

## GRS 2.4 Employee Compensation & Benefits Records

This file contains two documents. The Draft Schedule contains the proposed text of the new GRS in publication format. The Draft Appraisal Memorandum provides additional background explanation and includes the appraiser's justification for the retention decisions proposed in the schedule.

THE SCHEDULE IS NOT APPROVED FOR USE.

National Archives and Records Administration  
Office of the Chief Records Officer  
GRS Team  
July 31, 2023

# DRAFT

## GENERAL RECORDS SCHEDULE 2.4: Employee Compensation and Benefits Records

This schedule covers records Federal agencies create while conducting agency payroll functions (items 010-061) and while managing specific programs that offer employees monetary or other tangible benefits (items 070 to 141). See GRS 2.3 (Employee Relations Records) and GRS 2.7 (Employee Health and Safety Records) for other programs that provide intangible benefits, protections, or assistance to employees.

Most payroll is processed electronically. Agencies create payroll system input records both electronically and on paper (brought into the system by scanning). This schedule covers only versions the agency determines to be official payroll system records. GRS 5.2, item 020 (Intermediary records) covers paper documents for which the agency designates their equivalent electronic versions to be the record copies.

This schedule does not cover Office of Personnel Management files that reflect its own or other agencies' personnel needs and problems. Agencies must offer records they created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
<b>Payroll</b>			
010 - 050	<b>No change</b>		
060	<b>Payroll program administrative records</b> Records produced in administering and operating payroll	<b>No change</b>	
061	functions of a general nature and not linked to an individual employee's pay.	<b>Payroll system reports providing fiscal information on agency payroll</b>  <i>Supersedes DAA-GRS-2016-0015-0007 – 3 years or after GAO audit, whichever is later</i>	<b>Temporary.</b> Destroy <b>when 3 years old</b> , but longer retention is authorized if required for business use.  DAA-GRS-202X-000X-0001
<b>Compensation and Benefits Administrative Program Records</b>			
070 - 071	<b>No change</b>		

# DRAFT

Item	Records Description	Disposition Instruction	Disposition Authority
080	<b>Wage survey files</b> Periodic surveys of wages paid to non-Government workers in a specified wage area to support and modify the Federal Wage System <b>and records related to conducting these surveys.</b> <i>Supersedes DAA-GRS-2016-0015-0010 – after completing second succeeding survey</i>	<b>Temporary.</b> Destroy <b>7 years after survey completion</b> , but longer retention is authorized if required for business use.	DAA-GRS-202X-000X-0002
090 - 141	<b>No change</b>		



Office of the Chief  
Records Officer for the  
U.S. Government

**Date:** July 31, 2023  
**Appraiser:** Andrea Riley, ACRS  
**Agency:** General Records Schedules (GRS)  
**Subject:** DAA-GRS-202X-000X

**DRAFT**

## INTRODUCTION

### Schedule Subject

GRS 2.4, Employee Compensation and Benefits Records - Revision

### Additional Background Information

NARA is revising GRS 2.4, Employee Compensation and Benefits Records, to enable a computer to convert disposition instructions into code that it can implement. In other words, we seek to make the instructions machine-implementable. These instructions must have only one retention type for the computer to know what to do. A retention type identifies the general point in time when retention starts, either at the point of creation (an age- or creation-based retention, such as “Destroy when 3 years old”) or when a certain event occurs (an event-based retention, such as “Destroy 3 years after final action”).

The following changes have been made to this schedule:

- Revisions to item 061, Payroll program administrative records - Payroll system reports providing fiscal information on agency payroll, to simplify the disposition instructions.
- Revisions to item 080, Wage Survey Files, to simplify the item description and disposition instructions.

### Overall Recommendation

Approval of the attached schedule is recommended based on NARA Directive 1441 Appraisal Policy of the National Archives and Records Administration.

## APPRAISAL

### Item 0001 (GRS 2.4, item 061): Payroll program administrative records - Payroll system reports providing fiscal information on agency payroll

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

#### **Superseded items:**

- DAA-GRS-2016-0015-0007 (GRS 2.4, item 061, Payroll program administrative records - Payroll system reports providing fiscal information on agency payroll) - Temporary

**Reason for rescheduling:** To make the disposition instruction machine-implementable.

**Appraisal Justification:**

- Records document routine administrative functions, rather than an agency's core mission. Managing payroll is an activity related to the administrative human resources management function.
- Previously approved as temporary.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The previous retention for these records was 3 years or after GAO audit, whichever came sooner. To simplify the disposition instruction and make it machine-implementable, we changed the retention to the longer option, "destroy when 3 years old," as it will still ensure that records are available in case of GAO audit. Longer retention is still authorized for business use.

**Media Neutrality:** Approved

**Item 0002 (GRS 2.4, item 080): Wage Survey Files**

The item description was simplified to take out specific examples of the types of documents that typically are involved with a wage survey. The revised item applies to all records related to the activity of conducting wage surveys, whatever those records might be.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Superseded items:**

- DAA-GRS-2016-0015-0010 (GRS 2.4, item 080, Wage Survey Files) - Temporary

**Reason for rescheduling:** To simplify the item description and make the disposition instruction machine-implementable.

**Appraisal Justification:**

- Records document routine administrative functions, rather than an agency's core mission. Wage surveys are an activity related to the administrative human resources management function.
- Previously approved as temporary.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The previous disposition instruction for these records required keeping each survey until the second succeeding survey occurred. We consulted with the Defense Civilian Personnel Advisory Services (DCPAS) in the Department of Defense, which currently conducts the surveys as delegated to by OPM, to determine that a 6 year standardized retention would be sufficient to ensure that surveys are retained for an adequate period of time for business use. We extended this to 7 years for standardization of retention. Longer retention is still authorized for business use.

**Media Neutrality:** Approved

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Appraiser