

Request for Records Disposition Authority <small>(See Instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-016-10-7	Date Received 9/1/2010
1 From (Agency or establishment) usda		Notification to Agency In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Office of the Chief Financial Officer		Date 9/1/2010	Archivist of the United States <i>[Signature]</i>
3 Minor Subdivision National Finance Center			
4 Name of Person with whom to confer Diana Avery	5 Telephone (include area code) 202-720-1308		
6 Agency Certification I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies <input type="checkbox"/> is not required <input type="checkbox"/> is attached <input checked="" type="checkbox"/> has been requested			
Signature of Agency Representative <i>[Signature]</i>		Title Senior Staff Records Officer	
		Date (mm/dd/yyyy)	
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	The National Financial Center provides payroll services to other Federal agencies. Our business processes are changing to eliminate the production of microfiche and microfilm. We are moving to retaining these records in a digital format. The individual pay record has been produced on microfiche with a retention of 56 years per GRS 2, item 1.b.; however the GRS indicates that it may not be retained in "machine-readable form." NARA believes it may be obsolete wording and probably does not refer to digital format, but they may need to confer with GAO, OPM, etc. to ensure compliance. NFC plan to stop microfiche production as of October 1, 2010. Individual Employee Pay Record a. Pay record for each employee as maintained in an electronic database. The database may be a stand-alone payroll system. Update elements and/or entire record as required. b. Individual Pay Record, containing pay data on each employee within an agency. This record will be maintained in an electronic or other format.	N1-GRS-92-4, item 1a Destroy when 56 years old	