 1(b)
2.	<b>Waiver of Claims Files.</b> Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.		
a.	Approved waivers (agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount).	<b>Destroy</b> 6 years, 3 months after the close of the fiscal year in which the waiver was approved.	GRS 6 Item 11(a)
b.	Denied waivers.	<b>Destroy</b> with related claims files in accordance with item 2710(22) of this schedule.	GRS 6 Item 11(b)
<b>2710 GENERAL FINANCIAL REPORTS</b>			
1.	<b>General Accounting Operations Correspondence Files.</b>		
a.	<b>Accounting Administrative Files.</b> Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations, EXCLUDING files described below.	<b>Cutoff</b> files at close of FY involved. <b>Destroy</b> when 2 years old.	GRS 6 Item 5(a)
b.	All other files.	Destroy when 3 years old.	GRS 6 Item 5(b)
2.	<b>General Fund Files.</b> Records relating to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Item 1 of this schedule.	<b>Destroy</b> when 3 years old.	GRS 6 Item 4



Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>a. <b>Accountable Officer's Files.</b> Accountable officers' accounts consist of original statements of transactions, schedules, vouchers, and other supporting documents, retained for GAO site audit. All audited accounts and any unaudited accounts more than 1 full fiscal year old may be transferred to the FRC's without special permission from GAO. However, accounts may be retained, if required by the accountable officer, for not more than 3 full fiscal years. Authority to transfer unaudited accountable officers' accounts that are less than 1 year old should be obtained from GAO through the Records Officer. Accountable officers' accounts at overseas locations should be retained for a minimum of 3 years before transfer.</p>	<p><b>Cut-off</b> files at close of FY involved. <b>Transfer to FRC</b> when 1 year old. <b>Destroy</b> when 6 years and 3 months old.</p>	<p>GRS 6 Item 1(a)</p>
	<p>3. <b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		
	<p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>	<p>GRS 4 Item 5</p>
	<p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Destroy/delete when dissemination, revision, or updating is completed.</p>	<p>GRS 4 Item 5</p>
	<p>4. <b>Cost Accounting Reports.</b></p>		
	<p>a. Copies in units receiving reports.</p>	<p><b>Destroy</b> when 3 years old.</p>	<p>GRS 8 Item 6(a)</p>
	<p>b. Copies in reporting units and related work papers.</p>	<p><b>Destroy</b> when 3 years old.</p>	<p>GRS 8 Item 6(b)</p>
	<p>5. <b>Cost Report Data Files.</b> Ledgers, forms, and electronic records used to accumulate data for use in cost reports.</p>		
	<p>a. Ledgers and forms.</p>	<p><b>Destroy</b> when 3 years old.</p>	<p>GRS 8 Item 7(a)</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Automated records.		
	(1) Detail cards.	<b>Destroy</b> when 6 months old.	GRS 8 Item 7(b)(1)
	(2) Summary cards.	<b>Destroy</b> when 6 months old.	GRS 8 Item 7(b)(2)
	(3) Tabulations.	<b>Destroy</b> when 1 year old.	GRS 8 Item 7(b)(3)
	<b>6. Commercial Freight and Passenger Transportation Files.</b>		
	a. Original vouchers and supporting documents covering payments to carriers for transportation services, and original contracts for freight or passenger transportation rates or services.	<b>Cut-off</b> files at close of FY involved. <b>Transfer to FRC</b> when 1 year old. <b>Destroy</b> 6 years after the period of the account.	GRS 9 Item 1(a)
	b. Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period, such as detection of overcharge.	<b>Destroy</b> when 10 years old.	GRS 9 Item 1(b)
	c. Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (SF 1113A), transportation requests (SF 1169), travel authorizations, and supporting documents.	<b>Destroy</b> 6 years after the period of the account.	GRS 9 Item 1(c)
	d. Obligation copy of commercial passenger transportation vouchers.	<b>Destroy</b> when funds are obligated.	GRS 9 Item 1(d)
	e. Unused ticket redemption forms, such as SF-1170.	<b>Destroy</b> 3 years after the year in which the transaction is completed.	GRS 9 Item 1(e)
	f. Lost or Damaged Shipments Files. Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.	<b>Destroy</b> when 6 years old.	GRS 9 Item 2

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	7. <b>Employee Surety Bond Files.</b> Legal documents purchased for the purpose of placing personnel under surety bond protection, including individual name bonds, position schedule bonds, and blanket bonds covering groups of employees.		
	a. Official copies and attached powers of attorney.		
	(1) Bonds purchased before January 1, 1956.	<b>Destroy</b> 15 years after bond becomes inactive.	GRS 6 Item 6(a)(1)
	(2) Bonds purchased after December 31, 1955.	Destroy 15 years after end of bond premium period.	GRS 6 Item 6(a)(2)
	b. Other copies of bonds and related papers.	<b>Destroy</b> when bond becomes inactive or at end of bond premium period.	GRS 6 Item 6(b)
	8. <b>Accountable Officers' Returns.</b> Memorandum copies of accounts current, all supporting vouchers, schedules, documents (including liquidated obligation documents) and related papers, exclusive of transportation records covered in items (13) through (16) and payroll records covered in item 2730. (See item 2710 for originals retained for GAO site-audit.)	<b>Destroy</b> when 1 year old.	GRS 6 Item 1(b)
	9. <b>GAO Exceptions Files.</b> General Accounting Office notices of exception (formal or informal) and related correspondence.	<b>Destroy</b> 1 year after exception is reported as cleared by GAO.	GRS 6 Item 2
	10. <b>Certificate of Settlement Files.</b> Documents reflecting the settlement of accounts of accountable officers, statement of differences, and related papers.		
	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	<b>Destroy</b> 2 years after date of settlement.	GRS 6 Item 3(a)
	b. Certificates showing periodic settlements.	<b>Destroy</b> when subsequent certificate of settlement is received.	GRS 6 Item 3(b)
	11. <b>Accountable Officer Designee Files.</b> Records relating to the designation and revocation of accountable officers.	<b>Destroy</b> 2 years after revocation, provided account is cleared by GAO.	GRS 7 Item 1

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	12. <b>Availability, Collection, Custody, and Deposit Files.</b> Certificates of deposit (such as Standard Forms 201 and 209) and related papers; records of cash remittances received DOT F 2770.2; transcripts, tabulations, and reports prepared by the Treasury Department advising of the status of agency funds available (such as Standard Forms 520, 523, and 526); and related records.	<b>Destroy</b> 3 years after date of document.	GRS 6 Item 4
	13. <b>General Ledger Account Files.</b> Documents showing debit and credit entries, and reflecting expenditures in summary.	<b>Cut-off</b> files at close of FY. <b>Destroy</b> 6 years and 3 months after the closed of the fiscal year involved.	GRS 7 Item 2
	14. <b>Allotment and Ledger Distribution Transaction Files.</b> Records showing status of obligations and allotments under each appropriation.	<b>Cut-off</b> files at close of FY. <b>Destroy</b> 6 years and 3 months after files are closed.	GRS 7 Item 3
	15. <b>Posting and Control Files.</b> Documents subsidiary to the general and allotment ledger accounts, such as journal vouchers (Standard Form 1017g or equivalent) and other transaction documents used to support ledger entries.		
	a. Originals.	<b>Destroy</b> when 3 years old.	GRS 7 Item 4(a)
	b. Copies.	<b>Destroy</b> when 2 years old.	GRS 7 Item 4(b)
	16. <b>Passenger Transportation (Carrier) Files.</b> Documents reflecting payments to carriers, consisting of memorandum copies of vouchers (Standard Form 1171a), memorandum copies of transportation requests (Standard Form 1169a), travel authorization, and all supporting papers.	<b>Cut-off</b> files at close of FY. <b>Transfer to FRC</b> 1 year after files are closed. <b>Destroy</b> 6 years after files are closed.	GRS 9 Item 1(a)
	17. <b>Passenger Transportation (Individual) Files.</b> Documents reflecting reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, hotel reservations, and supporting papers relating to official travel of officers, employees, dependents, and others authorized to travel.		
	a. Employee travel folders.	<b>Cut-off</b> files at close of FY. <b>Transfer to FRC</b> 1 year after files are closed. <b>Destroy</b> when 6 years old.	GRS 9 Item 3(a)
	b. Obligation copies, such as SF 1169, United States Government Transportation Requests, or equivalents.	<b>Destroy</b> when funds are obligated.	GRS 9 Item 3(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	18. <b>Transportation Request Accountability Files.</b> Records documenting the issue or receipt of accountable papers involved in travel and transportation functions, such as SF 1120, or equivalent.	<b>Destroy</b> 1 year after all entries on form are cleared.	GRS 9 Item 4(b)
	19. <b>Gasoline Sales Tickets.</b> Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.	<b>Destroy</b> after GAO audit or when 3 years old, whichever is sooner.	GRS 6 Item 7
	20. <b>Telephone Toll Tickets.</b> Originals and copies of toll tickets filed in support of telephone toll call payments.	<b>Destroy</b> after GAO audit or when 3 years old, whichever is sooner.	GRS 6 Item 8
	21. <b>Telegrams.</b> Originals and copies of telegrams filed in support of telegraph bills.	<b>Destroy</b> after GAO audit or when 3 years old, whichever is sooner.	GRS 6 Item 9
	22. <b>Administrative Claims Files.</b> Claims against the United States. Records relating to claims against the United States for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by item (23)(b)(4) below.	<b>Destroy</b> when 6 years, 3 months old.	GRS 6 Item 10(a)
	23. <b>Claims by the United States Subject to the Federal Claims Collection Standards</b> and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under item (23)(b)(4) below.		
	a. Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.	<b>Destroy</b> when 6 years, 3 months old	GRS 6 Item 10(b)(1)
	b. Claims for which collection action has been terminated under 4 CFR Part 104.		
	(1) Claims for which the Government's right to collect was not extended.	<b>Destroy</b> 10 years, 3 months after the year in which the Government's right to collect first accrued.	GRS 6 Item 10(b)(2)(a)
	(2) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.	<b>Destroy</b> 3 months after the end of the extended period.	GRS 6 Item 10(b)(2)(b)
	(3) Claims that the agency administratively determines are not owed to the United States after collection action was initiated.	<b>Destroy</b> when 6 years, 3 months old.	GRS 6 Item 10(b)(3)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(4) Claims files that are affected by a court order or that are subject to litigation proceedings.	<b>Destroy</b> when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.	GRS 6 Item 10(c)
	<b>24. Records Relating to Official Passports.</b>		
	a. Application files. Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	<b>Destroy</b> when 3 years old or upon separation of the bearer, whichever is sooner.	GRS 9 Item 5(a)
	b. Annual reports concerning official passports. Reports to the Department of State concerning the number of official passports issued and related matters.	<b>Destroy</b> when 1 year old.	GRS 9 Item 5(b)
	c. Passport registers. Registers and lists of agency personnel who have official passports.	<b>Destroy</b> when superseded or obsolete.	GRS 9 Item 5(c)
<b>2730</b>	<b>PAYROLL, LEAVE, AND ALLOWANCES</b>		
	1. <b>Correspondence Between Agency and Payroll Processor</b> regarding general, routine administrative issues not related to individual payments.	<b>Destroy</b> when 2 years old.	GRS 2 Item 24
	2. <b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	<b>Destroy/delete</b> within 180 days after the recordkeeping copy has been produced.	GRS 2 Item 31(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	<b>Destroy/delete</b> when dissemination, revision, or updating is completed.	GRS 2 Item 31(b)
	<b>3. Individual Earning and Service Files.</b>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Pay record for each employee as maintained in an electronic database. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.	<b>Update</b> elements and/or entire record as required.	GRS 2 Item 1(a)
	b. Documents reflecting fiscal aspects of employment history (such as Standard Form 1127 or equivalents) and papers attached pursuant to item (4) below. This record may be in paper or microform but NOT in machine-readable form.	<b>Cut-off</b> file at end of CY. <b>Transfer</b> to National Personnel Records Center, St. Louis, Missouri, 4 years after close of file. <b>Destroy</b> when 56 years old.	GRS 2 Item 1(b)
	c. Payroll change files. Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.		
	(1) Copies subject to GAO audit.	<b>Destroy</b> after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 23(a)
	(2) All other copies.	<b>Destroy</b> 1 month after end of related pay period.	GRS 2 Item 23(b)
	4. <b>Leave Record Files.</b> Pay or fiscal copies of leave record including time and attendance reports used to show accumulated leave, and records of leave data transferred, such as Standard Form 1150, or equivalent.		
	a. Final cards showing accumulated leave of employee on transfer or separation from Federal Government service.	<b>File</b> on right side of Official Personnel Folder. See 3290 Item 1 for disposal of OPF. See item 3290.	GRS 2 Item 9(a)
	b. All other pay or fiscal copies.	<b>Destroy</b> when 3 years old.	GRS 2 Item 9(b)
	5. <b>Time and Attendance Report Files.</b>		
	a. Time and attendance source records. All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flextime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.	<b>Destroy</b> after GAO audit or when 6 years old, whichever is sooner.	GRS 2 Item 7
	b. Time and attendance paper documents, such as FAA Form 2730-68 or equivalent, or machine-readable form, used in payroll preparation and processing.	<b>Destroy</b> after GAO audit or when 6 years old, whichever is sooner.	GRS 2 Item 8

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><b>6. Leave Application and Overtime and/or Holiday Work Approval and Authorization Files.</b> Applications for leave, such as Standard Form 71, and related papers, including copies of military orders and certificates of attendance, Form DOT F 3500.1, Overtime and/or Holiday Work, or equivalent, and related papers.</p>		
	a. Application for leave taken immediately prior to separation from Federal Government service.	<b>File</b> on right side of OPF. See Item 3290 of this schedule.	GRS 2 Item 9(a)
	b. All others.	<b>Destroy</b> when 3 years old.	GRS 2 Item 9(b)
	<b>7. Payroll Allotment Files.</b>		
	a. Records of payroll allotments and papers authorizing deductions, changes, or cancellations.	<b>Destroy</b> 4 years after superseded or obsolete or upon separation of employee.	GRS 2 Item 13(a)
	b. Combined Federal Campaign and other allotment authorizations.		
	c. Authorization for individual allotment to the Combined Federal Campaign.	<b>Destroy</b> after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 15(a)
	d. Other authorizations, such as union dues and savings.	<b>Destroy</b> after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 15(b)
	e. Thrift Savings Plan Election Form. Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.	<b>Destroy</b> when superseded or after separation of employee.	GRS 2 Item 16
	f. Direct Deposit Sign-up Form (SF 1199A).	<b>Destroy</b> when superseded or after separation.	GRS 2 Item 17
	<b>8. Payroll Control Files.</b> Documents maintained for payroll control purposes, including payroll copies of notifications of or requests for personnel actions, such as Standard Form 50, or equivalent; payroll control registers; payroll change slips, such as Standard Form 1126, or equivalent.		
	a. Copies subject to GAO audit.	<b>Destroy</b> after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 23(a)
	b. All other copies.	<b>Destroy</b> 1 month after end of related pay period.	GRS 2 Item 23(b)



Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	9. <b>Non-Current Payroll Files.</b> Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine-readable form.	<b>Destroy</b> 15 years after close of pay year in which generated.	GRS 2 item 2
	10. <b>Withholding Tax Files.</b> Documents reflecting Federal and state income tax deductions, including returns on income taxes withheld, such as IRS Form W-2; reports of taxes withheld, such as IRS Form W-3, or equivalent; withholding tax exemption certificates, such as IRS Form W-4, or equivalent, and related papers.	<b>Destroy</b> when 4 years old.	GRS 2 Item 13(b) and (c)
	11. <b>Savings Bond Purchase Files.</b>		
	a. U.S. Savings Bond Authorization, SF 1192 or equivalent.	<b>Destroy</b> when superseded or after separation of employee.	GRS 2 Item 14(a)
	b. Bond registration files: issuing agent's copies of bond registration stubs.	<b>Destroy</b> 4 months after date of issuance of bond.	GRS 2 Item 14(b)
	c. Bond receipt and transmittal files. Receipts for and transmittals of U.S. Savings Bonds.	<b>Destroy</b> 4 months after date of issuance of bond.	GRS 2 Item 14(c)
	12. <b>Retirement Record Files.</b> Card files, Standard Form 2806, or equivalent reflecting accounts deducted from pay of employees subject to the Retirement Act.	Transfer in accordance with instructions in Federal Personnel Manual.	GRS 2 Item 28
	13. <b>Retirement Reports and Registers.</b> Control documents maintained in connection with the retirement records of individual employees, such as Standard Form 2805 and 2807 or equivalents.	For CSRS/FERS related records, <b>Destroy</b> upon receipt of official OPM acceptance of annual summary.	GRS 2 Item 28
	14. <b>Retirement Assistance Files.</b> Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	<b>Destroy</b> when 1 year old.	GRS 1 Item 39
	15. <b>Insurance Deduction Files.</b> Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.	<b>Destroy</b> when 4 years old.	
	16. <b>Levy and Garnishment Files.</b> Notices, change slips, worksheets, and correspondence relating to charges against retirement funds or attachment of salary for debts of employees.	<b>Destroy</b> 3 years after garnishment is terminated.	GRS 2 Item 18
	17. <b>Miscellaneous Reports or Analyses.</b> Payroll office copies of special reports or data generated from payroll files that are used for workload and personnel management purposes by nonpayroll office program managers.		

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	a. Error reports, ticklers, system operation reports.	<b>Destroy</b> when related actions are completed or when no longer needed, not to exceed 2 years.	GRS 2 Item 22(a)
	b. Reports and data used for agency workload and/or personnel management purposes.	<b>Destroy</b> when 2 years old.	GRS 2 Item 22(b)
	c. Reports providing fiscal information on agency payroll.	<b>Destroy</b> after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 22(c)
<b>2750</b>	<b>VOUCHER EXAMINATION AND CERTIFICATION</b>		<b>OPR Action needed to request disposition authority.</b>
<b>2770</b>	<b>COLLECTION, SAFEKEEPING, DEPOSIT, AND DISBURSEMENTS OF FUNDS</b>		<b>OPR Action needed to request disposition authority.</b>
<b>2800</b>	<b>FINANCIAL REPORTING</b>		
	1. <b>Fiscal Year End Reporting Files.</b> Fiscal year end financial reports and supporting statements.	<b>Destroy</b> when 5 years old.	GRS 5 Item 3(a)
	2. <b>Financial Accounting Report Files.</b> Reports submitted to other Government agencies, such as Standard Forms 133, Report on Budget Status, and 220, Statement of Financial Condition, and Treasury Department Form 814, or equivalents.	<b>Destroy</b> 3 years after end of fiscal year.	GRS 5 Item 3(b)
<b>2900</b>	<b>AUDITING</b>		
	<b>Special Financial Advisory Services Files.</b> Documents relating to advisory services other than those described elsewhere in this schedule, such as: review of cost reduction projects; participation on lease/purchase study teams; procurement reviews; and other special assignments.	<b>Destroy</b> 4 years after date of report.	NN-171-123 Item 6 Approved 4/13/71
<b>2930</b>	<b>CONTRACT AUDITING</b>		
	1. <b>Contract Audit Files.</b> Audit reports and supporting documents relating to the examination of financial aspects of FAA contractor operations.	<b>Destroy</b> 3 years after final contract payment.	NN-171-123 Item 8 Approved 4/13/71
	2. <b>Contractor Financial Evaluation Files.</b> Documents relating to advisory services rendered in the negotiation and award of contracts.	<b>Destroy</b> 3 years after final contract payment.	NN-171-123 Item 9 Approved 4/13/71

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. <b>Contract Protest/Inquiry Files.</b> Documents relating to preparation of agency responses to protests or inquiries concerning the propriety of procurement actions.	<b>Destroy</b> 4 years after final action on protest or inquiry.	NN-171-123 Item 10 Approved 4/13/71
<b>2940</b>	<b>AUDITING, FAA/ADAP/PGP</b>		
<b>2950</b>	<b>AIR CARRIER FINANCIAL CAPABILITIES</b>		
<b>2960</b>	<b>GENERAL ACCOUNTING OFFICE (GAO) AUDITING</b>		
	1. <b>General Accounting Office audit Report Files.</b> Audit reports, coordination papers, final agency replies, and related correspondence accumulated in connection with audits by GAO of FAA activities.	<b>Transfer</b> closed files when 5 years old. <b>Destroy</b> when 10 years old, if action on audit recommendations has been completed.	NC-174-124 Item 2 Approved 2/25/74
	2. <b>GAO Audit Follow-up Files.</b> Documents accumulated in reviews to determine that FAA commitments to GAO audits are satisfactorily implemented.	<b>Transfer</b> closed files when 5 years old. <b>Destroy</b> when 10 years old, if action on audit recommendations has been completed.	NC-174-124 Item 3 Approved 2/25/74
<b>2970</b>	<b>OFFICE OF THE SECRETARY (OST) AUDITING</b>		
	1. <b>Office of Inspector General (OIG) Audit Report Files.</b> Audit reports issued by the OIG Director of Audits, coordination papers, and related documents accumulated in connection with formulating an agency reply to OIG audits of FAA functions.	<b>Destroy</b> closed case files when 10 years old, if action on audit recommendations has been completed.	NN-171-123 Item 4 Approved 4/13/71
	2. <b>Office of Inspector General Audit Follow-up Files.</b> Documents accumulated in independent reviews to determine that FAA commitments to OIG audits are satisfactorily implemented.	<b>Destroy</b> closed case files 4 years after final action on audit report recommendations.	NN-171-123 Item 5 Approved 4/13/71

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>3. <b>Investigative Case Files for Civilian Agencies other than the Central Intelligence Agency.</b> Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, EXCLUDING those that result in national media attention, Congressional investigation, or substantive changes in agency policy or procedure. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.</p>		
	<p>a. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations.</p>		Withdrawn by NARA
	<p>b. All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others.</p>		Withdrawn by NARA
	<p>4. <b>Audit Case Files of Civilian Agencies Other than the Central Intelligence Agency.</b> Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees. Consists of audit reports, correspondence, memoranda, and supporting working papers.</p>		Withdrawn by NARA