



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

March 1, 2007

Mr. Steven Aftergood  
Federation of American Scientists  
1717 K Street, NW, Suite 209  
Washington, DC 20036

Dear Mr. Aftergood:

This is in response to your request of February 27, 2007, for a copy of the proposed disposition schedule and appraisal memorandum for Disposition Job N1-GRS-06-2 for which notice of availability was published in the *Federal Register*.

Enclosed is a copy of Disposition Job N1-GRS-06-2. Comments concerning this schedule must be received 30 days from the date of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Larry Baume".

LARRY BAUME  
Supervisor  
Life Cycle Management Division

Enclosure

---

## GENERAL RECORDS SCHEDULE 28

### Records of the Chief Financial Officer

This schedule provides disposal authorization for certain temporary records created and maintained by Federal Chief Financial Officers (CFOs) and their program offices. This schedule applies to the records of CFOs at agency or departmental headquarters as well as those of deputy and subordinate CFOs at the bureau or field office level. This schedule does not apply to officials with Government-wide responsibilities for financial management and oversight.

The Chief Financial Officers Act of 1990 describes the core financial management responsibilities of a Federal CFO, namely to “direct, manage, and provide policy guidance and oversight of agency financial management personnel, activities, and operations.” This law established CFOs in 24 major Federal agencies and consolidated OMB’s financial management and reporting structure. The Accountability of Tax Dollars Act of 2002 later extended key CFO Act requirements to most other executive branch agencies. Federal CFOs may also lead, coordinate, or participate in programs to support the mandates of the Government Performance and Results Act, Government Management Reform Act, Federal Managers’ Financial Integrity Act, Federal Financial Management Improvement Act, and other laws and regulations relating to financial management.

This schedule does not necessarily cover all records in a CFO office. The CFOs and their subordinate offices are often responsible for budget, procurement, and accounting activities whose records are already covered by General Records Schedule (GRS) 5 (“Budget Preparation, Presentation, and Apportionment Records”), GRS 6 (“Accountable Officers’ Accounts Records”), or GRS 7 (“Expenditure Accounting Records”). In addition, CFOs may also assume responsibilities beyond overseeing agency finances, as important stakeholders in agency activities such as personnel, information technology, and security.

If records covered by more than one item in this schedule are maintained together in one file or recordkeeping system, CFO staff must retain the records for the longest retention period required for those items. Records not described in the GRS or in another current, approved schedule must be scheduled by submitting Standard Form (SF) 115, Request for Records Disposition Authority, to the National Archives and Records Administration (NARA) for approval. This schedule does not supersede previously approved schedules for permanent CFO records.

The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.

1. Financial Management Planning Records

Records relating to the CFO's direction and management of agency financial management programs. Included are records that document agency-wide financial management goals; specify milestones to be achieved; identify performance measures; and provide procedural guidance to implement OMB's financial management policies. Items may include annual or other periodic plans documenting the implementation and maintenance of financial systems, and records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and related material. Records may also include briefings, reports, presentations, studies, and correspondence; formal decisions on matters affecting agency finances; and procedural guidance to agency program offices.

**Disposition:** Temporary. Cut off at the end of the fiscal year. Destroy/delete when 7 years old.

[Note: Unique agency mission-related policy records maintained under this item must be scheduled by submission of an SF 115 to NARA.]

2. Performance and Accountability Reports

Annual reports consolidating the reporting requirements of the CFO Act, Government Performance and Results Act, and other statutes covering public accountability. Records include information on the agency's financial position and the performance of its programs relative to measurable goals.

a. CFO's Final Submission to the Office of Management and Budget

**Disposition:** Temporary. Cut off at end of fiscal year in which report is completed. Destroy/delete when 7 years old.

b. Working Papers and Supporting Documentation

**Disposition:** Temporary. Cut off at end of fiscal year in which report is completed. Destroy/delete when 3 years old.

[Note: While the CFO's copy is temporary, the Performance and Accountability Report may be considered part of an agency's annual reporting records, whose disposition may be authorized by an agency-specific records schedule.]

3. External Audit Records

Records pertaining to the CFO's management of external audits and reviews of agency financial statements. Records may include financial audit reports, the agency's response to deficiencies, correspondence, and other documentation related to the external review of agency finances.

**Disposition:** Temporary. Cut off at the end of the fiscal year in which issues are resolved. Destroy/delete when 7 years old.

[Note: For records of GAO site audits, see GRS 6, “Accountable Officers’ Accounts Records.”]

4. CFO Committee Records

Records maintained by committees, boards, task forces, conferences, or other financial management advisory, governing, or policy bodies for which the CFO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative records.

**Disposition:** Temporary. Cut off at the end of the fiscal year. Destroy/delete when 5 years old.

[Note: Records of Government-wide or interagency committees such as the Chief Financial Officers Council are not covered here. For records of Federal Advisory Act Committees and internal agency committees that are unrelated to financial management, see GRS 26, “Temporary Commissions, Boards, Councils and Committees.”]

5. Schedules of Daily Activities

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the CFO while serving in an official capacity, excluding materials determined to be personal and those that have been incorporated into other recordkeeping systems.

**Disposition:** Temporary. Cut off at the end of the fiscal year. Destroy/delete after no less than 2 years but not more than 5 years.

[Note: This item applies only to records of the CFO, not of subordinate staff. For coverage of the latter, see GRS 23/5.]