

NC

Rec'd NC 10, 14 Aug 79 by

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-16-79-5
DATE RECEIVED	8-14-79
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	8-28-79 <i>James E. O'Neil</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT) U. S. Department of Agriculture	
2. MAJOR SUBDIVISION Office of Operations and Finance	
3. MINOR SUBDIVISION National Finance Center	
4. NAME OF PERSON WITH WHOM TO CONFER Frank A. Ianni	5. TEL. EXT 255-5510

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8/17/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Frank A. Ianni</i>	E. TITLE Management Analyst
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Subject: Time and Attendance Report</p> <p>General Services Administration guidelines in FPMR 101-11.4, General Record Schedules, specify a retention period of 3 years for Time and Attendance Reports. However, circumstances exist under the Fair Labor Standards Act where T&A's will be needed for claims determination for up to 6 years.</p> <p>At present, our retention on T&A's is 3 years under GRS-2, Item 3A. We are asking for approval for 6 years under GRS-6, Item 1A. If this is approved, it will be necessary to change the retention period on T&A's presently on file at the Federal Records Center in Fort Worth, Texas.</p> <p>See attached letter dated June 20, 1979.</p>	GRS 2-3a	1 item