

Ret NCD 18 Jul 80 KH

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-462-80-6

DATE RECEIVED

July 23, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-28-80 *Robert K. Warr*  
Date 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  
Food Safety and Quality Service

3. MINOR SUBDIVISION  
Administrative Services Division, Paperwork Mgmt. Br.

4. NAME OF PERSON WITH WHOM TO CONFER

Bobby L. Byrd

5. TEL. EXT.

447-5033

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 7-15-80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William C. Hauser</i>	E. TITLE Chief, Paperwork Management Branch
--------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1,  2,  a,  b.	<p>This Disposal Schedule relates to records created by the Department of Agriculture, Food Safety and Quality Service, and consists of Employee Pay and Pay Administration Records covered by the Fair Labor Standards Act (FLSA) of 1938, as amended. The deviation of this schedule from the General Records Schedule resulted from the Comptroller General Decision B-190912, April 12, 1978. This decision determined the Statute of Limitations for employee claims under FLSA at 6 years.</p> <p><u>Time and Attendance Reports</u> Record Copy: Destroy when 6 years old.</p> <p><u>Pay Administration Records</u> This includes employee compensation, agency pay policy and clarifications. Record Copy: Destroy when 6 years old.</p> <p>All Other Copies: Destroy when 2 years old.</p>		3 items

Copy to agency  
Copy to All FRCs: 7-14-81: (T.D.)