

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| 8-28-79<br>Date   | James E. O'Neil<br>acting Archivist of the United States |

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

|  |                         |
|--|-------------------------|
| 1. FROM (AGENCY OR ESTABLISHMENT)<br>U. S. Department of Agriculture |                         |
| 2. MAJOR SUBDIVISION<br>Office of Operations and Finance             |                         |
| 3. MINOR SUBDIVISION<br>National Finance Center                      |                         |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Frank A. Ianni              | 5. TEL. EXT<br>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<br>8/17/79 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Frank A. Ianni</i> | E. TITLE<br>Management Analyst |
|--------------------|--|--------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(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&amp;A's will be needed for claims determination for up to 6 years.</p> <p>At present, our retention on T&amp;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&amp;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           |

sent to GNC, Agency

8-30-79 M