

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

11/3/80

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

LEAVE BLANK
JOB NO  NCL-AU-81-10
DATE RECEIVED November 4, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
10-7-81 <i>Edward Weldon</i> Date <i>Acting</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
 Department of the Army

2. MAJOR SUBDIVISION  
 Office of the Adjutant General

3. MINOR SUBDIVISION  
 Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
 John G. Vos

5. TEL. EXT.  
 693-1937

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 29 Oct 80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE Chief, Records Management Division
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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.	<p><b>FN 306-05</b></p> <p>LEAVE RECORD FILES. Subsidiary records to the official leave record card. Included are time and attendance reports and/or job cards on which leave data were maintained, applications for leave, and similar data. Note: Prior to disposal, all documents which are pertinent to an outstanding GAO exception will be withdrawn and retained until clearance of the exception. (FN 306-05, AR 340-18-3).</p> <p><u>Disposition:</u> Destroy after 6 years.</p> <p><u>Rationale:</u> This request is to extend the retention period of these records from 3 to 6 years based on Comptroller General Decision B-190912 dated April 1978, at Sample 1, which states in part that the "...time limit for filing FLSA claims in GAO is 6 years. 31 U.S.C. 71a and 237." The chief documents which support claims under the Fair Labor Standards Act are precisely those maintained under the Army's file number 306-05 -- time/attendance records, job cards, applications for leave, and similar data. In order to comply with the FLSA, such supporting records must be retained for 6 years.</p> <p><u>Note:</u> Items 3, 8, and 9, GRS-2, apply.</p>	(1) <i>Demotions GRS# 2, Items 3, 8, &amp; 9</i>	<i>1 item</i>

115-107  
 RG 834  
 338

*More Data Sheet forwarded  
 with agenda of AR 340-18-3 passed  
 Closed out: 10-20-81: K.T.D.*

STANDARD FORM 115  
 Revised April, 1975  
 Prescribed by General Services Administration  
 FPMR (41 CFR) 101-11.4

*Copied to ALL FRSS & NNM & Agencies*