

VOLUME 1, CHAPTER 9: “FINANCIAL RECORDS RETENTION”

SUMMARY OF MAJOR CHANGES

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated April 2009 is archived.

| PARAGRAPH | EXPLANATION OF CHANGE/REVISION | PURPOSE |
|------------------|--|----------------|
| TOC | Added Table of Contents (TOC). | Update |
| 090204 | Added reference to audited financial records retention requirements. | Update |

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CHAPTER 9

FINANCIAL RECORDS RETENTION

0901 OVERVIEW

090101. Purpose

This Chapter is the retention policy for financial records created or received and maintained by all elements of the Department of Defense (DoD).

090102. Applicability

This policy applies to all DoD Components as defined in the “Glossary” of the *DoD Financial Management Regulation* (DoDFMR).

0902 POLICY AND PROCEDURES

090201. Policy

Within the Federal Government, the [*U.S. National Archives and Records Administration \(NARA\)*](#) is responsible for promulgating procedures for the disposal of all U.S. Government records. The NARA records management program provides guidance and assistance for the management and disposition of federal records. Pursuant to its responsibility, NARA has issued general policies for the management and disposal of records. These policies can be found in [*Title 36 of the Code of Federal Regulations, Parts 1220-1238*](#). In addition, specific records disposal guidance mandatory under [*Title 44 of the U.S. Code, Section 3303\(a\) \(44 U.S.C. 3303\(a\)\)*](#), is contained in the [*General Records Schedules*](#) issued by NARA to provide disposal authorization guidance for administrative records, including fiscal accounting records. DoD has also prescribed records management policy and responsibilities in [*DoD Directive 5015.2, “DoD Records Management Program.”*](#)

090202. Authorized Records Schedules

All financial records, both paper and electronic, documenting the acquisition of DoD Property, Plant, and Equipment (PP&E), materials and supplies (including fixed and other assets, real and personal property, operating materials and supplies, stockpile materials, and National Defense PP&E), services, military and civilian pay, and other financial transactions must be maintained in accordance with the period specified in authorized records schedules. Authorized records schedules include the applicable NARA General Records Schedule or an alternative disposal schedule approved by NARA in accordance with [*44 U.S.C. 3303*](#) and [*44 U.S.C. 3303\(a\)*](#). Financial records may be retained for longer or shorter periods than specified by GRS guidelines if compelling reasons exist or supplemental guidance directs. However, NARA approval is required for any such alternative disposal schedules.

090203. Disbursing Officer Records

All disbursing officer records and associated papers are retained as government property as cited in [NARA Schedule 6](#), and Volume 5, Chapter 21 paragraph 210101.

*090204. Audited Financial Records Retention

See section 4.A.7 “Document Retention Requirements” of the [Financial Improvement and Audit Readiness Guidance](#) for guidance on the requirements for audited financial records retention.