

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 21-462-04-14	DATE RECEIVED 7-21-2004
1. FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Food Safety and Inspection Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Administrative Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Keith Holden	5. TELEPHONE (301)504-3999	DATE	ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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 1 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,

is not required; is attached; or has been requested.

DATE 7/6/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bruce Byrd</i>	TITLE CHIEF, IMAB, ASD
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	PC-Time and Attendance Remote Entry (PC-Tare) and Transmission system (See attached sheets) <i>withdrawn</i>		

Name: PC-Time Attendance Remote Entry (PC-Tare) and Transmission system

Agency Program: Office of Management (OM)

Applicability: Financial Management Division (FMD) / Financial Processing Center (FPC)

Identifying Information:

Description: The PC-Time and Attendance Remote Entry (PC-TARE) and Transmission System allows the user to use a personal computer to prepare and electronically transmit Time and Attendance records to the National Finance Center. The FPC receives completed time sheets from employees throughout FSIS. The T&A's are then analyzed and input into the NFC PC-TARE system for transmission to National Finance Center who then pays the employee. FPC downloads the time and attendance data biweekly for reports and reference.

Specific Restrictions: Information on electronically transmitted Time and Attendance Records to the National Finance Center.

Disposition Information:

- a. System inputs. Information from Time and Attendance Records.

TEMPORARY. Destroy when recordkeeping copy is produced.

- b. Master file. Table of all employees in the agency except HRFO, includes hours worked, SSNO, contract point information, and leave balances. The hours an employee works during a pay period for payment. This includes leave taken, accounting data for charging to the proper fund. The system contains records created from spring of 1998 to present with the same time span. Geographically the system covers the entire agency except HRFO.

TEMPORARY. Cutoff when system is replaced. Transfer to federal records center 1 year after system is cutoff. Destroy 6 years after cutoff.

- c. Data outputs. Daily Time and attendance records.

TEMPORARY. Destroy when 6 years old.

- d. System documentation. User manual, training guides and policies and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the Daily

TEMPORARY. Destroy/delete when superseded or obsolete, or 1 year after the discontinuance of the system, whichever is sooner.

2. Electronic mail and word processing records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

- a. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copies.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

Destroy/delete when disseminating, revising, or updating is completed.