

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

LEAVE BLANK	
JOB NO <b>NC1 457 78 2</b>	
DATE RECEIVED <b>9 NOV 1977</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-11-77</i> Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION, 400**

1. FROM (AGENCY OR ESTABLISHMENT)  
**National Security Agency/Central Security Service**

2. MAJOR SUBDIVISION  
**(b)(3)**

3. MINOR SUBDIVISION  
**(b)(3)**

4. NAME OF PERSON WITH WHOM TO CONFER  
**(b)(3)**

5. TEL EXT

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 33 cu. ft. 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.**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><b>FINANCE AND ACCOUNTING</b>  <b>Time and Attendance Cards (326-17)</b>                      Cards indicating regular and overtime work hours, and hours chargeable to annual, sick or other leave for each civilian employee. (NSA Form B 3091 is the equivalent of SF 1130.)  <b>DISPOSITION:</b> Microfilm cards each pay period and destroy hard copy cards after verification of microfilm in accordance with FPMR 101-11.5; destroy microfilm copies after GAO audit or when 3 years old, whichever is sooner. (Reference General Records Schedule 2, item 3, and attached GAO ruling dated 6 August 1974.)</p>		1 item

*1152107 Sent to agency, 11/21/77 DR*

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 402, noting National Security Agency Act of 1959, which protects from disclosure “information pertaining to the functions or organization of NSA and certain information pertaining to NSA employees.” You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>