

Request for Records Disposition Authority—Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">CENSUS ADMINISTRATIVE RECORDS SCHEDULE 2 FINANCIAL MANAGEMENT</p> <p>These disposition instructions apply to the records accumulated by Census in preparing its budget for submission to the Department, OMB, and to the Congress; in defending its requests for funds; and in ensuring that appropriated and other funds are so used that they will last for the periods of time authorized, and are used for the purposes specified.</p> <p>This schedule applies to all such records regardless of where in Census they are located, or which organizational unit created them.</p> <p>16 [1.] Budget correspondence of a routine nature. Destroy when 2 years old. (GRS #5, Item 3)</p> <p>17 [2.] Correspondence, reports, and similar records pertaining to the administration and operations of the payroll and fiscal accounting functions of Census. Destroy when 2 years old. (GRS #2, Item 2)</p>		

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18	<p>[3.] Monthly statements to Treasury of net disbursements and receipts, such as SF-224, "Status of Transactions."</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		
19	<p>[4.] General ledger tabulations reflecting in summary all assets and liabilities of Census, and income and expenses resulting from Census operation. Used as a central control over fiscal records, as a primary source of data for management, and in the preparation of fiscal reports.</p> <p>Destroy 6 years and 3 months after the close of the fiscal year involved.</p>	GRS 7/2	
20	<p>[5.] Allotment ledgers maintained at the appropriation level for apportionments and allotments. They are subsidiary to and support the applicable budgetary control accounts in the general ledger and are also used to prepare fiscal reports.</p> <p>Destroy 6 years and 3 months after the close of the fiscal year involved.</p>	GRS 7/3	
21	<p>[6.] Regular and special cost and other fiscal reports used to evaluate the economy of the Bureau's operation and in preparing budget estimates.</p> <p>a. Finance copies.</p> <p>Destroy when 3 years old. (GRS #8, Item 7a)</p> <p>b. Budget copies.</p> <p>(1) Year-end reports.</p> <p>Destroy when 5 years old.</p> <p>(2) Other budget copies.</p> <p>Destroy when 3 years old.</p>		

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	<p>c. All others.</p> <p>Destroy when 3 years old. (GRS #8, Items 7a and 7b)</p>		
22	<p>[7.] Journal vouchers used to summarize transactions recorded in the various accounting registers for inclusion in the general ledger.</p> <p>Destroy when 3 years old. (GRS #7, Item 4)</p>		
23	<p>[8.] Accounting registers which support the general and allotment ledgers of Census, such as accrued expenditures, cash disbursements, cash receipts, procurement, accounts payable, inventory, depreciation, and accounts receivable.</p> <p>Destroy after 3 years. (GRS #7, Item 4A)</p>		
24	<p>[9.] Records such as Form TFS 6653, "Undisbursed Appropriation Accounts," submitted by Treasury monthly, showing transactions and balances for each of Census' appropriations and funds. Used to reconcile and control appropriations and funds.</p> <p>Destroy after 6 years, 3 months after period covered by account.</p>	GRS 6/1A	
25	<p>[10.] Appropriation warrants, transfers, and other papers relating to appropriations used to establish and control Census' appropriations and funds.</p> <p>Destroy 3 years after the date of document. (GRS #6, Item 4)</p>		
26	<p>[11.] Obligating documents, such as bills of lading, requisitions for supplies, printing requests, work orders, contracts, toll tickets, and all other records used to obligate funds, or to accrue costs for obligation.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. GRS #6, Item 1a)</p>		

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27	<p>[12.] Records, such as SF-1166, "Voucher and Schedule of Payments."</p> <p>a. G.A.O. audit copies.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p> <p>b. Bookkeeping copies. Memorandum copies of all schedules of disbursement used for reports and controls.</p> <p>Destroy 3 years after close of the fiscal year covered by the account.</p> <p>c. All others.</p> <p>Destroy when 2 months old or with records with which they are filed.</p>		
28	<p>[13.] Transportation records, such as schedules of disbursement, vouchers, government bills of lading, transportation requests, and other supporting documents covering freight and passenger transportation services.</p> <p>a. GSA audit copies of SF-1166 and supporting vouchers.</p> <p>Transfer to GSA as audit records after close of each month.</p> <p>b. Vouchers supporting payments.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p> <p>c. Government bills of lading.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		

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	<p>d. Transportation requests.</p> <p>Destroy when 3 years old. Also see item 131.</p> <p>e. Unused ticket redemption forms.</p> <p>When 90 days old, forward to GSA in accordance with FPMR 101-41.210-5, Amendment G-43.</p>	GRS 9/3A	
29	<p>[14.] Travel vouchers and attached worksheets, used to reimburse individuals for expenses of authorized travel.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		
30	<p>[15.] Miscellaneous vouchers and invoices, including attached worksheets, for all disbursements other than for transportation, travel, and personal services. Used in processing accounts payable.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		
31	<p>[16.] Statement of receipts of funds prepared by designated employees to account for and/or to transmit to the Finance Division monies received for publication sold or special services performed for others by Census.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		
32	<p>[17.] Records such as SF-1038, "Application and Account for Advance of Funds." When advance is repaid, it is withdrawn and filed in a "closed" file.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		

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33	<p>[18.] Age Search Application files consisting of applications for search of the census records, certifications of the transcripts made from the records, and related correspondence. These are the basic fiscal records documenting the receipt of funds for age search. Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		
34	<p>[19.] Notices of refund prepared in the Personal Census Service Branch for the scheduling for payment of refunds to applicants for age information. Shows the amount to be refunded, reason for refund, and name and address of payee.</p> <p>a. Finance copies maintained in Pittsburg, Kansas. Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p> <p>b. Originating office copies. Destroy when 3 years old.</p>		
35	<p>[20.] Government Printing Office transmittal sheets and transmitted documents, such as memoranda for refund, certificates of deposit to GPO account, orders for publications, and notification of account to be charged for publications furnished by Census.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		
36	<p>[21.] Internal audit reports, workpapers, memoranda, correspondence, and similar papers documenting the internal audit function of Census.</p> <p>a. Decennial reports files. Destroy when 12 years old.</p>		

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	<p>b. Other recurring reports files.</p> <p>Destroy when the second subsequent report of the same kind has been completed.</p> <p>c. Nonrecurring reports files.</p> <p>Destroy when 6 years old.</p>		
37	<p>[22.] Records such as SF-132, "Apportionment and Reapportionment Schedules," proposing obligations for specified periods of time for each authorized appropriation and fund, and related correspondence.</p> <p>Destroy when 2 years old. (GRS #5, Item 6)</p>		
38	<p>[23.] Regular and special reports prepared for Congress, OMB, Treasury, the Department of Commerce, or any other fiscal regulatory body of the Federal Government on the status of the Bureau's appropriations and apportionments.</p> <p>Destroy when 5 years old. (GRS #5, Item 5a)</p>		
39	<p>[24.] Budget execution and control records such as Form CD-3, "Allotment Advice"; BC-514 A, B, "Project Operating Plan"; BC-502A, "Program Authorization"; BC-502B, "Project Description"; BC-505A, "Official Cost Estimate and Acceptance (Reimbursable Work or Services)"; and similar documents used to authorize and control the expenditure of appropriated and other funds.</p> <p>a. Budget Division copy.</p> <p>Destroy 1 year after close of fiscal year covered by budget. (GRS #5, Item 4)</p> <p>b. All other copies.</p> <p>Destroy when no longer needed.</p>		

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40	<p>[25.] OMB and Congressional budget presentations, exhibits, and appendices, and other data submitted in defense of the budget.</p> <p>a. Budget Division.</p> <p>Destroy when 15 years old or sooner if no longer needed for current business.</p> <p>b. All others.</p> <p>Destroy when 1 year old.</p>		
41	<p>[26.] Budget backup documents such as status, manpower, progress, and similar reports and workpapers showing status and other conditions of Census' programs and projects and used in preparing or supporting the budget estimates.</p> <p>a. Budget Division copy.</p> <p>(1) Decennial appropriations.</p> <p>Destroy when 10 years old.</p> <p>(2) All Other appropriations.</p> <p>Destroy when 5 years old.</p> <p>b. All others.</p> <p>Destroy when 2 years old.</p>		
42	<p>[27.] Budget workpapers and rough data accumulated in preparing the budget, including duplicates of papers included in the Budget Estimate file.</p> <p>Destroy 1 year after close of fiscal year covered by budget. (GRS #5, Item 2b)</p>		
43	<p>[28.] Records, such as Form BC-135, "Individual Earnings Records," showing pay and service for each</p>		

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44	<p>[29.] employee. Used to record individual earnings and creditable service, and to document the fiscal aspects of employment.</p> <p>Transfer to the Federal Records Center, St. Louis, Missouri, when no longer needed for administrative purposes. (GRS #2, Item 1)</p> <p>Records, such as Form BC-1147, "Time and Attendance Report," showing attendance, and leave accruals and balances for both active and inactive employees. Used to process and prepare the payroll.</p> <p>a. Payroll or fiscal copy.</p> <p style="padding-left: 40px;">Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Item 3a)</p> <p>b. All others.</p> <p style="padding-left: 40px;">Destroy 6 months after the end of the pay period. (GRS #2, Item 3b)</p>		
45	<p>[30.] Memorandum copy of Form SF-1166, "Voucher and Schedule of Payments," and SF-1183, "Subscriber List for Issuance of U.S. Savings Bonds," consisting of copy of certification; a listing run by purchase price of bond and by employees' names; and a listing run by division and by employees' names.</p> <p>a. Forms SF-1166 and SF-1183 that are maintained by Payroll Section.</p> <p style="padding-left: 40px;">Destroy when 2 years old. (GRS #2, Item 5)</p> <p>b. Listings maintained by the bond designated officer.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p> <p>c. Division copy of listings.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p>		

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46	<p>[31.] Records such as SF-71, "Application for Leave," and supporting papers. Used by employees to obtain approval of annual or sick leave, LWOP, and absences for which the time, attendance, and leave form has not been initialed.</p> <p>a. If the time card has been initialed by the employee: Destroy at the end of applicable pay period. (GRS #2, Item 8a)</p> <p>b. If the time card has not been initialed by the employee: Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Item 8b)</p>		
47	<p>[32.] Payroll checklists and copies of schedule of disbursements, such as SF-1166, prepared biweekly and used by Treasury to verify the payroll checks. Returned to the Bureau with the checks.</p> <p>a. Site audit copy. (paid copy) Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Item 13b(1))</p> <p>b. Pending copy. Destroy when paid copy is returned to Treasury.</p>		
48	<p>[33.] Employees' pay folders consisting of records of individual employees, filed alphabetically by name of employee, that support the payroll and earning records and authorize the withholding of wages. Separate files maintained for current and separated employees.</p> <p>Separated employees. Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Items 4a(2), 4b(2), 11a, 15a)</p>		

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49	<p>[34.] Comprehensive payroll listings run by pay period showing gross pay, deductions, and net pay for each employee. Used as a source of information for answering questions on the pay of individuals.</p> <p>Destroy upon receipt of individual earnings record.</p>		
50	<p>[35.] Payroll master listings consisting of records such as Form BC-174, "Manually Computed Payments"; BC-175, "Payroll Master Card Data"; and BC-178, "Payroll Control Log. These are intermediate records used to prepare the checklists, and for reconciliation, balancing, and agreement of accounts.</p> <p>Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Item 14)</p>		
51	<p>[36.] Records such as SF-2806, "Individual Retirement Records," used to record creditable service and fiscal data for each employee.</p> <p>Transfer to the Office of Personnel Management upon separation of employee from the Department of Commerce. When an employee is transferred to an organizational unit of the Department other than the Bureau of the Census, transfer the records to the office to which the employee is transferred.</p>		
52	<p>[37.] Withholdings and contributions reports and related papers on Federal, State, and FICA taxes; insurance; health benefits; retirement contributions; and similar records.</p> <p>Destroy 4 years after form is superseded or obsolete. (GRS #1, Item 18a)</p>		
53	<p>[38.] Cumulative payroll listings showing cumulative payroll information for each employee of Census, and run by pay period. Used for quarterly balancing of Federal and State tax reports, and</p>		

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54	<p>for any need for cumulative payroll information during the year.</p> <p>Destroy 6 months after posting to Form BC-135, "Individual Earnings Record," and end of the year.</p> <p>[39.] Major or special census enumerators' personnel and payroll records.</p> <p>a. Enumerators' personnel records consisting of notice of short-term employment and appointment affidavit, and withholding tax statement on which the schedule number on which the employee was paid has been recorded. Used as an index to the enumerator's payroll records. (Item b below)</p> <p>Hold until after notice that the enumerators' payroll records (Item b below) have been transferred to the Federal Records Center, St. Louis, Missouri. After notice is received, transfer to the Federal Records Center, St. Louis, Missouri. (GRS #2, Item 1)</p> <p>b. Records such as SF-1166 and enumerators' payroll vouchers, used as an individual earnings record, a comprehensive payroll, and for reimbursement for travel and miscellaneous expenses. Prepared in blocks of about 100 payroll worksheets with an SF-1166 for each block. Sent to Treasury for preparation of payroll checks, and returned to the Bureau when the checks are mailed to the enumerators. Transfer to the Federal Records Center, St. Louis, Missouri, after G.A.O. audit, and when no longer needed for administrative purposes. (GRS #2, Item 1)</p>		
55	<p>[40.] Unemployment compensation records consisting of Form ES-931, "Request for Wage and Separation Information for Unemployment Compensation for</p>		

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	<p>Federal Employees," or similar records. Prepared for State unemployment offices.</p> <p>Destroy when 2 years old. (Department of Labor Unemployment Compensation for Federal Employees, Instructions for Federal Agencies, Paragraph 337).</p>		
56	<p>[41.] Form 941 and 941a, "Employer's Quarterly Federal Tax Return." Used to report individual tax withheld quarterly and annually for Federal and State income tax purposes, including social security tax.</p> <p>Destroy when 4 years old. (GRS #2, Item 18c)</p>		
57	<p>[42.] Records such as Form CD-81, "Paid Overtime and/or Holiday Work," used to support the payroll.</p> <p>Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Item 16a)</p>		
58	<p>[43.] Reimbursable project records reflecting the performance of services for other Government agencies on a reimbursable basis, such as signed work authorities, bills for collection, collection vouchers, distribution and transfer of budget, progress reports, correspondence, and similar papers documenting the project. Separate file maintained for "Open Projects" and "Closed Projects."</p> <p>Closed Projects file.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. GRS #6, Item 1a)</p>		
59	<p>[44.] Trust fund project records reflecting the performance of services for companies or individuals, such as signed agreements, estimate letters, GPO refunds, requests for additional fee, cash receipts register documents, and correspondence. Separate</p>		

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	<p>file maintained for "Open Projects" and "Closed Projects."</p> <p>Closed Projects file.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a).</p>		
60	<p>[45.] Working fund project records reflecting the performance of services for other Government agencies on a working-fund basis, such as signed agreements, accomplished copies of advance payments, refund, and other related papers. Separate file maintained for "Open Projects" and "Closed Projects."</p> <p>Closed Projects file.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		
61	<p>[46.] Agency for International Development records consisting of work authorizations from AID, memorandum copies of reports submitted by the Bureau, and related papers reflecting services performed.</p> <p>Closed projects file.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		
62	<p>[47.] Deposit tickets.</p> <p>a. Original copies.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		

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63.	<p>[48.] Imprest Fund records.</p> <p>Transfer to the Federal Records Center when 3 years old, or after notice of audit, as G.A.O. records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)</p>		

b. Memorandum copies.

Destroy when 3 years old.

63. [48.] Imprest Fund records.

Transfer to the Federal Records Center when 3 years old, or after notice of audit, as G.A.O. records. Destroy when 6 years, 3 months old. (GRS #6, Item 1a)

Four copies, including original, to be submitted to the National Archives