

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 7**

Expenditure Accounting Records

Expenditure accounting records are the ledgers and related documents maintained by all agencies to show in summary fashion how their funds, appropriated and non-appropriated, are spent after allotment by the Office of Financial Management or the Office of the Budget, and the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the agency accounting system. These ledgers summarize the financial status and financial transactions of the agency, showing the current status of funds available for expenditure, the amounts due and collected for the account of the government, accumulated expenditures and liabilities, and the values of stock, equipment, and other property in agency custody. They are controls that serve not only as central fiscal records, but also a primary source of data for top management concerned with agency solvency, with expenditures and with program costs.

The general ledgers are subdivided into arbitrarily created account titles, which are based on programs, projects, costs, and funds. Supporting them are a group of subsidiary ledgers and papers further detailing the information in the general ledgers or serving as a posting media to the ledgers themselves. To the extent that they reflect appropriation expenditures, the general ledgers are supported by allotment ledgers, which at all times show the current unobligated balance of funds allotted for specific agency purposes and there by provide a safeguard against over expenditure by operating officials. The allotment ledgers are general controls over expenditures, and they in turn summarize and are supported by more detailed controls that normally take the form of project or job orders which authorize exact and specific expenditures.

The sources of data that are posted to the ledger files are somewhat diverse, but they fall into two general groups:

- a. Copies of various obligation or expenditure documents, such as vouchers and schedules, which flow throughout the ledger unit for posting.
- b. Journal vouchers and similar internal control documents created to authorize and convey entries to the general ledger.

As the centralized fiscal record, the general ledgers ultimately summarize stores, plant and cost accounting data, which are treated in a separate schedule, but these are only several aspects of the total ledger accounts. Consequently, the ledgers are the source for the data included in the basic apportionment reports to the Office of Financial Management, and overall reports of agency fiscal condition which may be required by the General Accounting Officer (see DCGRS 6 and 8). The adequacy for audit purposes of the general ledger accounts is normally considered to be indicative of the suitability of the agency's entire accounting system and the reliability of its financial data.

This schedule does not apply to such records maintained on a government-wide basis by the Office of Financial Management, or to those formerly maintained by the General Accounting Office. In no event may disposal be made of records pertaining to accounts, claims, or demands involving the government of the District of Columbia which have not been settled or adjusted without written approval of the D.C. Controller.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

DISTRICT OF COLUMBIA GENERAL RECORDS SCHEDULE 6

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	Expenditure Accounting General Correspondence and Subject Files. Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Destroy when 2 years old.
2.	General Accounting Ledgers. General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Destroy 10 years after the close of the fiscal year involved.
3.	Appropriate Allotment Files. Allotment records showing status of obligations and allotments under each authorized appropriation.	Destroy 10 years after the close of the fiscal year involved.
4.	Expenditure Accounting Posting and Control Files. Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.	
	a. Original records.	Destroy when 3 years old.
	b. Copies.	Destroy when 2 years old.