

OFFICE OF FINANCIAL ADMINISTRATION
OFA ACCOUNTING
FILE PLAN

Name of Office: Office Financial Administration – Accounting Operations Division		Office Acronym: OFA-AOD		Date: 09-12-2019	Page 1 of 4
Name of Records Custodian: Jonathan Chudson		Files Location: N-4702 N-4470		Approved By and Date <i>9-12-19</i> <i>Jerome Samuel Cooper</i>	
File Number	GRS/URS	File Title	Series and Brief Description	Location	Disposition Instructions
001	GRS 1.1 - 001	General Correspondence	Trust Fund Memo	ETA Main File Station <i>N4702</i>	DAA-GRS-2016-0013-0001 Destroy 5 years after period covered by account.
002	GRS 1.1 - 001	Vetting	Vetting	<u>\\eta-940-01.eta.dir.labor.gov\Shared\OFASS\ACCTNG\GLCM - Do not delete\4. VETTING</u>	DAA-GRS-2016-0013-0001 Destroy 5 years after period covered by account.
003	GRS 1.1 - 010	Scanned Checks	Copies of Checks	<u>\\eta-940-01.eta.dir.labor.gov\Shared\OFASS\ACCTNG\AP AR DM Travel - Do not delete\Accounts Receivable\Check Documents</u>	DAA-GRS-2013-0003-0001 Destroy when business use ceases. Maintained indefinitely.
004	GRS 1.1 - 010	Incoming Check Register Master Check Log	Check Deposit Lists and Logs	<u>\\eta-940-01.eta.dir.labor.gov\Shared\OFASS\ACCTNG\AP AR DM Travel - Do not delete\Accounts Receivable\Check Documents</u>	DAA-GRS-2013-0003-0001 Destroy when business use ceases. Maintained indefinitely.

005	GRS 1.1 - 010	Pay.gov Log	Check Deposit Lists and Logs	\\eta-940-01\OFAS\ACCTNG\AP AR DM Travel - Do not delete\Accounts Receivable\Check Documents\FY 2019\Electronic Receipts	DAA-GRS-2013-0003-0001 Destroy when business use ceases. Maintained indefinitely.
006	GRS 1.1 - 010	Federal Debt Collections	Check Deposit Lists and Logs	\\eta-940-01.eta.dir.labor.gov\Shared\OFAS\ACCTNG\AP AR DM Travel - Do not delete\Accounts Receivable\Check Documents\FY 2018\FedDebt Collections	DAA-GRS-2013-0003-0001 Destroy when business use ceases. Maintained indefinitely.
007	GRS 1.1 - 010	ETA Accounts Receivable Write Off	A/R Writeoffs	\\eta-940-01.eta.dir.labor.gov\Shared\OFAS\ACCTNG\AP AR DM Travel - Do not delete\Accounts Receivable\Write off's and Adjustments	DAA-GRS-2013-0003-0001 Destroy when business use ceases. Maintained indefinitely.
008	GRS 1.1 - 010	Accounts Receivable Journal Vouchers	A/R Journal Vouchers	\\eta-940-01.eta.dir.labor.gov\Shared\OFAS\ACCTNG\AP AR DM Travel - Do not delete\Accounts Receivable\JV Process	DAA-GRS-2013-0003-0001 Destroy when business use ceases. Maintained indefinitely.
009	GRS 1.1 - 001	General Ledger Obligations	Obligations and Reconciliations	\\eta-940-01.eta.dir.labor.gov\Shared\OFAS\ACCTNG\GLCM - Do not delete\1. GENERAL LEDGER	DAA-GRS-2016-0013-0001 Destroy when business use ceases.
010	GRS 1.1 - 010	Interagency Payment and Collections (IPAC) & Analyses	Reporting and FBWT Reconciliations	\\eta-940-01.eta.dir.labor.gov\Shared\OFAS\ACCTNG\GLCM - Do not delete\2. CASH MANAGEMENT	DAA-GRS-2016-0013-0001 Destroy when business use ceases.

010	GRS 1.1 - 010	Payroll Reclass & Journal Voucher Analyses	OJC Accrual and SUIESO Accrual	\\eta-940-01.eta.dir.labor.gov\Shared\OFAS\ACCTNG\GLCM - Do not delete\3. JOURNAL VOUCHERS	DAA-GRS-2013-0003-0001 Destroy when business use ceases. Maintained indefinitely.
011	GRS 1.1 - 020	PMS to NCFMS Reconciliation	PMS to NCFMS Reconciliation	\\eta-940-01.eta.dir.labor.gov\Shared\OFAS\ACCTNG\GLCM - Do not delete\1. GENERAL LEDGER\4. NCFMS-PMS RECONCILIATION	DAA-GRS-2013-0003-0011 Destroy when business use ceases.
012	GRS 1.1 - 020	AMS to NCFMS Reconciliation	AMS to NCFMS Reconciliation	\\eta-940-01.eta.dir.labor.gov\Shared\OFAS\ACCTNG\GLCM - Do not delete\1. GENERAL LEDGER\6. NCFMS-AMS RECONCILIATION	DAA-GRS-2013-0003-0011 Destroy when business use ceases.
013	GRS 1.1 - 030	Capitalized Property listing, Internal Use Software records, disposal support	Capitalized Property listing, Internal Use Software records, disposal support	\\eta-940-01.eta.dir.labor.gov\Shared\OFAS\ACCTNG\GPA - Do Not Delete\Property	DAA-GRS-2013-0003-0004 Destroy when business use ceases.
014	GRS 1.1 - 040	Real Property Physical Inventory	Inventory Packages	ETA Main File Station N4470	DAA-GRS-2013-0003-0012 Destroy 6 years after period covered by account.
015	GRS 1.1 - 020	Capitalized Personal Property Reconciliations	Quarterly Capitalized Personal Property Reconciliations (CIP, IUOE, EPMS, Software in Development)	\\eta-940-01.eta.dir.labor.gov\Shared\OFAS\ACCTNG\GPA - Do Not Delete\Property\Fixed Asset FY19\Recons	DAA-GRS-2013-0003-0011 Destroy when business use ceases.
016	GRS 1.1 - 020	E-Grants to NCFMS Reconciliation	E-Grants to NCFMS Reconciliation	\\eta-940-01\OFAS\ACCTNG\GPA - Do Not Delete\Grants\Grants FY19\E-Grants Reconciliation FY 2019	DAA-GRS-2013-0003-0011 Destroy when business use ceases.

017	GRS 1.1 - 020	ETA PMS to NCFMS Reconciliation	Sync Report Reconciliation ETA	\\eta-940-01\OFAS\ACCTNG\GPA - Do Not Delete\Grants\Grants FY19\Sync Reports	DAA-GRS-2013-0003-0011 Destroy when business use ceases.
018	GRS 1.1 - 080	TORT CLAIMS	Tort Claims	<u>\\eta-940-01\OFAS\ACCTNG\AP AR DM Travel - Do not delete\Accounts Payable\Third Party and Off-line Payments</u>	DAA-GRS-2017-0005-0001 Destroy when business use ceases.