

COMPTROLLER OF THE TREASURY

Department or Agency

GENERAL OFFICE - BUDGET AND APPROPRIATIONS

Subdivision or Bureau

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE

503
Schedule Number

1 of 2

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of <u>nonrecord</u> material when no longer needed by office)
			A.	B. Distribution	
1	B.1	Budget Account - Control Card	1	Green - General Office	Permanent
2	B.2	Budget Account - Detail Card	1	Yellow - General Office	Permanent
3	B.3	Agency Budget Ledger	1	Pink - General Office	Permanent
4	B.5	Appropriation Ledger Card	1	Pink - General Office	Permanent
5	B.6	Notice of Authorized Appropriation Budget	3	White - General Office (Register) Pink - To Agency Yellow - General Office (GAD File after posting)	3 years, audit, destroy Agency Retention Schedule 3 years, audit, destroy
6	B.7	Budget Amendment	3	White - General Office (Register) Pink - To Agency Yellow - General Office (GAD File after posting)	Nonrecord Agency Retention Schedule Permanent
7	B.9	Budget Amendment Accounting Summary	1	White - General Office	3 years, audit, destroy
8	B.10	Appropriation Accounts - Monthly Listing	1	White - General Office	3 years, audit, destroy
9	B.11	Notice of Authorization Appropriation - Board of Public Works Capital Appropriation Account	4	White - To Register	3 years, audit, destroy

Agency, Division or Bureau Representative

Michael J. Potthart
Signature

Chief, General Accounting Division

Title

Schedule Authorized by Hall of Records Commission

4/29/70
Date

Mona L. Redoff
Archivist

Disposal Authorized by Board of Public Works

5-1-70
Date

Arthur H. ...
Secretary

Date: 4/28/70

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE
(Continuation Sheet)

T 003
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			B. Distribution		
			A.	B.	
9 (cont)	B.11	Notice of Authorization Appropriation		White - to DPI Pink - General Office Yellow - General Office (GAD File after posting)	Agency Retention Schedule 3 yrs, audit, destroy 3 yrs, audit, destroy
10	B.15	Appropriation and Budget Balances- End of Month	2	White - To agency White - General Office	Agency Retention Schedule 3 yrs, audit, destroy