

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec'd NO 7/16/80*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
National Oceanic and Atmospheric Admin.

2. MAJOR SUBDIVISION  
Office of Management and Budget

3. MINOR SUBDIVISION  
Office of Finance

4. NAME OF PERSON WITH WHOM TO CONFER  
Richard Roberts

5. TEL EXT  
443-8595

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

JOB NO  
NC1-370-80-3

DATE RECEIVED  
3-21-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-8-80 *James E. O'Neill*  
Date Acting Archivist of the United States

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 <u>3-25-80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ang V. Parr</i>	E. TITLE <u>Departmental Records Mgmt. officer</u>
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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
	<p>The following item requests a change in the retention period for a series described in the NOAA Filing-Disposition Handbook.</p> <p><u>Time and Attendance Card Files.</u> T&amp;A cards which include posting of leave taken by employee. This item does not apply to copies of T&amp;A's maintained by timekeepers in local offices (see 102-03).</p> <p align="center">Retention: Destroy when 6 years old.</p> <p>Although the General Records Schedules provide for only a three year retention period, the Fair Labor Standards Act has resulted in claims going back at least six years. The Comptroller General of GAO has ruled that a six year statute of limitations applies, so we must have the T&amp;A's to verify or deny the claims. The GAO ruling was contained in the "Comptroller General Decision B-197912" of April 27, 1978. On July 11, 1978, the Federal Personnel Manual Chapter 551-15 was changed to reflect this.</p>		<i>1 item</i>

115-107 *Copy to agency 4-10-80*