

## Request for Records Disposition Authority

Records Schedule Number      DAA-0334-2018-0008  
 Schedule Status                  Approved

Agency or Establishment        Army Air Force Exchange Service  
 Record Group / Scheduling Group   Records of Interservice Agencies  
 Records Schedule applies to    Agency-wide  
 Schedule Subject                 Payroll Allotment Files  
 Internal agency concurrences will be provided      No

**Background Information**

GRS 2.4 was updated in July 2017 changing the retention of the items included in 2.4, Item 10 from the max retention of 3 years to "2 years after an employee separates or retirement", which could be over 50 years. The GRS Team explained that, "that 2 out of the 4 agencies that they reviewed stated that on occasion, years later, had to refer back to these records to show that indeed Employee X elected on Y date to have Z amount of money deducted for TSP contributions and that this amount was in place until Q date when the election amount was changed to something else."  
 The Department of Labor lists the statute of limitations for the recovery of back pay as 2 years, 3 years for willful violations. We are requesting a retention that cuts off at the close of the calendar year, destroy 3 years later to meet the legal requirements of DOL. Keeping these records longer than legally necessary opens the government up to unnecessary litigation, increase cost for up to 50 years of unnecessary storage, and will require additional manpower for an individual to close each individual record for the 2 year retention to begin when an employee separates.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0334-2018-0008

Sequence Number
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1
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Payroll Allotment Files
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Disposition Authority Number: DAA-0334-2018-0008-0001
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## Records Schedule Items

Sequence Number		
1	<p><b>Payroll Allotment Files</b></p> <p>Disposition Authority Number      DAA-0334-2018-0008-0001</p> <p>Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks. Includes additions to paychecks such as subsidies, IRS form W-9, and other additions. Deductions from paychecks such as insurance, retirement accounts, flexible spending accounts, union dues, Combined Federal Campaign (CFC), garnishments, bond purchases, and other deductions. Also includes authorizations for deposits into bank accounts, changes and corrections to previous transactions, and Fair Labor Standards Act exemption worksheets.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Active</p> <p>Is this item media neutral?            Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                              Yes</p>	
	Manual Citation	Manual Title
	EOP 05-01, Item 703-02	Records Management
	<p>GRS or Superseded Authority Citation      DAA-GRS-2016-0015-0001</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                              Cut-off at close of calendar year.</p> <p>Retention Period                                Destroy 3 year(s) after cut-off</p> <p><b>Additional Information</b></p> <p>GAO Approval                                      Not Required</p>	

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
08/29/2018	Certify	Shanna Jones	Records Officer	Plans - Policy
09/07/2018	Return for Revision	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/10/2018	Submit For Certification	Shanna Jones	Records Officer	Plans - Policy
09/10/2018	Certify	Shanna Jones	Records Officer	Plans - Policy
05/15/2019	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/16/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/16/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/17/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist