REG	QUEST FOR RECORDS DISPOS (See instructions on reverse)			DB NUMBER	(125-06-5
	TIONAL ARCHIVES and RECORDS ADMIN 01 ADELPHI ROAD COLLEGE PARK, MD 2		DA	TOT S ATE RECEIVED	24/09
	(Agency or establishment) artment of the Treasury			NOTIFICATIO	ON TO AGENCY
2 MAJC	OR SUBDIVISION Ancial Management Service			In accordance with the p U.S.C. 3303a the disposi	tion request including
	R SUBDIVISION			amendments, is approve may be marked "disposit "withdrawn" in column 10	ion not approved" or
	E OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DA	ATE ARCHIVIST	OF THE UNITED STATES
Sharor	n M King	(202)874-7878	DO	rapit to	Ale
I hereby propose retentio	NCY CERTIFICATION  of certify that I am authorized to act for this ago and for disposal on the attached page(s) and periods specified, and that written concurred fanual for Guidance of Federal Agencies.  Is not required,	are not now needed for ence from the General A us attached, or	the business Accounting O	of this agency or wil	I not be needed after the
9/24	log OX D			ords	Officen
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPO	DSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS				

## Collections, Payments, and Claims Records

# Assistant Commissioner, Federal Finance Assistant Commissioner, Payment Management

The Financial Management Service (FMS), a bureau of the United States Department of the Treasury, provides central payment services to federal program agencies (FPAs) and operates the federal government's collections and deposit systems FMS is the primary disburser of payments to individuals and businesses on behalf of federal agencies The bureau administers the world's largest government funds collections system through a network of financial and fiscal agents. FMS supports the financial improvement efforts of federal agencies through training and conferences FMS interacts with virtually every Executive Branch agency, with financial institutions designated by the Secretary of the Treasury as depositaries and financial agents of the United States, and with Federal Reserve Banks in their capacity as fiscal agents and depositories as directed by the Secretary of the Treasury This records schedule covers the recordkeeping copy of information used by FMS to support the Collections, Payments, and Claims business lines This includes transaction processing and cash accounting information in the Central Fiscal Operations segment of FMS's enterprise information technology architecture The information comes from a number of sources, including federal agencies, financial institutions, Federal Reserve Banks, grant recipients, and members of the public

This schedule excludes records concerning either Individual Indian Moneys (IIM) or Indian Tribal Trust Funds—Under current Department of the Treasury policy, all documents, data, and tangible things containing information that relates to IIM and Tribal Trust Funds and assets are to be preserved until further notice, in compliance with the preservation obligations set forth in the Federal Rules of Civil Procedure and various court orders pertaining to the retention of such documents, data, and tangible things—This schedule also excludes records related to the management of certain special programs such as the Judgment Fund, Treasury Managed Accounts, International Assistance Programs and Accounts and Surety Bond Programs—These special programs are addressed individually in a separate schedule

This records schedule is designed to cover information from past and present programs and systems, and to be flexible enough to cover information in any successor programs and systems implemented by FMS to maintain such types of information. This schedule authorizes the disposition of the record copy in any media (media neutral), to enable FMS to manage records based on information content, not format

Policy records set forth the rules and procedures governing collections, payments and claims activities, and provide guidance to agencies and the public. These records are covered on this schedule by item 1, Policy Records

Federal program agency operations records include the input received by FMS from federal agencies, the output reported to those agencies, and the transaction processing data maintained by FMS at the individual case or agency level of detail (as opposed to being consolidated at the federal level.) The information is submitted to FMS on a routine basis in accordance with requirements set forth in the Treasury Financial Manual (TFM), TFM supplements, related publications, and financial and fiscal agency agreements. Typically, the submitting federal agency's copy of the information is covered by General Records Schedule 6, Accountable Officers' Accounts Records. The FMS copy of this information is covered on this schedule by item 2, Federal Program. Agency Operations Records. Information collected on behalf of other federal agencies, but not otherwise required by FMS to perform its Collections, Payments, and Claims business line functions, such as tax information collected on behalf of the Internal Revenue Service, is covered by the other agencies' records schedules. Examples of federal program agency operations records include, but are not limited to, the types of information shown below.

Information used to authorize and make payments to grant recipients and reimburse financial agents for services to federal agencies, in the Automated Standard Application for Payments (ASAP) system

Information on federal agency deposits and balances in the CA\$HLINK II cash management and cash concentration system

Digital check images in the Digital Check Imaging (DCI) Replacement system

Information used to collect taxes from individuals and businesses, and collect payroll taxes from federal agencies, in the Electronic Federal Tax Payment System (EFTPS), FEDTAX II, the Federal Reserve Electronic Tax Application (FR-ETA), the Paper Tax System (PATAX), the Treasury Tax and Loan Plus (TT&L Plus) system, and the Treasury Investment Program (TIP) system

Information to authorize and make payments overseas in foreign currencies, in the International Treasury Services (ITS) gov system

Electronic invoicing and payment information for federal agencies and vendors, including purchase order, invoice, and Treasury payment data, automated routing and approval, automated purchase order and invoice matching, and e-mail notifications, in the Internet Payment Platform (IPP)

Information used to convert to Automated Clearing House debit entry or truncate paper checks received by federal agencies or lockbox banks, in the Paper Check Conversion-Over the Counter (PCC-OTC) program, and the Electronic Check Processing (ECP) system

Information used to make payments, such as SSA retirement and disability benefit, OPM federal retirement, IRS tax refund, federal salary, and vendor and miscellaneous payments, in the Regional Operations (RO) Payment Systems, and the Payment Automation Manager (PAM) system.

Information used to support payment aftermath processing (e g , claims) in the Regional Operations (RO) Payment Systems, and the Payment Automation Manager (PAM) system

Digital images of negotiated checks in the Payments, Claims and Enhanced Reconciliation On-Line (PACER On-Line) system, and PACER data on the status of EFT and check payments and claims, claims of non-receipt, and undeliverable EFT and checks

Collections and financial reporting information in Pay gov, a Government wide transaction portal

Payment schedule preparation and certification information in the Secure Payment System (SPS)

Information in the Stored Value Card System on financial transactions at military bases, ships at sea, and other closed Government locations where Stored Value Cards replace cash, script, vouchers, meal tickets, money orders, traveler's checks, and other paper payment mechanisms.

Federal agency collection data in the Transaction Reporting System (TRS) data warehouse Federal agencies use TRS for transaction reporting and research.

Digital images of negotiated Treasury checks in the Treasury Check Information System (TCIS), and TCIS data on the issuance and payment of U S Treasury checks and ACH payments, cancellations, stop requests, forgery claims, and the return of funds to federal agencies for un-cashed and non-entitlement checks

Federal agency deposit reporting and confirmation data in the Treasury General Account Deposit Reporting Network (TGAnet.) TGAnet replaces paper SF 215 credit vouchers and captures accounting data at the time of deposit to replace end-of-month SF 224 reporting

Treasury check claims debt recovery and accounting information in the Treasury Receivable Accounting and Collection System (TRACS)

Treasury program operations records include the input, output and transaction processing data maintained by FMS for FMS or Treasury accounts to support the Collections, Payments, and Claims business lines These records are covered on this schedule by item 3, Treasury Program Operations Records Examples of Treasury program operations records include, but are not limited to, the types of information shown below

CA\$HLINK II deposit, adjustment, and balance information on the U S Treasury's account at the Federal Reserve Bank of New York and Treasury accounts managed by FMS

Cash Management Improvement Act System (CMIAS) information on Treasury-State cash management agreements and claims for and the exchange of interest under the Cash Management Improvement Act

Information in the GoDirect system used for program management.

Deposit, adjustment, and balance information on Treasury investment accounts, bid information on investment bonds, and information on collateral used to secure public moneys, in the Paper Tax (PATAX), Treasury Investment Program (TIP), the Term Investment Option (TIO), and the Treasury Tax and Loan Plus (TT&L Plus) systems

Other items on this schedule cover reports produced by the Collections, Payments, and Claims business lines, and the records used to manage and operate these business lines and systems. These records are covered on this schedule by item 5, Program or Project Management Records.

## 1 Policy Records

a The recordkeeping copy of all policy directives. Includes policies, procedures, instructions, and forms for federal agencies, the public, and other participants in the Collections, Payment, and Claims business lines, transmittal letters and supporting materials on the development of policies and procedures,, major studies or reports, information on key agency decisions, and records that contain information of historical value that is not available elsewhere. Policy directives include, but are not limited to the Treasury Financial Manual (TFM), TFM supplements, and the Field Operations Manual (FOM)

PERMANENT. Cut off when revised, superseded or canceled. Transfer to the National Archives 20 years after cutoff NOTE Original records on special media such as videotapes or compact disks (CDs) should be transferred to the National Archives at the end of each fiscal year

b Worksheets, announcements, and guidance materials for federal agencies, the public, and other participants in the Collections, Payment and Claims business lines Includes announcements of a routine nature, such as dates for reporting requirements, fact sheets, and Frequently Asked Questions (FAQs) or similar lists of anticipated questions and answers such as those published on FMS Internet sites

TEMPORARY Cut off when revised, superseded or canceled Delete/destroy 20 years after cutoff, or when no longer needed to explain the business context or add to the meaning or value of other records, whichever is later

## 2 Federal Program Agency Operations Records

Information submitted to FMS by or about other federal agencies, or maintained by FMS at the individual case or agency level of detail, for collection, payment or claims processing and servicing operations performed for Federal program agencies Includes input received from, and output reported to, federal agencies

TEMPORARY Cut off at the end of the fiscal year in which action on a collection, payment or claim or other item is completed Delete/destroy 7 years after cutoff

## 3 Treasury Program Operations Records

Treasury program operations records include the input, output and transaction processing data maintained by FMS for FMS or Treasury accounts to support the Collections, Payments, and Claims business lines

TEMPORARY Cut off at the end of the fiscal year in which action on a collection, payment, claim or other item is completed Delete/destroy 7 years after cutoff.

## 4 (Reserved)

## 5 Program or Project Management Records

Correspondence, reports and other records accumulated in managing and carrying out assigned functions. These records document program or project management functions, internal procedures, initiatives, planning, management controls, performance measurement, and other program or project-related issues

a Program or project management records that are used throughout the duration of a program or project, or until superseded by a new version. Includes records used to document performance criteria for services, management controls, roles and responsibilities, the allocation of charges and payments, and integrity guarantees, or to monitor and evaluate a program or project. These records may include, but are not limited to memorandums of understanding, interagency agreements, service level agreements, fiscal agency agreements, financial agency agreements, non-disclosure agreements, and the business owner's copy of contracts

TEMPORARY Cut off at the end of the program or project, or when superseded by a new version Delete/destroy 7 years after cutoff, or when no longer needed to explain the business context or add to the meaning or value of other records, whichever is later

b Subject files pertaining to a specific aspect of the program or project, for example, a specific issue, a specific program participant, or activities during a specific time period

These records may include, but are not limited to, analyses of specific issues, correspondence with federal agencies or other program participants, interim reports, or the business owner's copy of audit reports

TEMPORARY Cut off files after action on the subject is completed, for example, when the issue is resolved, the participant leaves the program, or the time period ends Delete/destroy 7 years after cutoff

c Records that relate to the internal administration or housekeeping activities of a program or project. This may include internal activity and workload reports, routine notifications of meetings, letters of transmittal that do not add any information to that contained in the transmitted material, suspense and tickler files, and similar materials that do not serve as the basis of official action or unique documentation the functions for which the program or project exists

TEMPORARY Cut off at the end of the fiscal year Delete/destroy 3 years after cutoff Longer retention is authorized if records are still needed for business purposes

			T				 	
1		Payment Management X-Walk					 	

RECORD SCHEDUL		ORGANIZA-TION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Policy Records, Permanent, item 1 a	Policy Records, Temporary, item 1 b	Federal Program Agency (FPA) Operations Records,	Treasury Program Operations Records, Item 3	Consolidated Reports, item 4	Program or Project Management Records, item 5 a	Program or Project Management Records, item 5 b	Program or Project Management Records, item 5 c	General Records Schedule	Comments
				Payment Management X-Walk											
Current Schedule N1-425-91-	256	PM CRD CCB		Closed and outstanding check claims cases	Destroy when 7 years old	<u></u>		x				'			
Current Schedule N1-425-91-	2 <u>60</u>	PM CRD CCB		Paid and reconciled U.S. Government Checks, pertaining to closed claims cases	Destroy when 6 years and 7 months old			×							
Current Schedule N1-425-91-	1 261	PM CRD CCB		Depositary Checks to the Dept of Justice pursuaint to subpoena	Destroy when 6 years and 7 months old				X						
Current Schedule N1-425-91-	262	PM CRD CCB	Treasurer's Relief Cases	These cases involve uncollectible cases paid in due course and without negligence by or on behalf of the Treasurer of the United States. The Government is attempting to collect on the cases and litigation presently precludes their being charged off the accounts of the US Treasurer Cases include double payments holder-in-due-course altered checks administrative errors, and miscellaneous other types	Destroy 3 years after end of year in which case is settled via refund of overpayment				x						
Current Schedule N1-425-91-	263	PM CRD CCB		Daily credit report	Destroy when 6 months old						x				
Current Schedule N1-425-91-	264	PM CRD CCB		Debit voucher report	Destroy after audit by GAO or when 3 years old whichever is sooner						X				
Current Schedule N1-425-91-	2 <u>76</u>	PM CRD CRB		Funding Authorizations for Checking Accounts	Destroy when 4 years old						х				-
Current Schedule N1-425-91-	277	PM CRD CRB		Recapitulation of Block Control Level - Totals of Check Issued SF-1179	Destroy when 4 years old						х				
Current Schedule N1-425-91-	<u>278</u>	PM CRD CRB		Collection and check issue reports	Destroy when 3 years old						х				
Current Schedule N1-425-91-	280	PM CRD CRB		OF-1017G Journal Voucher	Destroy when 7 years old						х				
Current Schedule N1-425-91-	282	PM CRD CRB		Plate signature authorizations	Destroy when revoked or related account closed						X				
Current Schedule N1-425-91-	283	PM CRD CRB		Acknowledgment of designation of deputy disbursing officers	Destroy when 2 years old			-			X				

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1	Current	284	PM CRD CRB	1	Notices of emergency designation of deputy	Destroy when 2 years		1	İ		1	X				
	Schedule		ł	i		old		l		Į.						1
	N1-425-91-1			ļ				ļ	ļ. <u></u> .	1			<u> </u>	ļ		ļ
	Current	285	PM CRD CRB	ı	Signature cards and Signature mutilation reports	Destroy when 2 years		1		1		Х		Ī		1
	Schedule			Ì	İ	old							j	1	1	1
	N1-425-91-1		<u> </u>					<b></b> _							ļ	
1 1	Current	<u>286</u>	PM CRD CRB	ł	Specimen signature sheets	Destroy when	l	l	ł	}	1	X	1	1	1	1
	Schedule		1	1		superseded or no	ļ			i	1		1			
	N1-425-91-1			<del></del>		longer needed				<del> </del>			<del> </del>	<del> </del>		
	Current	287	PM CRD CRB		Files pertaining to assignment of card check	Destroy 7 years after	ļ	i		1	1	x	1			ŀ
	Schedule				symbols	account closed	ļ	ĺ		i						ł
	N1-425-91-1		D14 0DD 0DD	<del></del>					ļ	-	<del>                                     </del>	<del></del>	<b></b> _	- <b> </b>	ļ	<del> </del>
	Current	288	PM CRD CRB		Correspondence acknowledging receipt of	Destroy when 10 years	1			i	1	x				i
	Schedule N1-425-91-1				designation of deputy to sign checks	old	ĺ			i				i		İ
	Current	289	PM CRD CRB	+	Correspondence acknowledging recognition of	Destroy when 10 years	<del></del>	<del></del>		<del></del>	<del></del> -	X	<del>                                     </del>			
1 1	Schedule	205	FMICKOCKD	Ĭ	appointment of deputy disbursing officer in	old	ĺ	ĺ	i	1	1 1	^	l	{	1	ł
	N1-425-91-1				advance of submission of formal instruments of	old .	1				1			İ		
1					designation		1				, ,				1	
	Current	290	PM CRD CRB		Correspondence acknowledging receipt of	Destroy when 10 years				T		X		1		1
	Schedule				specimen of facsimile signature plates and	old		i		1					1	
1 1	N1-425-91-1		·		informing addressee of approval			i		Ì	1		ì		1	l
1 1			l					<b>†</b>		į.	1		ľ		1	l
1	Current	291	PM CRD CRB	+	Correspondence requesting or furnishing	Destroy 10 years after	t	<b></b>	<del> </del>	1		x	<del> </del>	<del>                                     </del>	<del> </del>	<del> </del>
	Schedule		1 0		information pertaining to the establishment of	account closed		•			1	^	{		1	
1 1	N1-425-91-1		[		accounts and authority for persons to sign		ĺ	i	ĺ	1	1		[	1	1	i i
	Current	292	PM CRD CRB	T		Destroy 10 years after						X	1			
1 1	Schedule	_			deputies to disbursing officers	related account is		!		1	1 1		i			
	N1-425-91-1		l		L	closed				1	<u> </u>					
	Current	293	PM CRD CRB		Reproductions of requisitions for the printing of	Destroy when 7 years						X				
1 1	Schedule				disbursing officer's checks	old					1		1			
L	N1-425-91-1													l		
[ ]	Current	294	PM CRD CRB		Specimen of facsimile signature plates	Destroy 10 years after	-					X				
1 1	Schedule					related accounts are	ł									
1 1	N1-425-91-1		[	1		closed	1	ĺ	ĺ		1 1		ĺ	i	í	1 :
										<del> </del>			<b></b>		<u> </u>	
	Current	<u>295</u>	PM CRD CRB			Destroy when 1 year			X	]			l			
	Schedule		}		furnishing information to disbursing officers and	old			ŀ							į l
	N1-425-91-1 Current	298a	PM CRD CRB	Correspondence	Federal Reserve Banks	Destroy when 2 week				+			<del> </del>	+		
	Schedule	<u>290a</u>	PMCKDCKB	with Federal	1 2	Destroy when 3 years old		x	ļ		1					}
	N1-425-91-1		1	Reserve Banks		olu			ì		<b>!</b>					
<del> </del>	Current	298b	PM CRD CRB		All other correspondence	Destroy when 18		<del></del>	<del> </del>	+	<del> </del>		×	<del> </del>	<del>                                     </del>	
] ]	Schedule	2300	J' W CIND CIND	with Federal	This other correspondence	months old			}				^			!
	N1-425-91-1			Reserve Banks		THORITIS OIG	[		ĺ		ĺ		1	1	ľ	1 1
	Current	299	PM CRD CRB		SF-1179 Month End Check Issue Summary	Destroy when 7 years		_		1	1	×			1	<del>                                     </del>
	Schedule					old			i				İ		1	
	N1-425-91-1					-			1				!	1	}	
1	Current	300	PM CRD CRB	T	Purchase order for printing of disbursing officer's	Destroy when 7 years				1			×			
	Schedule	_			checks	old			i		1			1	1	
	N1-425-91-1		L	<u> </u>					L							L
	Current	302	PM CRD CRB		CRCFR 020 Small Difference Account Activity	Destroy when 2 years			х	1						
1 1	Schedule		}	1		old	}	l	J	J	j l		I			
<b> </b>	N1-425-91-1												L	L		
	Current	303	PM CRD CRB		CRCFR 022 Invalid ACC Data from	Destroy when 2 years			X	1	[		1			
	Schedule		ì	i	Accepted/Rejected batches	old				1			1			
	N1-425-91-1			<del> </del>		<u></u>				<del> </del>	<b></b>		<del> </del>	<del> </del>		
	Current	304	PM CRD CRB		CRCFR 023 Notrication of payments over	Destroy 6 years and 3			X	1			1		[	
	Schedule				available check cancellations	months after period				1						
	N1-425-91-1	205	PM CRD CRB	<del> </del>	COCED 024 Notice of a second	covered by account	<u> </u>	<del></del>			<del> </del>		<del> </del>		<del>   </del>	
	Current	305	LINI CKD CKR		CRCFR 024, Notification of payments over	Destroy 6 years and 3			×	1	j		1			
1 1	Schedule N1-425-91-1		l	] .	unavailable check cancellations	months after period covered by account			J	J	j l		1			
<del>  </del>	Current	306	PM CRD CRB	+	CRCFR 040 Transcript of the General Account of					x	<del>   </del>			<del></del>		<u> </u>
	Schedule	200	, WICKD CKB		the U.S. Treasury	old				1 ^				I	]	1
	N1-425-91-1				nie O O noasury					1						
	Current	307	PM CRD CRB	<del>                                     </del>	CRCFR 042 UCC Disbursing Credit	Destroy 6 years and 3	-			×	<del>                                     </del>			<del></del>	<del>                                     </del>	<del></del>
	Schedule					months after period				1 ^				I	j l	<b> </b>
	N1-425-91-1					covered by account				1	]				}	<b> </b>
, '																

Current	308	PM CRD CRB	CRCFR 043, Notification of credits for	Destroy 6 years and 3			X				7	T	T
Schedule			outstanding checks cancelled by non-courtesy	months after period		1	1 ^					i	1
N1-425-91-1			disbursing UCC	covered by account		ł	<b>)</b>			i			1
Current	309	PM CRD CRB	CRCFR 044 Unavailable check cancellation non-				X				<del> </del>	<del> </del>	<del> </del>
Schedule	309	PMICROCKB		months after period		ì	·			ŀ			
		1	courtesy disbursements credit			ł	i						
N1-425-91-1		<del> </del>		covered by account						<del></del>			
Current	<u>310</u>	PM CRD CRB	CRICR 013 Notification Report	Destroy 6 years and 3	į.	1	ł l	J	X	i	]	Į.	
Schedule	l	1 1		months after period		1	1			1			!
N1-425-91-1		L		covered by account									
Current	<u>311</u>	PM CRD CRB	CRICR 014 Rejected transmittal notice	Destroy when 2 years			X					ł	
Schedule	1	1		old			}					}	1 1
N1-425-91-1	l .	1 1		1			1				1	1	1
Current	312a	PM CRD CRB	CRICR 015 Notification of duplicate issues - No	Destroy at month end			x						
Schedule	1	1 0	detail information	1							ł	1	
N1-425-91-1				1			l I				i	1	
Current	312b	PM CRD CRB	CRICR 015 Notification of duplicate issues -	Destroy when 7 years			x						
Schedule	1 2120	FWICKDOKB	Detail information	old	J.		, ^ ,	J		J	1		
	l		Detail information	loid [		1						ſ	[ [
N1-425-91-1		<del> </del>		<del> </del>			<del>+</del>			<b>_</b>		ļ	<u> </u>
Current	<u>313</u>	PM CRD CRB	CRRER 101 Technician exception report	Destroy when 2 years		1			X		1		1 1
Schedule	l			old		ĺ					1		i i
N1-425-91-1	l					-					1		i
Current	314	PM CRD CRB	CRRER 251 Advice of check issue discrepancy	Destroy 6 years and 3		<del>-  </del>	×				<del>                                     </del>		
Schedule	] 314	FMCRDCRB	(TFS-5206)	months after period			l ^						1
		1	(183-3200)		1	1					1		
N1-425-91-1				covered by account							<del> </del>		
Current	315	PM CRD CRB	CRRER 253 Adjustment of check payment data		J		x				1		
Schedule	ł	l i	(TFS-5209)	months after penod			[	1		ſ	ſ	í I	ĺ
N1-425-91-1				covered by account									
Current	316	PM CRD CRB	CRRER 111 Unassigned transmittal report	Destroy when 2 years	1				X				
Schedute	i			old	}								
N1-425-91-1				į į	1								
Current	317	PM CRD CRB	CRRER 25c Imputed cost of delinquent check	Destroy when 2 years			X						
Schedule	l		issue data	old	)								
N1-425-91-1	l			1									
Current	318	PM CRD CRB	CRRER 305 Cohen - four months to one year	Destroy when 2 years	<del></del>	<del></del>	x				<del> </del>		
Schedule	] "	J. M. OKB OKB	Orrice room oblien - tour monais to one year	old			^						1
				1000	ĺ	i i	1	- 1		ľ	ľ	1	1
N1-425-91-1		<del> </del>		<del> </del>									
Current	319	PM CRD CRB	CRRER 306 Cohen recap	Destroy when 2 years			x					}	
Schedule		† I		old								1	
N1-425-91-1		L		l									
Current	320	PM CRD CRB	CRRER 307 Check payment data -	Destroy when 1 month		1	X				1		l l
Schedule	l	1	discrepancies-subsidiary	old				1			ì	1 1	
N1-425-91-1	1	1		1							İ	}	
Current	321	PM CRD CRB	CRRER 308 Check payment data edit errors -	Destroy when 1 month			X				_		
Schedule	l		subsidiary	old		i	1					i l	
N1-425-91-1	1	[	,	[ ]	ĺ	i i	1	ì			í	1	1
Current	322	PM CRD CRB	CRRER 309, Unreconciled transmittal	Destroy when 2 years			X						
Schedule	522	I W CKD CKB	CRAZIA 603, OTHECONICIES BATISTINGE	old		1	· ^						
				loug		1							1
N1-425-91-1	323	PM CRD CRB	CRRER 311 Federal Reserve Bank check	Destroy when 2		<del></del>	<del>- , -</del>				<del> </del>		
Current	J23	I-W CKD CKB		Destroy when 2 years	l	1	x	- 1			I		
Schedule		1	processing status	old	1	1					I		
N1-425-91-1				1									
Current	324	PM CRD CRB	CRRER 312 Cash impact of reconciliation	Destroy when 2 years			x	1			1		1
Schedule	1	1	adjustment operations	old	ŀ		}	1			1		
N1-425-91-1	L		1	<u> </u>									
Current	325	PM CRD CRB	CRRER 411 Actions taken summary	Destroy when 2 years			X				I		
Schedule		1		old		l i						!!!	l
N1-425-91-1	l	1				] [		1			1		1
Current	326	PM CRD CRB	CRRER 412 Technician workload summary	Destroy when 2 years			x						
Schedule				old		į į	' I	1			1		
N1-425-91-1	1	1 1		1		l i		1					1
Current	327	PM CRD CRB	CRRER 255 Adjustment of check payment data-	Dostroy 6 years and 2			x					<del></del>	
	341	FM CKU CKB					^						
Schedule	l	1	letter initiated (TFS-5209)	months after period			! I	1				l f	1
N1-425-91-1	·	1		covered by account	————							<del></del>	
Current	328	PM CRD CRB	CRRER 256 Available check cancellation reject	Destroy 6 years and 3			x						
Schedule		1 1	debit voucher (SF-5515)	months after period									J
N1-425-91-1				covered by account									
Current	329	PM CRD CRB	CRRER 257, Available Check Cancellations	Destroy 6 years and 3			X				1		
Schedule		]	reconciliation credits	months after penod	1	1					1		J
N1-425-91-1	1	1	1	covered by account	1			l	į		1	I	ł
		<del></del>										1	

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Current	330	PM CRD CRB	CRRER 258 Internal notification for	Destroy when 2 years				X					
Schedule			reclassification action	old					i	1			
N1-425-91-1		1			.				1				
Current	331	PM CRD CRB	CRRER 259 Transferred case	Destroy when 2 years		_		x			1		
Schedule		1		old	1	i			į				
N1-425-91-1									1	ļ			
Current	332	PM CRD CRB	CRARR 151 Deferred payment transaction	Destroy when 2 years				x			<del>                                     </del>	-	
Schedule	1	I THE GIVE	subsidiary	old	1		1	^	ł	ł	ľ	1	ł
N1-425-91-1		1	Subsidially	1010					}			1	l i
Current	333	PM CRD CRB	CRRER 513, Duplicate issue debit voucher (SF-	Destroy 6 years and 3				x				<del> </del>	
	333	PMICRUCRB	5515)					^	1			1	
Schedule	l	1	3515)	months after period					1				
N1-425-91-1	<u> </u>	<del> </del>		covered by account							·		
Current	334	PM CRD CRB	CRRER 301, Transmittal aging	Destroy when 2 years				x				I .	
Schedule		1		old								I .	
N1-425-91-1		<u> </u>											
Current	335	PM CRD CRB	CRRER 302, Transmittal aging summary	Destroy when 2 years	1			x	1				
Schedule		1 1		old	1		i i	1	1		ľ	1	
N1-425-91-1		1			i	_	l						
Current	336	PM CRD CRB	CRRER 303 Technician Priority	Destroy when 2 years				Κ					
Schedule	1	1	,	old			[		1		1		
N1-425-91-1	1	1		1			ĺ		1	ł	1		
Current	337	PM CRD CRB	CRRER 304 Technician priority summary	Destroy when 2 years				K			<b></b>	1	
Schedule		31.0 31.0		old				·	1			1	
N1-425-91-1		1										[	
Current	338	PM CRD CRB	CRICR 024 Rejected transmittal control	Destroy when 2 years				x	<del>-   · · · -</del>		<del> </del>	<del> </del>	
	330	PMICKUCKB	CRICK 024 Rejected transmittal control	old				`				1	
Schedule				(Old	i		İ	1	İ	l	i	1	'
N1-425-91-1		<del></del>									ļ		
Current	339	PM CRD CRB	CRRER 25A Items eligible for reclassification	Destroy when 2 years				K	]			<b>!</b>	
Schedule	l	1 1		old				i	1				
N1-425-91-1	L												
Current	340	PM CRD CRB	CRRER 25B Classified transaction audit trail	Destroy when 2 years				<b>(</b> [	- 1			1	
Schedule	į.	1		old	1			1					
N1-425-91-1								I					
Current	341	PM CRD CRB	CRCCR 200, Reconciliation monthly physical	Destroy when 2 years			Ī	ı	X			}	
Schedule	ļ	j j	check request status report (advance)	old				i	j			† I	
N1-425-91-1				[	1			ı	Ì		ľ	i i	
Current	342	PM CRD CRB	CRCFR 027, Monthly summary of small	Destroy when 2 years					X				
Schedule		[	difference account activity - DO sort	old									1
N1-425-91-1	l	{	and a cooding a contract of the contract of th	[								1	1
Current	343	PM CRD CRB	CRCFR 028, Monthly summary of small	Destroy when 2 years					X		<del></del>	<del>                                     </del>	
Schedule	373	I WI CIND CIND	difference account activity – FRB sort	old					^		ļ		ì
	ļ	1 1	difference account activity – FRB soft	loid								ł	i
N1-425-91-1			00100 000 0	D					<del></del>			<del> </del>	
Current	344	PM CRD CRB	CRICR 02B Disbursing office submission report	Destroy 6 years and 3					X				
Schedule	ļ	J J		months after penod	l l		1						1
N1-425-91-1		<del> </del>		covered by account								1	
Current	345	PM CRD CRB	CRICR 02C Federal Reserve Bank Submission	Destroy 6 years and 3	I			- 1	_ x			1 1	I
Schedule	l		report	months after period							l		i
N1-425-91-1				covered by account						<u></u>		L	
Current	346	PM CRD CRB	CRCCR 120, Request for physical checks	Destroy 6 years and 3	· — T			·			1		
Schedule	1	1		months after penod				- 1			i		I
N1-425-91-1				covered by account		_				L			
Current	347	PM CRD CRB	CRCFR 02A Delinquent check issue data	Destroy 6 years and 3				(			I		
Schedule	1	1		months after period							1		i
N1-425-91-1	ļ	j j	J.	covered by account				]			1		I
Current	266	PM CRD QDB	Copies of formal reports that were submitted to	Destroy in action office				(				f	
Schedule	-~~		the requesting agencies	after reference needs	1		1	•	[			!	l
N1-425-91-1	1		inc requesting agentices	have ended	l	- 1		ŀ	1		1		l
Current	267	PM CRD QDB	Subject files consisting of reference materials	Destroy in action office				<del></del>		×	<del></del>	<del>   </del>	
	207	I M CKD GDB						t	l	^	1	; I	l
Schedule	1	ţ l	training materials research papers professional	after reference needs				{			1	[	l
N1-425-91-1	1	{ I	papers technical papers etc	have ended	l t			į.			1	) l	l
	l	j			1			į į	i		1		l
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Current Schedule N1-425-02-2	2	PM CRD QDB	Closed Court Files (Question Documents Branch)	Case files maintained by the Questions Documents Branch that pertain to cases developed into court actions requiring testimony and/or the preparing of exhibits. The records support the government's claim of check forgery or atteration. Files are arranged alphabetically by name and date 1936 to present.	Cut off when case is closed Retire to the Federal Records Center when two years old Destroy when 5 years old (N1-425-91-1 Item 268 – Revised)			x					
Current Schedule N1-425-07-2	1	PM CRD RB	Reclamation Branch Program Files	These consist of records that relate to the ongoing management of programs and routine projects within programs including but not limited to correspondence with financial institutions, memorandums and reports relating to general policy and program matters research and other similar materials. The records may be in hard copy and/or electronic format	Cutoff files at end of each fiscal year Destroy 7 years after cutoff				X				
Current Scheduls N1- 425-07-2	1	PM CRD RB	Reclamation Branch Program Files	These consist of records that relate to the ongoing management of programs and routine projects within programs including, but not limited to correspondence with financial institutions memorandums and reports relating to general policy and program matters, research and other similar materials. The records may be in hard copy and/or electronic format.	Cutoff files at end of each fiscal year Destroy 7 years after cutoff					x			
N1-425-05-3	1	PM EFTSD	Payment Products and Services Marketing Project Files	The Debt Collection Improvement Act of 1996 (DCIA) required that most Federal payments except tax refunds be made by electronic funds transfer (EFT) after January 1 1999 "EFT 99 was the Financial Management Service's initiative to convent most of its nearly 1 billion annual payments from paper checks to electronic payments. This initiative is supported by conducting market research and a pilot marketing campaign - Go Direct The Division develops fact sheets brochures take-one cards tent cards posters, public service announcements videotapes compact disks and other types of marketing materials to be used in the promotion of direct deposit and the ETA for Federal benefit payments. The Division also promotes direct deposit for tax refunds and vendor payments and develops similar promotional materials for these types of payments.	Cut off files at the conclusion of the marketing campaign or specific marketing effort to which they relate Transfer to the Washington National Records Center (WNRC) I year after cutoff Destroy 6 years after cutoff		X						
Current Schedule N1- 425-05-3	<u>2a1</u>	PM EFTSD	Payment Products and Services Marketing Records	Brochures pamphlets, flyers, binders posters inserts charts indeotapes public service announcements and similar records developed and used to market Financial Management Service payment services to Federal agencies financial institutions and the public. The records date from 1998 to the present. Publications Record set of publications (one copy) of each brochure pamphlet etc.)	Permanent Transfer to the National Archives of the United States when one cubic foot accumulates	Δ							

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s	Current Schedule N1- 125-05-3	<u>2b1</u>	PM EFTSD	Payment Products and Services Marketing Records	Brochures pamphlets flyers binders posters inserts charts videotapes public service announcements and similar records developed and used to market Financial Management Service payment services to Federal agencies financial institutions and the public The records date from 1998 to the present Posters Record set of posters (2 copies of each poster)	Permanent Transfer to the National Archives of the United States at the end of each fiscal year	X							
s	Current Schedule N1- 125-05-3	2c1a	PM EFTSD	Audio visual records including videotapes and public service announcements	Videotapes or compact disks (CDs) created for marketing training, or market research purposes. The original tape or CD (or the earliest generation if the original is not available) and a dubbing or copy.	Permanent Transfer to the National Archives of the United States at the end of each fiscal year	X							
s	Current Schedule N1- 125-05-3	<u>2c2a</u>	PM EFTSD	Audio visual records including videotapes and public service announcements	Public Service Announcements (PSAs) The onginal tape or compact disk (CD) (or earliest if the original is not available) and a dubbing or copy	Permanent Transfer to the National Archives of the United States at the end of each fiscal year	X							
s	Current Schedule N1-425-91-1	348	PM RFC		Subject files pertaining to routine Operations exclusive of policy files	Destroy when 2 years old						x		
S	Current Schedule N1-425-91-1	349	PM RFC		Files pertaining to disbursements and related functions other than policy files	Transfer to FRC when 7 years old Destroy when 22 years old						x		
]  s	Current Schedule N1-425-91-1	350	PM RFC			Destroy when 4 years old		×						
S	Current Schedule N1-425-91 1	<u>351</u>	PM RFC		Certificates of settlement of accounts	Destroy when 4 years old (if cleared)		×						
S	Current Schedule N1-425-91-1	358	PM RFC		Check withdrawal cards and issuance requests	Destroy 6 months from date of issue		 ×					-	 
S	Current Schedule N1-425-91-1	359	PM RFC			Destroy when 2 years old					-	×		
C	Current Schedule N1-425-91-1	360	PM RFC	Overpayment and underpayment case files	Closed cases	Destroy 3 years after end of fiscal year of case		×						
s	Current Schedule N1-425-91-1	<u>361</u>	PM RFC		Authorization to remail returned checks and bonds and request for issuance of replacement check (SF-1147)	Destroy when 3 years old		×		-				
	Current Schedule N1-425-91-1	362	PM RFC		Activity Summary Report for TFCS	Destroy in action office when reference needs have ended					х			
S	Current Schedule N1-425-91-1	363	PM RFC		TFCS Payment Trace Requests	Destroy when 6 years and 7 months old		х						
S	Current Schedule N1-425-91-1	364	PM RFC		TFCS Reclamation Actions Standard Form 1184 or its equivalent	Destroy when 6 years and 7 months old		х						
S	Current Schedule N1-425-91-1	365	PM RFC		Records of stoppages of payment on checks	Destroy 3 years after date of document		x						
S	Current Schedule N1-425-91-1	366	PM RFC		Receipts from foreign consular officers acknowledging the receipt of checks	Destroy 1 full fiscal year after year of check issue		x						
S	Current Schedule N1-425-91-1	367	PM RFC		Listings of foreign checks mailed	Destroy 1 full fiscal year after year of check issue		×						

c	Current	368	PM RFC	Request for payment and issuance of drafts in	Destroy 3 years after									T	T
5	Schedule		!	foreign currency	end of fiscal year			X	i		•				
	N1-425-91-1			,	, , , , , , , , , , , , , , , , , , , ,				i		1			1	
	Current	369	PM RFC	SF-1014, General Ledger	Destroy when 4 years		~			+		<del> </del>		+	<del></del>
		305	I-M K-C	Sr-1014, General Leager			ł		1		ļ	!		1	
	Schedule		1		old			X	1					1	
	N1-425-91-1		<u> </u>									1		l	
] [c	Current	370	PM RFC	All forms on which subsidiary detailed accounts	Destroy when 4 years			_				1	T		
l ls	Schedule			have been kept. (Various forms are used by	old	1	1	X	i	1	ſ	f	(	ł	1
h	N1-425-91-1		t I	Regional Finance Centers)	l		1					1			
	Current	371	PM RFC	Statement concerning inscribed or uninscribed	Transfer to Federal					+		<del> </del>	<del>  • • • • • • • • • • • • • • • • • • •</del>	<del> </del>	<del> </del>
		31.1	- M RFC				1								i
	Schedule		1	U.S. Savings Bonds - Lost Stolen or Destroyed	Records Center when						l				I .
]   N	N1-425-91-1			pnor to Receipt by Owner Co-Owner or	3 years old Destroy			X			ļ				1
1 1	1			Beneficiary copy P D 3062 (formerly P D 1901	when 6 years and 3		1				1			Į.	1
				and 1902)	months old									l	
C	Current	373	PM RFC	Schedule of cancelled checks - SF 1098 (copies)	Destroy 4 years after					<del> </del>		1	T	†	<del> </del>
	Schedule			(30)	end of fiscal year	· I		X						į.	
	N1-425-91-1		j ;	J.	end of fiscal year	. I	1	^			ł			ì	
			<del> </del>	<del></del>	<del></del>	<del></del>				<del></del>		<b></b>	<del> </del>	ļ	
	Current	374	PM RFC		Destroy when 4 years		1			1				1	
	Schedule			issued and supporting tabulated listings (SF 1179	old			X							1
. IN	N1-425-91-1		1	- copies)	Į į		!			į.					i
	Current	375	PM RFC	Voucher Schedules and comparable forms (SF	Site Audit - See NI-425								<del>                                     </del>	· -	<del> </del>
	Schedule	=1.2		1166) - Originals and second originals	91-1, Item 7			X					1		į
				1100/ Criginals and Second Originals	91-1, Itelli /			^		Į.			1		i
	N1-425-91-1		t	<del></del>	<del> </del>					+		<del> </del>	<del> </del>		l
	Current	376	PM RFC		Destroy when 2 years		I			Į.		1	1		
\$	Schedule		l I	Correspondence	old			X		ł			1		
1 1	N1-425-91-1		1		j ł		I			1		1	ł	I	
T <sub>C</sub>	Current	377	PM RFC	Inventory of checks from Assistant Disbursing	Destroy when 2 years					1		f	1	<b>+</b>	· · · · · · · · · · · · · · · · · · ·
	Schedule	244			old	1	i	X		1			1		
	N1-425-91-1			Chicers and related correspondence	loig i	i		^					Ì	i	
													<del></del>		<del> </del>
	Current	<u>378</u>	PM RFC		Site Audit - See NI-425	1				1			1		1
s	Schedule		ļ .		91-1 Item 7	1		X		1			1	į.	1
1 IN	N1-425-91-1		1			1				]			i	t	1
T <sub>C</sub>	Current	379	PM RFC	Statement of Accountability (SF 1218 and SF	Site Audit - See NL425					<del> </del>				1	
	Schedule	211			91-1 Item 7	1		X		1					1
	N1-425-91-1		1	1219)	lai-i lielli i	1		^		1				1	1
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	Current	380	PM RFC	Statement of Transactions - SF 224 (Copy)	Destroy when 4 years		1			1				[	
	Schedule				old	1	1	X		1					
N	N1-425-91-1						1			1					
C	Current	381	PM RFC	Production and/or Cost Report	Destroy when 3 years								1		
	Schedule			Tradesian and or observations	and 1 month old	1	1			İ	x				
	N1-425-91-1			i	and i month old					1	^				
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	Current	382	PM RFC		Destroy when 3 years		1			1				ŀ	
j įs	Schedule		l .		old or when audited by		}		x	1				j	
) N	N1-425-91-1		1		GAO whichever is		1		^	}				ł	
1 1	- 1		1 1	1	sooner	1	- 1			]		J	J	1	
1	Current	383	PM RFC	Request for Reissue and/or Cancel U.S. Savings	Destroy when 3 years				X	t				1	<del>                                     </del>
	Schedule	203	1			I	j		^	1			1	i	l
			į t	Bonds	old	I	l			(			1	1 1	!
	N1-425-91-1		L							<u> </u>		<u> </u>	ļ		
	Current	384	PM RFC	Routine correspondence in Regional Finance	Destroy when 2 years					1		1	I	"	
' s	Schedule		1	Centers pertaining to authorization or revocation	old	I	J			1	x	I	1	1	t
l N	N1-425-91-1		1 1	of certifying officers		I	J			1			1	!	1
	Current	385	PM RFC	SF-210 Active Authorized Certifying Officers	Destroy when advice					<del></del>			<del>                                     </del>	<b></b>	<del></del>
		200	1			I	J			1 1			1		
	Schedule		1	Signature Cards	of revocation is	1	J			į l			1	j i	l
] N	N1-425-91-1		} }		received on		J			, ,		J	J	<b>)</b> !	l
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[	J				notice signed by the	1						l		į i	
1	ļ		1	1	head of the agency, or	Į.				1 1		×	1	!!!	
1	- 1		1		when 3 years old or	1						1	1	ſ	1
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1	- 1		1		when audited by GAO	į.				1		I	1	i l	
1	- 1		1	· ·	whichever is later	ł						1	1	[	
<b></b>			L							ļ <u> </u>					
	Current	386	PM RFC	SF-210 Revoked Certifying Officers Signature	Destroy when 3 years	1									
i is	Schedule		1 1	Cards	old or when audited by	!						l			
	N1-425-91-1		i		GAO whichever is	· · · · · · · · · · · · · · · · · · ·	- 1	- 1		1 1		X	}	, ,	
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<del></del>		207	DM DEC							<del>  </del>		<del> </del>	<del> </del>		
	Current	387	PM RFC	Agent cashier designations Revoked	Destroy when 3 years	j		i		1		l	1		
			1 1	Designations	old or when audited by					1 1		l u	{	1	
s	Schedule		1 1							1 1					
s	Schedule N1-425-91-1				GAO whichever is	l						×			
s												_ ^			

Current   Schedule   N1-425-91-1   Sight   PM RFC   SF-1129   Rembursement   Voucher   Stembursement   Stemb	
Schedule   N1-425-91-1   Sobetule   N1-425-91-1   Notices of Exception from GAO   Destroy 1 year after account of N1-425-91-1   Schedule   Schedule   N1-425-91-1   Schedule   N1-425-91-1   Schedule	
N1-425-91-1   Voucher   Current   Schedule   N1-425-91-1   Semiporary   Semiporar	
Current Schedule N1-425-91-1  Curren	
Schedule N1-425-91-1  Current Schedu	
N1-425-91-1  Current 389 PM RFC Record of Checks Cashed by the Cashier Destroy 2 years after end of fiscal year  N1-425-91-1  Current 391 PM RFC Sheebule N1-425-91-1  Current Schedule N1-425-91-1  Current 392 PM RFC Savings Bonds Sales Reports and Supporting Destroy 1 year after account of succeptable of fiscal year account of fiscal year  Notices of Exception from GAO Destroy 1 year after account of succeptable of fiscal year  Notices of Exception from GAO Destroy 1 year after account of succeptable of fiscal year  N1-425-91-1  Current 392 PM RFC Savings Bonds Sales Reports and Supporting Destroy when 3 years old or when audited by CAO whichever is succeptable of urrency reports end of fiscal year end of fiscal year  N1-425-91-1  Current 393 PM RFC Foreign Currency Reports - Collections, Balances held by Disbursing Officers currencies purchased with dollars and estimate of currency requirements  Current 396 PM RFC Reports of Check Issue Discrepancies, Overpament Shortages Overdrafts Losses (Des not include individual case files)  N1-425-91-1  Current 397 PM RFC Shortage Overdrafts Losses (Des not include individual case files)  N1-425-91-1  Current Symptomic Shortages Overdrafts Losses (Des not include individual case files)  N1-425-91-1  Current Symptomic Shortages Overdrafts Losses (Des not include individual case files)  N1-425-91-1  Current Symptomic Shortages Overdrafts Losses (Des not include individual case files)  N1-425-91-1  Current Symptomic Shortages Overdrafts Losses (Des not include individual case files)  N1-425-91-1  Current Symptomic Shortages Overdrafts Losses (Des not include individual case files)  N1-425-91-1  Current Symptomic Shortages Overdrafts Losses (Des not include individual case files)  N1-425-91-1  Current Symptomic Shortages Overdrafts Losses (Des not include individual case files)  N1-425-91-1  Current Symptomic Shortages Overdrafts Losses (Des not include individual case files)  N1-425-91-1  Current Symptomic Shortages Overdrafts Losses (Des not include individual case files)	
has been settled by GAO through the month of revocation whichever is later whichever is later    Current   389   PM RFC   Record of Checks Cashed by the Cashier   Destroy 2 years after end of fiscal year   X   X	
GAO through the momth of revocation whichever is later    Current   Schedule   N1-425-91-1   Current   Schedule   N1-425-91-1   Current   Schedule   N1-425-91-1   Current   Schedule   N1-425-91-1   Current   Schedule   N1-425-91-1   Current   Schedule   N1-425-91-1   Current   Schedule   N1-425-91-1   Current   Schedule   N1-425-91-1   Current   Schedule   N1-425-91-1   Current   393   PM RFC   Foreign Currency Reports - Collections, Balances   Currency Reports - Currency Reports - Currency Reports - Currency Reports - Currency Reports	
Current Schedule N1-425-91-1  Current Schedule N1-425-91-1	
Current   389   PM RFC   Record of Checks Cashed by the Cashier   Destroy 2 years after end of fiscal year   X   X	
Current Schedule N1-425-91-1  Current 391 PM RFC Notices of Exception from GAO  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current 393 PM RFC Savings Bonds Sales Reports and Supporting Documents Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current 393 PM RFC Foreign Currency Reports - Collections, Balances Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current 396 PM RFC Seports Collections, Balances Schedule N1-425-91-1  Current Schedule N1-425-91-1  C	
Current Schedule N1425-91-1 Schedule N1425-91-	
Schedule N1-425-91-1 Current Schedule N1-425-91-1 Schedule N1-425-91-1 Current Schedule N1-425-91-1 Schedule N1-425-91-1 Current Schedule N1-425-91-1 Schedule N1-425-91-1 Current Schedule N1-425-91-1 Schedule N1-425-91-1  Current Schedule N1-425-91-1 Schedule N1-425-91-1  Current Schedule N1-425-91-1 Schedule N1-425-91-1 Schedule N1-425-91-1  Current Schedule N1-425-91-1 Schedule N1-425-91-1  Current Schedule N1-425-91-1	
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N1-425-91-1   Current   391   PM RFC   Notices of Exception from GAO   Destroy 1 year after account of accountable officer is settled   X   Schedule   N1-425-91-1   PM RFC   Savings Bonds Sales Reports and Supporting   Destroy when 3 years old or when audited by GAO whichever is sooner   X   Schedule   N1-425-91-1   PM RFC   Foreign Currency Reports - Collections, Balances   Schedule   N1-425-91-1   PM RFC   Schedule   N1-425-91-1   PM RFC   Schedule   N1-425-91-1   PM RFC   Schedule   N1-425-91-1   Schedule   N1-425-91-1   PM RFC   Schedule   N1-425-91-1   Schedule   N1-425-91-1   PM RFC   Schedule   N1-425-91-1   Schedule   N1-425-91-1   PM RFC   Schedule   N1-425-91-1   Schedule   N1-425-91-1   PM RFC   Schedule   N1-425-91-1   Sc	-
Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current 392 Schedule N1-425-91-1  Current 393 Schedule N1-425-91-1  Current 393 Current 393 Schedule N1-425-91-1  Current 393 Current Schedule N1-425-91-1  Current 393 Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current 393 Schedule N1-425-91-1  Current 396 Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Cashiers Fund - closed case  N1-425-91-1  Destroy 1 year after account of account of account of account and cashiers Fund - closed case  Destroy 1 year after account of account	<del> </del>
Schedule N1-425-91-1  Current Schedule N1-425-91-1  Cashers Fund - closed case  Destroy 3 years after end of fiscal year  Destroy 3 years after end of fiscal year  Destroy 3 years after end of fiscal year  Destroy 3 years after end of fiscal year  Destroy 7 years after close of case  X  Destroy 7 years after close of case  X	
N1-425-91-1  Current Schedule N1-425-91-1  Cashers Fund - closed case  Cashers Fund - closed case  X	
N1-425-91-1  Current 392 PM RFC Savings Bonds Sales Reports and Supporting Destroy when 3 years old or when audited by GAO whichever is sooner  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current 396 PM RFC Reports of Check Issue Discrepancies, Overpayment Schedule Overpayment Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current 396 PM RFC Reports of Check Issue Discrepancies, Overpayment Schedule Overpayment Schedule Schedule N1-425-91-1  Current Schedule Overpayment Schedule Overpayment Schedule Overpayment Schedule N1-425-91-1  Current Schedule Overpayment Schedule	1
Current Schedule N1-425-91-1  Cashers Fund - closed case  Cashers Fund - closed case  Cashers Fund - closed case  Settled Destroy when 3 years old or when audited by GAO whichever is sooner  Ax Schedule N1-425-91-1  Ax Settled Destroy A years after end of fiscal year  End of fiscal year  Ax Schedule N1-425-91-1	
Current Schedule N1-425-91-1  Current Schedule N1-425-91-1	
Schedule N1-425-91-1	
N1-425-91-1	1
Current Schedule N1-425-91-1 PM RFC Foreign Currency Reports - Collections, Balances held by Disbrusing Officers currencies purchased with dollars and estimate of currency requirements  Current 396 Schedule N1-425-91-1 Destroy 3 years after end of fiscal year purchased with dollars and estimate of currency requirements  Current 396 Check lissue Discrepancies, Overgayment Shortages Overdrafts Losses (Does not include individual case files)  Current 397 Current 397 Schedule N1-425-91-1  Cashiers Fund - closed case Cose of case  Shortage in Disbrusing Officers Accounts and Cashiers Fund - closed case  Cashiers Fund - closed case  Shortage in Disbrusing Officers Accounts and Cose of case  X	1
Current Schedule N1-425-91-1 PM RFC Foreign Currency Reports - Collections, Balances held by Disbursing Officers currencies purchased with dollars and estimate of currency requirements  Current Schedule N1-425-91-1 PM RFC Reports of Check Issue Discrepancies, Overpayment Shortages Overdrafts Losses (Does not include individual case files)  Current 397 Schedule N1-425-91-1 Shortage in Disbursing Officers Accounts and Schedule N1-425-91-1 Cashiers Fund - closed case Cose of case  X Destroy 3 years after end of fiscal year  Destroy 3 years after end of fiscal year  Losser end of fiscal year  Destroy 7 years after end of fiscal year  Destroy 7 years after close of case  X Destroy 7 years after close of case	- 1
Schedule N1-425-91-1 held by Disbursing Officers currencies purchased with dollars and estimate of currency requirements  Current 396 PM RFC Reports of Check Issue Discrepancies, Overpayment Shortage of Verdrafts Losses (Does not include and/vidual case files)  N1-425-91-1 (Does not include and/vidual case files)  Current 397 PM RFC Shortage in Disbursing Officers Accounts and Cashiers Fund - closed case  N1-425-91-1 (Cashiers Fund - closed case)  N1-425-91-1 (Cashiers Fund - closed case)	
Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Current Schedule N1-425-91-1  Cashiers Fund - closed case  N1-425-91-1  Reports of Check Issue Discrepancies, Destroy 3 years after end of fiscal year end of fiscal year  Destroy 3 years after end of fiscal year  X  Destroy 7 years after Cose of case X  N1-425-91-1  Cashiers Fund - closed case  X	
N1-425-91-1 purchased with dollars and estimate of currency requirements  Current Schedule Overpayment Shortages Overdrafts Losses (Does not include individual case files)  Current 397 Current Schedule Cashiers Fund - closed case  N1-425-91-1 Cashiers Fund - closed case  N1-425-91-1 Cashiers Fund - closed case	
Current   396   PM RFC   Reports of Check Issue Discrepancies, Overdrafts Losses   Current   N1-425-91-1   Current   397   Schedule   Cashiers Fund - closed case   Cashiers Fund - closed case   Cashiers Fund - closed case   Cose of case   X   Current   Cashiers Fund - closed case   Cose of case   X   Current   Cashiers Fund - closed case   Cose of	
Current 396 PM RFC Reports of Check issue Discrepancies, Overpayment Shortages Overparfits Losses of fiscal year of fiscal year (Does not include individual case files)  Current 397 Current Schedule N1-425-91-1  Schedule N1-425-91-1	
Schedule Overpayment Shortages Overdrafts Losses (Does not include individual case files)  Current 397 PM RFC Shortage in Disbursing Officers Accounts and Schedule Cashiers Fund - closed case close of case  N1-425-91-1	+
N1-425-91-1 (Does not include individual case files)  Current 397 PM RFC Shortage in Disbursing Officers Accounts and Schedule N1-425-91-1 (Cashiers Fund - closed case close of case X	
Current 397 PM RFC Shortage in Disbursing Officers Accounts and Schedule Cashiers Fund - closed case close of case X	- 1
Schedule Cashiers Fund - closed case close of case X N1-425-91-1	
N1-425-91-1	
N1-425-91-1	1
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Schedule	
N1-425-91-1	
Current 440b PM RFC Reserve Fund Office Files- Closed Destroy on site after	
Schedule	
N1-425-91-1 Disbursing Officer has	
through the mouth	
closed or after 3	1
	1
years, or when audited	1
by GAO whichever is	i
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Current 441a PM RFC Disbursing Officer Designations - Active Retain until closed	
Schedule X	
N1425-91-1	
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Schedule account of Chief	ı
N1-425-91-1 Disbursing Officer has Disbursing Officer has	
been settled by GAO	ł
through the most	i
closed or after 3	j
	1
years or when audited	1
by GAO whichever is	1
	1
Current 442 PM RFC Listing of U.S. Dollar checks converted to foreign Destroy when 3 years	
Schedule	1
Schedule currency (excess currency countnes) and 1 month old	
N1-425-91-1	-
N1-425-91-1 Current 443 PM RFC Nonreceipt cases for payees living in excess Destroy when 2 years	<del> </del>
N1-425-91-1	-
N1-425-91-1  Current 443 PM RFC Nonreceipt cases for payees living in excess Schedule N1-425-91-1  N1-425-91-1  Nonreceipt cases for payees living in excess old X	
N1-425-91-1  Current 443 PM RFC Nonreceipt cases for payees living in excess Schedule N1-425-91-1  Current 444 PM RFC Uncollectible check case file (closed) Destroy 3 years after	-
N1-425-91-1  Current 443 PM RFC Nonreceipt cases for payees living in excess Schedule Currency countries (paid checks) old X  N1-425-91-1  Current 444 PM RFC Uncollectible check case file (closed) Destroy 3 years after end of fiscal year end of fiscal year	-
N1-425-91-1  Current 443 PM RFC Nonreceipt cases for payees living in excess Schedule N1-425-91-1  Current 444 PM RFC Uncollectible check case file (closed) Destroy 3 years after	
N1-425-91-1  Current 443 PM RFC Nonreceipt cases for payees living in excess old Schedule N1-425-91-1  Current 444 PM RFC Uncollectible check case file (closed) Destroy 3 years after end of fiscal year  N1-425-91-1  N1-425-91-1	
N1-425-91-1  Current 443 PM RFC Nonreceipt cases for payees living in excess old X  N1-425-91-1  Current 444 PM RFC Uncollectible check case file (closed)  Current Schedule N1-425-91-1  Current 1b PM RFC Payment History Contains payment history records developed Cutoff at the end of Contains payment history records d	-
N1-425-91-1  Current 443 PM RFC	
N1-425-91-1  Current 443 PM RFC Nonreceipt cases for payees living in excess old X  N1-425-91-1  Current 444 PM RFC Uncollectible check case file (closed) Destroy 3 years after end of fiscal year  N1-425-91-1  Current 1b PM RFC Payment History Contains payment history records developed Cutoff at the end of fiscal year	

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1	Current	1c(1)a	PM RFC		Available check cancellation file Claims	Cutoff at the end of	1		1	Ţ		1		T		
1	Schedule N1			PODSARS -	disposition files, Deposit ticket/debit voucher	each fiscal year							1			
1	425-01-3			Outputs Paper	Daily district office 4 10 transactions for GOALS	Destroy 7 years after			×				1			
1	1 1				SF 12 19/SF 1220 Statement of Accountability	cutoff					1		1			ł
	LI			1	1						i					1
i	Current	1c(1)b	PM RFC		Reclamation forms	Reclamation cases										
1	Schedule N1	- }		PODSARS -	1	resolved via ACH/EFT	J		ł		ļ.		1		l	İ
	425-01-3			Outputs Paper		return(s) are destroyed			i		1	[	1	l .		Î
	1 !					subsequent to			l		1		i	į.	1	i
	1					venfication Cases	1		ŀ		1			į		
1						involving remittance(s)			ŀ		1		1	ŀ		
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	] }			1		correspondence or					)			ł		
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		1		1		an outstanding status					i			1		
		ĺ		1		(unresolved) destroy	1							i		
1	, I			1		7 years after cutoff										1
į	1					, your and outon	j									
1	1															
<u> </u>	Current	1c(2)	PM RFC	Payment History	Available check cancellation file Claims	Transmit output to			-	<del> </del>		<del> </del>	1	1	<u> </u>	· · · · · · · · · · · · · · · · · · ·
	Schedule N1	·		PODSARS -	disposition files Deposit ticket/debit voucher	other FMS sytems			i	1				1		1
	425-01-3			Outputs	Daily district office 4 10 transactions for GOALS	(e.g., STAR CP&R			1	1	1	1		1		
		1		Electronic	Dishonored ACH (EFT) return file, Batch agency	and TRACS) Outputs			x	1				1		
1	1 1	1		E ICOLI OTTO	cancellation files Digital check imaging request	are scheduled under			_ ^					i		
1	1			}	file	program offices	]		i							
1	1 1	J		1	Jine	receiving data	!			<del>}</del>						
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	Current	2c(1)	PM RFC		Available check cancellation file Claims	Cutoff at the end of				1		1	i			
	Schedule N1			Outputs - Paper	disposition files Deposit ticket/debit voucher	each fiscal year	1			1			1			
	425-01-3				Daily district office 4 10 transactions for GOALS	Destroy 7 years after			×	1				1	ł	
	1	1			SF 12 19ISF 1220 Statement of Accountability	cutoff			ļ	1					i	
	<del> </del>	<del></del>	·			·	ļ						<u> </u>			
1	Current	3	PM RFC	Month-End	Refers to a physical form that delineates the	Cutoff at the end of	ľ		ł	l	l	ł	1	1 .	}	· }
1	Schedule N1-			Check Issue	check issue range(s) for each check symbol used						1	]	1			
	425-01-3			Summary (SF	by a Regional Financial Center (RFC) for the	Destroy when 7 years			×		l	ł	1			1
				1179)	issuance of check payments during the	old	l				1	ţ	ł	l .		1
	L			L	accounting month Medium Paper						1	l				
	Current	4	PM RFC	Validated	Refers to a paper/microfiche record listing	Destroy paper when 6						ł	l	1		1
i	Schedule N1	1		Posting Tape	summary Federal Program Agency (FPA)	months old Destroy		l .		ļ	Į.	1	l	J :		
1	425-01-3	- 1		Report	payment issuance data by agency location code	microfiche when 7			X			l			1	ſ
1		1		-	(ALC) and payment schedule Medium Paper	years old						Į.				i
<b></b>				<u> </u>	and Microfiche											
	Current	<u>5A</u>	PM RFC	Certification	Refers to the payment history folder which	Destroy 7 years after										
	Schedule N1-	_		System Files	contains payment request detail and supporting	payment date									i	
)	425-01-3	J		}	certification progress sheets TCS payment				x	!		ĺ				
	1	i		ĺ	match offset report debt match offset report and		ĺ		^		i	ĺ	ĺ	ĺ	1	
	1	- 1			any other supporting documentation Record					}						!
L		1			Сору		)			ļ						1
	Current	5B	PM RFC	Certification	Refers to the payment history folder which	Destroy 7 years after										
1	Schedule N1-	_		System Files	contains payment request detail and supporting	payment date										1
,	425-01-3			1	certification progress sheets TCS payment	ľ ·	1			ľ					· ·	1
	1 1	- 1		i i	match offset report debt match offset report and	ł	}		x	}	l	ł	}		J	ı
1	l	- 1		ļ	any other supporting documentation. Microfilm of										1	ļ
1	1 1			}	progress sheets and cards						l				i	
L	\	]									}			ļ j		1
F	Current	6	PM RFC	Cancelled	Checks that have been returned to FMS that have	Destroy 90 days after										
1	Schedule N1-	-		Checks	not been negotiated (e.g. undeliverables	confirmed deposit					[				I	İ
1	425-01-3	1		}	deceased payees, and checks that have been	showing funds have					J		J		I	j
1	1				held at the request of the agency and not mailed	been credited back to	}		X		l			]	ĺ	ĺ
1					etc )	the onginating agency					l				I	I
L	1				·										1	
	Current	7A	PM RFC	Chronological	These are paper files that pertain to actions	Destroy when 7 years					Γ					
1	Schedule N1-	- 1			adjustments and transactions relating to	old					l				1	
1	425-01-3	1			disbursing activities. The paper files serve as	J			İ	İ	l	1			l	I
	''	1			both documentation and a written audit trail to		[				[	í I		İ	ľ	ł
İ	1	i			prove that FMS's disbursement activities further						İ		!			
ı				]	the processing of relevant central data into the								x	1		
1	]				PACER On-line system Further it exists as											1
1	1 1				written evidence of FMS activities in response to						l			1		
I	1				its responsibilities under various pieces of						}			1		1
1	1 1	- 1		[	legislation Record Copy		1				{			! !	ļ	}
	<del></del>				reducion record copy						L					

 <del></del>						,	 	 		 	 (CP&R
Current Schedule N1- 425-01-4	<u>1B(2)</u>	РМ	Check Payment & Reconculiation System Master File	includes the check symbol and senal number issue date dollar amount and ALC of authonzing agency for all check payments reported by Disbursing Offices in addition these records may contain information related to the negotiation of the checks [payment transmittal number and date payment amount document identification number (DM) amount adjustments] or any claims filed against the checks (payee name and address payee ID reason for claim case actions taken). Records in the system date to 1991. Updates are done nightly. Non-IIM (All Other) Records.	years old		x				Decommissio ned in 2006, data migrated to TCIS)
Current Schedule N1- 425-01-4	<u>1c(3)</u>	РМ	Check Payment & Reconculation System Outputs	Include electronic files to internal FMS systems [e g claims disposition files to RFCs transaction files to the Treasury Receivable Accounting and Collection System daily update files to the Payments Claims and Enhanced Reconciliation (PACER) system] and to external systems (e g claims disposition files to NTDOS) Outputs also include electronic and paper versions of reports (e g daily and monthly activity and statistical reports) that are used to process exception items identified by CP&R and that provide short-term instoncial information on work volumes and system activities. A complete list of outputs is available in the system documentation. Paper versions of output reports.	Destroy when no longer needed for agency business		×				(CP&R Decommission ned in 2006, data migrated to TCIS)
Current Schedule N1- 425-01-4	<u>3c</u>	РМ	Digital Check Image (DCI) System Outputs	Include an electronic file to FRB Boston and printed digital check images	Check image request to FRB Delete 30 days after output		х				
Current Schedule N1- 425-01-4	6c(1)	PM	Cashink Outputs	include electronic finds transfer (EFT) instructions to financial institutions (ACH debits Fedwire requests) electronic file transfers of deposit details Fedwire messages and ACH records to external Federal Program Agency systems, electronic data transmission of CashLink voucher details to internal FMS systems. STAR and RISC 6000. Outputs also include electronic and paper versions of reports (daily and monthly reports) produced for internal FMS CashLink users and external CashLink users. These reports provide such information as collection volumes funds transfer information compensation information and security maintenance. EFT instruction records	Delete after 7 years		x				
Current Schedule N1- 425-01-4	<u>6c(2)</u>	РМ	Cashlink Outputs	Include electronic funds transfer (EFT) instructions to financial institutions (ACH debits Fedwire requests) electronic file transfers of deposit details. Fedwire messages and ACH records to external Federal Program Agency systems, electronic data transmission of CashLink voucher details to internal FMS systems STAR and RISC 6000, Outputs also include electronic and paper versions of reports (daily and monthly reports) produced for internal FMS CashLink users and external CashLink users. These reports provide such information as collection volumes, funds transfer information compensation information and security maintenance. Electronic file transfers and data transmissions.	Delete after 5 days				x		

							 						<u></u>	<b></b>	
	Current	16A	PM	Chronological	These are paper files that pertain to actions	Destroy when 7 years									ĺ
1	Schedule N1-	-		Program Related	adjustments and transactions relating to the	old			1			l	l	J i	1
1	425-01-4			Paper Files	accounting activity that is reported by Federal				Į.			i			
	.200.				Program Agencies financial institutions				1			1			
İ	1			i	disbursing offices Regional Financial Centers								l		
1					land/or Federal Reserve Banks (FRBs) The										ļ
ı						]			1	i					ł
İ					paper files serve both as documentation and a	l		i		{					
1	1				written audit trail to prove that FMS s payments			ļ		i					
	1				reconciliation and collection activities further the										
ľ					processing of relevant central data into either the						x				
	1				Check Payment and Reconciliation System and						^				
					Treasury Receivable Accounting and Collection	li									
					System Further, it exists as written evidence of	1 1	ĺ								į į
	i i				FMS's activities in response to its responsibilities	l i									
	1 1					]									
	l i				under various pieces of legislation including both	1			i						
	1				the Budget and Accounting Procedures Act of						İ				
	1 1				1950 and the Government Management Reform	1			1				1		
					Act of 1994 among others Record Copy				1	1					
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	Current	12(1)	PM CRD AB	Accounting	Accounting documents are created or received	Cutoff at the end of									
	Schedule N1-	12(1)		Records	to document the flow of funds into and out of	each fiscal year				1					
1				Recolus		Destroy 7 years after									
1	425-01-4				TRACS or other systems including GOALS and										
	l i			ĺ	STAR These documents include but are not	cutoff									
ĺ	! !			1	limited to documents used by Federal Reserve	1									
1				1	Banks to process credits to FMS documents						x				)
1		ì		i	used by FMS to process debits to Federal	]									i
	1			Į.	Program Agencies and documents in support of					1		!			
	i I			1	accounting transactions Microfiche of these										
				i	transactions is created by STAR or GOALS									1	
				1											
	1			1	Paper documents	1									
				<del>                                     </del>	<del> </del>		 		<del></del>						
	Current	12(2)	PM CRD AB	Accounting	Accounting documents are created or received	Cutoff at the end of									
	Schedule N1-			Records	to document the flow of funds into and out of	each fiscal year									ĺ
	425-01-4				TRACS or other systems including GOALS and	Destroy 20 years after									l i
1	1 1				STAR These documents include but are not	cutoff									1
1	1 1	Ì			limited to documents used by Federal Reserve										
					Banks to process credits to FMS documents					•	x				
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					used by FMS to process debits to Federal				1	Į			İ	1	
	1 1				Program Agencies and documents in support of				Į	]			i	1	
1	1	- 1			accounting transactions Microfiche of these				1	Į l				ĺ	
1					transactions is created by STAR or GOALS				J	;				i	
	L				Microfiche		 		1						
	Current	11B	PM CRD CCB	Check Claims	Trace actions, to initiate a claim are received	Destroy after case has			1	1				I	
1	Schedule N1-	- 1		Records	from agencies in hard copy form. Once received	been microfiched and			1					I	j
1	425-01-4	- 1			the information is captured in electronic form for	venfied			i					l	1
I	723-01-4	l			processing into the CP&R system Case folders				1					I	i
1	i	l				l i								l	i
1	1 !	l		1	are created to maintain control of all paper				1				1	1	1
1	i I	l			documents associated with the processing of an									<del>!</del>	I
'		l			active claim on a U.S. Government check. Once									ļ.	I
	1	l			the final actions have been taken the paper in the									f	I
	1 1	l			case folders is captured on microfiche for			x							I
1	<b>!</b>	l			retention and future reference if needed. The				1				l l	1	I
1	1 I	l		1										l	I
1	]	l			paper claim form is retained for a short period of									l	]
		l			time pnor to destruction Paper case file								l l	l	I
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	Current Schedule N1- 425-01-4	11C	PM CRD CCB	Check Claims Records	Trace actions to initiate a claim are received from agencies in hard copy form. Once received the information is captured in electronic form for processing into the CP&R system. Case folders are created to maintain control of all paper documents associated with the processing of an active claim on a U.S. Government check. Once the final actions have been taken the paper in the case folders is captured on microfiche for retention and future reference if needed. The paper claim form is retained for a short penod of time prior to destruction. Claim form associated with paper case file.	Cutoff at the end of each month Destroy 6 months after cutoff		x				
١ .	Current Schedule N1- 425-01-4	<u>11D</u>	PM CRD CCB	Check Claims Records	Trace actions to initiate a claim are received from agencies in hard copy form. Once received the information is captured in electronic form for processing into the CP&R system. Case folders are created to maintain control of all paper documents associated with the processing of an active claim on a U.S. Government check. Once the final actions have been taken the paper in the case folders is captured on microfiche for retention and future reference if needed. The paper claim form is retained for a short period of time prior to destruction. Microfiche of closed claims cases.	Destroy 7 years after closure		x				
- [	Current Schedule N1- 425-01-4	<u>A8</u>		Paid and Reconciled U S Government Checks	Physical U.S. Government checks that have been processed through banking channels and the Federal Reserve System (FRS). After the checks have been negotiated they eventually end up at one of the FRS processing sites. There the accounting information is collected and forwarded to FMS for processing. At the same time, the Federal Reserve Bank (FRB) captures digital images of the physical checks. The physical checks are shipped to the Federal Records. Center (FRC) designated to receive checks from each FRB. The checks are stored at the FRC until they are retineved by FMS for check aftermath processing or are destroyed per disposition schedules. Retineved checks are maintained by date of receipt from FRC. Checks sent by FRBs to Federal Records Centers (undifferentiated records).	from date of payment Destroy 7 years after cutoff		x				
	Current Schedule N1- 425-01-4	<u>\$B</u>	PM CRD CRB	Paid and Reconciled U S Government Checks	Physical U.S. Government checks that have been processed through banking channels and the Federal Reserve System (FRS). After the checks have been negotiated they eventually end up at one of the FRS processing sites. There the accounting information is collected and forwarded to FMS for processing. At the same time, the Federal Reserve Bank (FRB) captures digital images of the physical checks. The physical checks are shipped to the Federal Records. Center (FRC) designated to receive checks from each FRB. The checks are stored at the FRC until they are retineved by FMS for check aftermath processing or are destroyed per disposition schedules. Retineved checks are maintained by date of receipt from FRC. Checks retineved from Federal Records Centers.	from date of receipt Store retneved checks at FMS only Destroy 7 years after cutoff		x				

Current Schedule N1- 425-01-4	<u>9A</u>	PM CRD CRB	Images of Paid and Reconciled U S Government Checks	Images of physical U S Government checks that have been processed through banking channels and the Federal Reserve Banks (FRBs) Beginning in 1977 the FRBs created microfilm of negotiated U S Government checks in April 1997 the Federal Reserve System began a phased replacement of microfilm images of negotiated U S Government checks with digital images. The roll-out of the imaging in all FRBs was completed in August 1998. The images are stored on electronic media in the National Image Archive which is located at the FRB in Boston, MA. When images are needed for check.	Cutoff daily by Julian date Destroy when 7 years old		x				
Current Schedule N1-	<u>9B</u>	PM CRD CRB	Images of Paid	retained temporanty at FMS in Hyattsville MD Microfilm images of all negotiated U S Government check (undifferentiated records)  Images of physical U S Government checks that have been processed through banking channels	Cutoff daily by Julian date Destroy when 7	:			_		
425-01-4			U S Government Checks	and the Federal Reserve Banks (FRBs) Beginning in 1977 the FRBs created microfilm of negotiated U.S. Government checks in April 1997 the Federal Reserve System began a phased replacement of microfilm images of negotiated U.S. Government checks with digital images. The roll-out of the imaging in all FRBs was completed in August 1998. The images are stored on electronic media in the National Image Archive which is located at the FRB in Boston MA. When images are needed for check aftermath processing they are requested and retained temporantly at FMS in Hyattsville. MD Digital images of all negotiated U.S. Government checks.	years old		×				
Current Schedule N1- 425-01-4	<u>10A</u>	PM CRD CRB	Disbursing Office Records	Records in Check Reconciliation Branch including correspondence on the establishment or closure of a disbursing symbol orders for additional check stock letters pertaining to procedural matters and adjustment requests a manual log of all symbol numbers assigned and available for assignment and documentation related to the closure of a Disbursing Office Disbursing Office Folder	disbursing office symbol is closed out Destroy when 20 years old or when no longer needed for agency business whichever is				×		
Current Schedule N1- 425-01-4	108	PM CRD CRB	Disbursing Office Records	Records in Check Reconciliation Branch including correspondence on the establishment or closure of a disbursing symbol, orders for additional check stock letters pertaining to procedural matters and adjustment requests, a manual log of all symbol numbers assigned and available for assignment and documentation related to the closure of a Disbursing Office Symbol Assignment Log	Destroy when 20 years old or when no longer needed for agency				×		

	Current Schedule N1- 425-01-4	<u>10C</u>	PM CRD CRB	Disbursing Office Records	Records in Check Reconciliation Branch including correspondence on the establishment or closure of a disbursing symbol orders for additional check stock letters perfaining to procedural matters and adjustment requests a manual log of all symbol numbers assignment and documentation related to the closure of a Disbursing Office Correspondence	each Fiscal Year Destroy two years after cutoff					x		
1	Current Schedule N1- 425-01-4	<u>100</u>	PM CRD CRB	Disbursing Office Records	check stock letters pertaining to procedural matters and adjustment requests a manual log of all symbol numbers assigned and available for assignment and documentation related to the closure of a Disbursing Office PNI Closed D O Symbol Files	of disbursing office symbol Destroy when 20 years old or when no longer needed for agency business whichever is later		:			x		
	Current Schedule N1- 425-01-4	<u>10E</u>	PM CRD CRB	Disbursing Office Records	Records in Check Reconciliation Branch including correspondence on the establishment or closure of a disbursing symbol orders for additional check stock letters pertaining to procedural matters and adjustment requests a manual log of all symbol numbers assigned and available for assignment and documentation related to the closure of a Disbursing Office Records of Outstanding Liabilities Ledgers and forms submitted by Disbursing Officers requesting a dollar amount to be credited to the Outstanding Liabilities account representing Treasury checks that were outstanding and unpaid for more than one full fiscal year	Cutoff after date submitted Destroy six months after cutoff				x			
	Current Schedule N1- 425-01-4	13A	PM CRD QDB	Questioned Document Records	The Questioned Documents Branch uses PC-based software to maintain databases of information on the results of examinations of documents that are not part of check claims case processing including altered or counterfeit checks identified by the CP&R system and claims on checks greater than 18 months old that are sent in by agencies (limited payability cases). These databases are maintained primarily to record receipt of a document for examination and of the results of that examination. The information from the databases is moved to floppy discs at the end of each calendar year. The Branch also maintains paper copies of the handwriting opinions returned to agencies.	Cut off at the end of each calendar year Delete records 7 years after cutoff		x					

r <del> </del>						 				 	 	
Current Schedule N1 425-01-4	13B	PM CRD QDB	Questioned Document Records	The Questioned Documents Branch uses PC-based software to maintain databases of information on the results of examinations of documents that are not part of check claims case processing including altered or counterfeit checks identified by the CP&R system and claims on checks greater than 18 months old that are sent in by agencies (limited payability cases). These databases are maintained primarily to record receipt of a document for examination and of the results of that examination. The information from the databases is moved to floppy discs at the end of each calendar year. The Branch also maintains paper copies of the handwriting opinions returned to agencies. Limited Payability Database.			x					
Current Schedule N1 425-01-4	13C	PM CRD QDB	Questioned Document Records				x					
												<u> </u>
				Payment Management Crosswalk								
			<u> </u>			 				 	 	
			<del> </del>			 			<b> </b>			
NEW		PM	Automated Standard Application for Payments - (ASAP)	ASAP is an all electronic payment and information system developed jointly by the FMS and The Federal Reserve bank of Richmond for the request and delivery of funds for Federal domestic assistance programs and reimbursements to Financial Agents								
NEW		PM	Automated Standard Application for Payments - (ASAP)	Information on federal agency account activity excluding Department of Interior accounts	-		х			-		
NEW		РМ	Automated Standard Application for Payments - (ASAP)	Information on Treasury account activity				x				

NEW	PM	Internet Payments Platform - (IIP)	The Internet Payment Platform (IPP) is a government-wide secure web-based electronic invoice exchange network connecting Federal agencies and their suppliers IPP enables Federal agencies to receive invoices electronically from their suppliers, transforming existing paper-based invoice approval processes into a streamlined electronic process that integrates with existing agency core financial systems. IPP s single point of entry allows suppliers to invoice multiple IPP-enrolled agencies either via online or batch invoice submission. Suppliers can view and receive notification of payments (including debt offsets) associated to their invoices via IPP. Use of the IPP service is available at no charge to all Federal agencies and their suppliers.						
NEW	PM	Internet Payments Platform - (IIP)	Information on federal agency account activity excluding Department of Interior accounts		х				
NEW	PM	Internet Payments Platform - (IIP)	Information on Treasury account activity			х			
NEW	PM	International Treasury Services - (ITS Gov)	International Treasury Services ITS Gov is an internet-based international payments and collections system that provides Apencies and FMS Regional Financial Centers the ability to use batch or ad-hoc solutions to make payments in over 100 countnes using over 100 currencies ITS gov provides prepayment and postpayment functionality for USG entitlements and ad-hoc vendor payments and reaches a global user-base using distributed processing technology and a central database of payments and recipient information. This system was formerly known as IDD gov. International Direct Deposit						
NEW	PM	International Treasury Services - (ITS Gov)	Information on federal agency account activity excluding Department of Interior accounts		х				
NEW	PM	International Treasury Services - (ITS Gov)	Information on Treasury account activity			х			
NEW	PM	Payments Claims and Enhanced Reconcilation On-Line - (PACER)	Payments, Claims and Enhanced Reconciliation On-Line PACER provides on-line status of payments (EFT and check) and claims enables on-line generation of claims provides digital images of negotiated checks processes and tracks claims of non-receipt, processes undeliverable EFT and checks and provides automated RDO accounting includes Digital Check Imaging Replacement (DCIR) application						
NEW	РМ	Payments Claims and Enhanced Reconciliation	Information on federal agency account activity excluding Department of Interior accounts		х				

NEW	PM	Payments Claims and Enhanced Reconciliation On-Line	Information on Truestary account activity			X			
NEW	PM	Payment Automation Manager -(PAM)	Payment Automation Manager PAM over the next 3 years will replace the RO Payments System PAM will be a standardized system that is extendible and highly configurable and when complete will consist of multiple payment processes PAM will reengineer the way payments are made by automating extensive manual processes which will in turn increase productivity at the RFCs PAM will disburse payments (EFT or checks) on behalf of virtually every Federal agency in the Executive Branch except for the Department of Defense and certain independent agencies such as the U S Postal Service Primary processing occurs at the Kansas City Regional Operations Center (KROC)						
NEW	PM	Payment Automation Manager -(PAM)	Information on federal agency account activity excluding Department of Interior accounts		х				
NEW	PM	Payment Automation Manager -(PAM)	Information on Treasury secount activity			X			
NEW	PM	- (PnnCE)	The Printing and Check Enclosing (PrinCE) system was developed as a technical refresh to modernize the hardware and software used to pint and enclose checks and check/letter mail pieces PrinCE replaced systems that were custom built over thirty (30) years ago to align with FMS check printing and enclosing processes PrinCE has improved operational effectiveness and quality (including increased accountability and accuracy for payments) of FMS product to meet customer expectations provides an interface with PAM (Payment Applications Modernization) and enhances FMS ability to respond to BCP (Business Continuity Planning) in the event of a crisis PrinCE is now in steady state and has been designated as an FMS Critical Infrastructure Asset.						
NEW	РМ	Printing and Check Enclosing - (PrinCE)	Information on federal agency account activity excluding Department of Interior accounts	 	х				
NEW	PM	Printing and Check Enclosing - (PrinCE)	Information on Treasury account activity			x			
NEW	PM	Operations Payment	RO Payments provides centralized disbursement services for almost all Federal agencies Disbursement services include payment issuance, aftermath processing and accounting (e.g. claims). Federal Program Agencies (FPA) incurs financial obligations in carrying out their missions. These obligations range from paying benefits (e.g. SSA retirement and disability benefits. OPM Federal retirement). IRS tax refunds, Federal salanes, and vendor and miscellaneous payments.						

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RECORDS CHEDULE	ITEM	ORGANIZ A-TION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Policy Records, Permanent, item 1 a	Policy Records, Temporary, item 1 b	FPA Operations Records, item 2	Treasury Operations Records, item 3	Consolidated Reports, Temporary, item 4 b	Consolidated Reports, Permanent, item 4 a	Program / Project Management Records, item 5 a	Program / Management Records, item 5 b	Program / Mangement Records, item 5 c	General Records Schedule	Comment
Current Schedule N1-425-04-2	•	FF AMD PAD	Correspondence Files of the Domestic Banking Staff and the	Correspondence, memorandums, copies of legislation, publications of other Federal agencies, reports, studies, and other records documenting all phases of the work of these two separate staffs. The records deal with Foreign Currency Histories, the application of P I 480, the Food for Peace Program, and various subject files on foreign currency matters. The files are primarily arranged by major topic, for example, foreign currency histories, and alphabetically thereunder by name of country. Some are also described as miscellaneous subject files and arranged as such. The records contain national security- classified material up to and including "Secret". Inclusive dates range from April 1941 through February 1976.	Permanent Transfer to the National Archives of the United States immediately upon approval of this schedule WNRC Accession 425-79-0004. Boxes 1 thru 18, inclusive											Let original schedule stand Have these records been transferred to t National Archives?
Current Ischedule VI-425-04-2	2	FF AMD PAD	Lend, Lease, and Surplus Property Files	The records consist of correspondence, memorandums, agreements, reports, and related records concerning the Lend Lease program and the disposition of surplus property. The files are primarily arranged alphabetically by name of country, with subsidiary subject headings related to country-specific topics, for example, "Guatemala Agreements" and "Guatemala Correspondence". The files contain national security-classified material up to and including "Secret". Inclusive dates range from January 1941 through December 1952. NOTE. The Bureau of Government Financial Operations proposed the disposition of the records described in item 1 of this Schedule. In Job No. NCI-425-78-1, items 1c(1) and 1c(2). Those items were withdrawn from that job.	Permanent Transfer to the National Archives of the United States immediately upon approval of this schedule WNRC Accession 039- 68A2757, Boxes 1 through 6 inclusive											Let original schedule stand Have these records been transferred to th National Archives?
Current chedule N1- 25-91-1	72	FF CMD		Files relating to routine operations, exclusive of policy files	Destroy when 5 years old								Х			
urrent chedule N1 25-91-1	73	FF CMD		SF-1193, Letter of Credit, and various in lieu of forms, such as Department of State Form DS-1603-B including amendments - COPIES	Destroy 3 years after the end of the fiscal year in which revoked							х				
urrent chedule N1 25-91-1	74	FF CMD		Correspondence between Treasury Department and Federal Reserve Banks	Destroy 18 months after fiscal year in which correspondence is dated								х			Retain one recordkeeping copy Referen copies are nonrecord materials
urrent chedule N1- 25-91-1	75	FF CMD		Correspondence files (subject case files) concerning agencies, including semiannual reports, work papers, and general materials	Destroy 6 years after the end of the fiscal year in which material is dated								х			

RECORDS SCHEDULE	ITEM	ORGANIZ A-TION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Policy Records, Permanent, item 1 a	Policy Records, Temporary, item 1 b	FPA Operations Records, item 2	Treasury Operations Records, item 3	Consolidated Reports, Temporary, item 4 b	Consolidated Reports, Permanent, item 4 a	Program / Project Management Records, item 5 a	Program / Management Records, item 5 b	Program / Mangement Records, item 5 c	General Records Schedule	Comments
Current Schedule N1 425-91-1	76, contin ues below	FF FFD	System/Program Development and Implementation Records	project description, staff assignments, start up and progress schedules, RFP's, equipment specifications and acquisition	Arrangement - Alphabetically by project name, then alphabetically by subject within project Break file upon completion of project Retain in office 2 years, then transfer to the Federal Records Center Destroy 10 years after file break								x			
Current Schedule N1 425-91-2	76, contin ued	FF FFD	System/Program Development and Implementation Records	Records used to create and implement programs. Program development, implementation, monitoring, procedures, problem definition, project description, staff assignments, start up and progress schedules, RFP's, contracts with consultants and service groups, development and presentation of work shops, project status reports, and notices of project completion	Arrangement - Alphabetically by project name, then alphabetically by subject within project Break file upon completion of project Retain in office 2 years, then transfer to the Federal Records Center Destroy 10 years after file break							Х				
Current Schedule N1 425-91-2	76, contin ued	FF FFD	System/Program Development and Implementation Records	Procedures, instructions, and forms for federal agencies, the public, and others, Treasury Financial Manual (TFM) chapters and supplements	Arrangement - Alphabetically by project name, then alphabetically by subject within project Break file upon completion of project Retain in office 2 years, then transfer to the Federal Records Center Destroy 10 years after file break	х										
Current Schedule NI 425-91-2	76, contin ued	FF FFD	System/Program Development and Implementation Records	Worksheets, announcements, and guidance materials for federal agencies, the public, and others, workshops hadndouts	Arrangement - Alphabetically by project name then alphabetically by subject within project Break file upon completion of project Retain in office 2 years, then transfer to the Federal Records Center Destroy 10 years after file break		X									

RECORDS	ITEM	ORGANIZ	RECORD	DESCRIPTION	CURRENT	Policy	Policy	FPA	Treasury	Consolidated	Consolidated	Program /	Program /	Program /	General	Comments
SCHEDULE		A-TION	SERIES		DISPOSITION	Records, Permanent, item 1 a	Records, Temporary, item 1 b	Operations Records, item 2	Operations Records, item 3	Reports, Temporary, item 4 b	Reports, Permanent, stem 4 a	Project Management Records, item 5 a	Management Records, item 5 b	Mangement Records, item 5 c	Records Schedule	
Current Schedule N1 425-91-1	77	FF FFD	Bank Folders	Record/Subject Content - a separate folder will be made up for each bank, for example, if we have a TGA account with XYZ bank, Anchorage Alaska, and also have a lockbox and TLD with the same bank, the same folder would contain all information for all three systems. The file will include requests to designate the bank as a depositary, the actual designation of the bank as a depositary, Memorandums of Understanding, letters of agreement, contracts, notice letter, Placement of Time Balance Accounts, Transcripts of Account of U S Depositary (TUS-18), Recept for forwarding Depositary (TFS-16), Revocation of Authority to Maintain Account, TFS-5911, Monthly Analysis Deposits, general correspondence and bank review report (depositary review analysis)	termination of agreement. Keep in							X				
Current Schedule N1- 425-91-1	78	FF FFD	Bank Collateral Folders	Record/Subject Content - Collateral Agreement (BA 5902), Request to Bank to pledge Collateral (BA 5900), FRB acceptance or release of securities as collateral (Form 439), and collateral correspondence, and Placement of Time Balance Accounts letter	Arrangement - Alphabetically by State, City and bank Transfer to inactive file upon termination of depositary agreement Keep in office one additional year, then transfer to the Federal Records Center Destroy 10 years after termination of agreement						-		x			
Current Schedule N1 425-91-1	79	FF FFD	Foreign Bank Folders	Records/Subject Content - Request to handle banking at or for a U S Government installation or facility, resolution of problems or clarification of misunderstanding, Authorization to Maintain Accounts, reports on condition of services, Revocation of Authority to Maintain Account, Statement of Activity in Treasury General Account (TFS 5907)	Arrangement - Alphabetically by Country, Name of Bank, City, base, Installation, or Agency Transfer to inactive file upon termination of banking service Keep in office one additional year, then transfer to the Federal Records Center Destroy 10 years after termination of agreement							х				
Current Schedule N1- 425-91-1	1	FFFFD	Domestic Government Facility - Operations Files	Record/Subject Content - Correspondence with Government installation officials and local banks relative to the establishment and operation of base banking facilities Arrangement - Alphabetically by State, then name of base	in office one additional								х			
Current Schedule N1 425-91-1	81	FF FFD	Raie Letters	Record/Subject Content - Semi-annual standard form letter - Rate on TGA Account Balance/Time Balance (used in TFS 5901) Earning rate to be used in computing the value of balances to compensate banks Bank mailing lists	Arrangement - By year, month of release Break file at the end of each year Retain in office Destroy six (6) years after file break								х			

RECORDS SCHEDULE	ITEM	ORGANIZ A-TION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Policy Records, Permanent, item 1 a	Policy Records, Temporary, item 1 b	FPA Operations Records, item 2	Treasury Operations Records, item 3	Consolidated Reports, Temporary, item 4 b	Consolidated Reports, Permanent, item 4 a	Program / Project Management Records, item 5 a	Program / Management Records, item 5 b	Program / Mangement Records, item 5 c	General Records Schedule	Comments
Current Schedule NI 425-91-1	82	FF FFD	Deposit Reconciliations - TGA Transaction File	Record/Subject Content - Monthly printout by trace date, bank number lot, symbol, TC confirm date, trans date, CD number, amount	Arrangement - By year, then month Break file at the end of the year Keep in office one additional year, then transfer to the Federal Records Center Destroy 5 years after file break			X							9 9 9 9	
Current Schedule N1 425-91-1	83	FF FFD	Deposit Reconciliations - Preliminary Register	Record/Subject Content - Monthly printout by trace date, bank ABA, transtype, lot, symbol, TC, confirm date. CD number, amount	Arrangement By year, then month Break file at the end of the year Keep in office one additional year, then transfer to the Federal Records Center Destroy six (6) years after file break			х								
Current Schedule N1 425-91-1	85 contin ues below	FF FFD	Treasury Automated Compensation System Analysis	Information on federal agency account activity Record/Subject Content - Printout of Treasury Limited Account Analysis Statement, Compensation Summary Report, Depositary Daily Activity Listing All records relating to this system are maintained and retained by the concentrator bank or sub-contractor Statements are mailed monthly to account bank. Discrepancies are reported to concentrator banks within 45 days and resolved within an additional 45 days by the concentrator	Break file at the end of each year Destroy 5 years after file break			X								
Current Schedule N1 425-91-1	85, contin ued	FF FFD	Treasury Automated Compensation System Analysis	Information on FMS' activities to manage relationships with and compensate banks Depositary Compensation History Report, Management Information Summary Report	Break file at the end of each year Destroy 5 years after file break								х			
C S NI 425-05-3	1		and Services	The Debt Collection Improvement Act of 1996 (DCIA) required that most Federal payments, except tax refunds be made by electronic funds transfer (EFT) after January 1, 1999 "EFT 99" was the Financial Management Service's initiative to convert most of its nearly 1 billion annual payments from paper checks to electronic payments This initiative is supported by conducting market research and a pilot marketing campaign - Go Direct The Division develops fact sheets, brochures, take-one cards, tent cards, posters, public service announcements, videotapes, compact disks and other types of marketing materials to be used in the promotion of direct deposit and the ETA for Federal benefit payments. The Division also promotes direct deposit for tax refunds and vendor payments, and develops similar promotional materials for these types of payments	Cut off files at the conclusion of the marketing campaign or specific marketing effort to which they relate Transfer to the Washington National Records Center (WNRC) I year after cutoff Destroy 6 years after cutoff								x			

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RECORDS SCHEDULE		ORGANIZ A-TION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Policy Records, Permanent, item 1 a	Policy Records, Temporary, item 1 b	FPA Operations Records, item 2	Treasury Operations Records, item 3	Consolidated Reports, Temporary, item 4 b	Consolidated Reports, Permanent, item 4 a	Program / Project Management Records, item 5 a	Program / Management Records, item 5 b	Program / Mangement Records, item 5 c	General Records Schedule	Comments
Current Schedule N1- 425-05-3	2		Payment Products and Services Marketing Records	Brochures, pamphlets, flyers, binders, posters inserts, charts, videotapes, public service announcements and similar records developed and used to market Financial Management Service payment services to Federal agencies, financial institutions and the public. The records date from 1998 to the present.												Not a disposition instruction
Current S N1	2a		Publications													Not a disposition instruction
Current Schedule N1 425-05-3	2a1			Record set of publications (one copy), of each brochure, pamphlet, etc.)	Permanent Transfer to the National Archives of the United States when one cubic foot accumulates											Let original schedule stand
Current Schedule N1- 425-05-3	2b		Posters													Not a disposition instruction
Current Schedule N1- 425-05-3	2b1			Record set of posters (2 copies of each poster)	Permanent Transfer to the National Archives of the United States at the end of each fiscal year											Let original schedule stand
Current Schedule N1- 425-05-3	2b2			All other copies												Stocks of publications for distribution are nonrecord materials
Current Schedule N1- 425-05-3	2c		Audio visual records, including videotapes and public service announcements													Not a disposition instruction
Current Schedule N1 425-05-3	2cl			Videotapes or compact disks (CDs) created for marketing, training, or market research purposes												Not a disposition instruction
Current Schedule N1 425-05-3	2cla				Permanent Transfer to the National Archives of the United States at the end of each fiscal year											Let original schedule stand
Current Schedule N1 425-05-3	2c2			Public Service Announcements (PSAs)												Not a disposition instruction
Current Schedule N1- 425-05-3	2c2a	-		earliest if the original is not available) and a dubbing or copy	Permanent Transfer to the National Archives of the United States at the end of each fiscal year											Let original schedule stand

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RECORDS	ITEM	ORGANIZ	RECORD	DESCRIPTION	CURRENT	Policy	Policy Records,	FPA Operations	Treasury Operations	Consolidated Reports,	Reports.	Program / Project	Program / Management	Program / Mangement	Records	Comments
SCHEDULE	- 1	A-TION	SERIES		DISPOSITION	Records, Permanent,	Temporary,	Records,	Records,	Temporary,	Permanent,	Management	Records, item	Records, item	Schedule	
1	1					item I a	item 1 b	rtem 2	item 3	item 4 b	item 4 a	Records, item	5 b	5 c	Stricture	
1	- 1						item r b		item 5	III 4 D		5 a		5.		
Pending	1A	FF	Bank Records	Records on banks and the financial services	Arrangement The											
Schedule N1	)		Bank Master	they perform for Treasury and Federal	designated divisions will		J					]			l J	
425-01-2	ł		Records	agencies Federal Reserve Banks acts as	determine the											
				Treasury's fiscal agent Commercial	arrangement for records											
				financial institutions act as Treasury's	pertaining to a class of											
	- 1			financial agent These records are found in	financial services (for											
	- 1			designated divisions in Federal Finance	example, lockbox											
				Financial agent agreements and related	services) as specified in											
1	- 1			records These records include, but are not	the division file plan								l i			
1				limited to, the following Financial Agent	Cut off file at the end of						-					
				Agreements (FAA) signed by a bank and the Treasury, Records describing the services	Agreement Transfer to						-					
1 1				performed by a bank. These include	Federal Records Center							j				
				lockbox depositary agreements (LDAs),	(FRC) 2 years after									1		
				memorandums of understanding (MOUs),	cutoff Destroy 11 years							X				
]				statements of work (SOWs), and pricing	after cutoff							İ				
1 1				documents Depending on the terms of the		ŀ										
1 1	Í		1	LDA MOU, or SOW, services may be				1				i	ľ	i		
1 1				performed exclusively for a Federal agency												
1 1				Bank payment records - these include								ļ				
				records on placing increasing, decreasing,											ı	
1				and withdrawing compensating balances											1	
1				Treasury Time Balance accounting records.												
1 1				and records on fees paid to banks Records on a bank's pledge or release of collateral								1				
1				used to secure Federal funds		ļ						1			1	
				Correspondence which amends or interprets								!	[			
				bank master records		İ							1			
<b> </b>			D								<del>-</del>	ļ <u> </u>		i		
Pending	IВ	FF	Bank Records	Bank statements, general correspondence, and other general records on the operation	Arrangement The designated divisions will			!								
Schedule N1 425-01-2			Bank Operating Records	of financial services performed by banks	determine the				1							
423-01-2			Recolus	These records include, but are not limited	arrangement for records											
1				to Monthly account analysis statements and		}	}	1	}			ł		ł	ł	
				related records that summarize the volume	financial services (for										[	
				and dollar value of transactions for an	example, lockbox											
				account A monthly account analysis	services), as specified in		1									
				statement (MAAS) is prepared by a bank	the division file plan		ĺ		lj						1	
				and submitted to Treasury A monthly	The division file plan											
					will identify any records								i		1	
				by a bank and submitted to the Federal	requiring reconciliation,								Ì			
				agency for which services were performed	such as monthly account analysis statements		· ·								1	
)				Depending on the terms of the MOU or SOW a copy of the MAAR may be	Cutoff file at the end of											
				submitted to Treasury Interest rate letters	each fiscal year			1					Х			
				and related records on interest calculations	Transfer records not		ŀ							-		
				for Federal funds invested under the	requiring reconciliation				l	i				İ		
1 1		i	1	Treasury Tax and Loan Program General	to FRC 1 year after									1	İ	
, ,		}	}	correspondence relating to fiscal and	cutoff Transfer records			}			!		ļ	j	ļ	
1				financial agents including agency requests	requiring reconciliation								l			
1				to Treasury for financial services	to FRC 1 year after the								l	l		
				Correspondence which amends or interprets										l		
]				bank master records is excluded (See item	during which									l		
1				'A" of this series ) This item does not	reconciliation is								. !	l		
1			1	include records for accounts pertaining to	performed Destroy 7								l	l		
1 1		1		Individual Indian Montes (See item "C" of	years after cutoff								i	l		
1				this series )										l		
					1									l		
		1	I	1			l	L	L							

Pending Schedule N1 425-01-2	2A	ORGANIZ A-TION	RECORD SERIES  Cash and Asset Management Records - Master Records	Records that are used throughout the duration of a program or project, or until superseded by a new version. These records may include, but are not limited to copies of authorizing legislation, regulations and other directives, handbooks and other guidance materials, and major studies or reports. Arrangement Each division will determine the arrangement for records pertaining to a program or project, as specified in the division file plan.		Policy Records, Permanent, item 1 a	Policy Records, Temporary, item 1 b	FPA Operations Records, item 2	Treasury Operations Records, item 3	Consolidated Reports, Temporary, item 4 b	Consolidated Reports, Permanent, item 4 a	Program / Project Management Records, item 5 a	Program / Management Records, item 5 b	Program / Mangement Records, item 5 c	General Records Schedule	Comments
Pe g Schedule N1 425-01-2	2B	FF	Cash and Asset Management Records - Operating Records		Cutoff files at the end of each fiscal year For recurring programs which do not operate on a fiscal year basis, cutoff files at the beginning of a new program cycle Transfer to FRC 1 year after cutoff Destroy 7 years after cutoff								х			
Pending Schedule N1 425-01-2	3			Rough drafts maintained by individuals in personal files that do not document substantive revisions and are no longer needed once the draft is superseded by a newer version. Working papers maintained by individuals in personal files that do not document substantive revisions and are no longer needed once the information is incorporated in a recordkeeping copy or becomes obsolete.	Destroy when superseded by a newer version or information is incorporated in a recordkeeping copy or becomes obsolete											N1-425-91-1, item 3, Working Papers
es sensited results per m				FF INFORMATION SYSTEMS												
NEW		FF	Bank Management Service	The Bank Management Service (BMS) is a module in the Federal Reserve Bank's Customer Account Receivable System (CARS), which will assist the Financial Management Service of the U.S. Treasury in collecting expense information from its financial agents, analyzing those expenses and approving the payments online to those banks. BMS also serves as a repository of historical expenses for research purposes												
NEW		FF	Bank Management Service, cont	Information on Treasury account activity					х							