

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

7.3 Jul 82 NA

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

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Commerce

2 MAJOR SUBDIVISION
Office of the Secretary

3 MINOR SUBDIVISION
Management Services Center

4 NAME OF PERSON WITH WHOM TO CONFER
Ivy V. Parr

5. TEL EXT
377-3630

LEAVE BLANK

JOB NO
NCI-40-82-1

DATE RECEIVED
July 26, 1982

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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10

8-16-82 *[Signature]*
Date Archivist of the United States

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 2 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 7-15-82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Ivy V. Parr</i>	E. TITLE Departmental Records Management Officer
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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.	Office of the Secretary Management Services Center Payroll Section (Formerly-Office of Financial Operations, Payroll Branch)		
	<p>Payroll (Fiscal Folders) - One or more folders established for each employee in which are filed copies of such papers as Notification of Personnel Action, Payroll Changes Slips, Health Benefits Registration, Time and Attendance Reports, retirement records of separated employees and allotments of pay to name a few. Upon separation from the Office of the Secretary or the area which it serves, and employee's file is closed.</p> <p>Retire closed cases to SHA at the end of every two years. Transfer to WNRC 1 year later. Dispose when 6 years old.</p> <p>MASS DATA CHANGE SHEET ATTACHED.</p>	NCI-40-79-1 Item 421	2 items

115-10. Closed out: 8-19-82 (cm)

Copied to NRC Agency
NCWA & NRC-Civilian

2. Individual Earning and Service Records - This is a record of service, pay, and summary of retirement deductions for each employee.

Retire to SHA at the end of every 2 years. Transfer to National Personnel Records Center 2 years later. Destroy 56 years after the date of last entry on the card.

GRS 2,
item 1