



General Services Administration

September 10, 2015

GSA SMARTPAY SMART BULLETIN

**U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
SMART BULLETIN NO. 025**

GSA SmartPay–Record Retention Requirements

EFFECTIVE DATE: From Issuance until superseded.

BUSINESS LINE(S) AFFECTED:
Purchase, Travel, Fleet and Integrated

INTRODUCTION:

The purpose of this GSA SmartPay® Smart Bulletin is to inform customer agencies of the record keeping requirements under the GSA SmartPay® program.

SUMMARY:

In September 2014, The National Archives and Records Administration (NARA) issued General Records Schedule (GRS) Transmittal 23 which added General Records Schedules and created FAQ documents as well as crosswalks from old to new GRS items.

The record retention requirements included as part of Transmittal 23 are numerous and part of a larger, five-year project NARA is undertaking to rewrite many GRS. The purpose of this Smart Bulletin is to highlight the changes that affect the GSA SmartPay government-wide charge card program and, to provide direct links to the resources available from NARA. Any future GRS updates that may affect record retention for the GSA SmartPay program will be added to this Smart Bulletin as they become available.

Transmittal 23 created the new GRS 1.1 which covers the records of all Federal financial transactions including all purchases, travel reimbursements and fleet transactions. The updated retention requirements are as follows:

- Official Records, held in the Office of Records (Item 010) - Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
- All other copies (Item 011) - Destroy when business use ceases.

There are three notes made by NARA that are of importance when it comes to record retention and the GSA SmartPay program under GRS 1.1.

Note 1: Procurement and other financial files that stand out because of high dollar value, media attention, historical value, research value, or other extenuating circumstances may have permanent value. Agencies that believe they hold such files should submit a records schedule to NARA.

Note 2: Accounts and supporting documents pertaining to American Indians are not authorized for disposal by this schedule. Such records should be reviewed and scheduled appropriately by the agency since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.

Note 3: The Comptroller General has the right to require an agency to retain any portion of these records for a period of up to 10 years.

In addition to the creation of GRS 1.1, Transmittal 23 provides a crosswalk between the old and new GRS. This crosswalk can be found on pages 207-214 of Transmittal 23 for your reference. The column labeled "Retention" is meant to mean "Old Retention" time frames with the following columns, "New GRS" and "New Item" indicating where the new retention requirements can be found within Transmittal 23.

RESOURCES:

Transmittal 23 – Memo to All Agency Heads

<http://www.archives.gov/records-mgmt/grs/grs-trs23.pdf>

New GRS 1.1 Financial Management and Reporting Records

<http://www.archives.gov/records-mgmt/grs/grs01-1.pdf>

NARA Records Express Blog

<http://records-express.blogs.archives.gov/2014/09/17/grs-transmittal-23/>

ACTION: A/OPCs and cardholders should familiarize themselves with the updates and new GRS 1.1 provided in [Transmittal 23](#). Some of these changes affect record

retention of documents associated with use of the GSA SmartPay program. For questions related to the GRS, please contact the NARA Office of the Chief Records Officer at GRS_Team@nara.gov.

The Office of Charge Card Management will work to negotiate modifications to the GSA SmartPay 2 master contracts, to reflect the GRS 1.1 updates once the FAR Council has made any necessary changes to FAR 4.703 which governs record retention requirements for contracts.

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If you have any questions or comments regarding this Smart Bulletin, please contact OCCM at 703-605-2808 or via email at: gsa_smartpay@gsa.gov