

## CHAPTER 9

FINANCIAL RECORDS RETENTION0901 OVERVIEW

This Chapter provides guidance on the retention policy for financial records created or received and maintained by all elements of the Department of Defense (DoD).

090101. Purpose. To establish policy for the maintenance and retention of DoD financial records.

090102. Scope. This policy applies to all DoD Components as defined in the “Foreword” to this Volume of the “DoD Financial Management Regulation.”

0902 POLICY AND PROCEDURES

090201. All financial records, both paper and electronic, supporting the acquisition of DoD Property, Plant and Equipment (PP&E), materials and supplies, including cash, fixed and other assets, real and personal property, operating materials and supplies, stockpile materials, and National Defense PP&E shall be maintained for a minimum period of 6 years and 3 months. These records do not include documentation supporting settlement vouchers for official travel, which are administrative in nature and are described in Volume 9 of this Regulation. The use of electronic files, whenever possible, is encouraged.

090202. The National Archives and Records Administration (NARA) records management program provides guidance and assistance for the management and disposition of federal records. General Records Schedules (GRS) are issued by the NARA to provide disposal authorization guidance for administrative records, including fiscal accounting records. The GRS guidance is extensive and legally mandatory per the Federal Records Act and implementing records management regulations can be found in 36 Code of Federal Regulations, 1220-1238. The foregoing are implemented in the Department of Defense by DoD Directive 5015.2, “DoD Records Management Program,” dated April 11, 1997. The Assistant Secretary of Defense for Command, Control, Communications, and Intelligence has cognizance for this directive. The GRS, available on the Internet at: <http://ardor.nara.gov/grs/index.html>, provides, in extensive detail, guidance for specific documents and their retention requirements.

0903 RESPONSIBILITIES

090301. The Office of the Under Secretary of Defense (Comptroller), Office of the Deputy Chief Financial Officer, is responsible for the establishment and maintenance of this financial records retention policy.

090302. The DoD Components are responsible for adherence to and implementation of this financial records retention policy.

0904 SPECIFIC PROCEDURES

The following guidance applies:

090401. Financial Records. All financial records for the property categories included in paragraph 090201, above, shall be maintained in the original format or in a suitable records retention medium. This format includes paper copies, electronic copies, applicable DD, SD, SF or Component forms, or any other suitable medium that documents the integrity of the financial record.

090402. Retention Duration.

A. All DoD financial records, without regard to medium, shall be retained for a minimum period of 6 years and 3 months. Financial records will be retained for a longer period of time if a compelling reason exists or supplemental guidance so directs. Specific attention should be given to guidance provided by the references noted in paragraph 090202.

B. Foreign Military Sales documents and financial records must be retained for 10 years from the date of case closure.

C. Financial records pertaining to capitalized assets, such as those PP&E assets identified in Volume 4, Chapter 6 of this Regulation, shall be retained so long as the cost of the asset is included in the amounts reported in DoD financial statements or comparative financial statements.

D. Records for appropriations shall be retained for 6 months following the cancellation of the funding appropriation.

E. Property records produced in connection with litigation shall be retained until the litigation is concluded, with a starting date that is no earlier than the date the claim was submitted.