

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-87-94-1	
1 FROM (Agency or establishment) Department of Treasury, U. S. Secret Service		DATE RECEIVED 9-13-94	
2 MAJOR SUBDIVISION Management and Organization		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Policy Analysis and Records Systems Branch		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Carolyn Wesner	5 TELEPHONE 435-7026	DATE 9-29-94	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6 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 on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 8/30/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief, Management and Organization Div.
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Request a revision of NCI-87-85-1 to include a retention change for: Time and Attendance Reports generated by an automated EZ Time and Attendance System, USSS Special Time and Attendance Worksheets, USSS Work Schedules, Application for Leave, SF 71 or equivalent, and copies of the SSF 1587 Employee Activity Report and the SSF 1587W Employee Activity Report. The retention period for the SSF 1587, Employee's Activity Report (Original File) remains the same.</p> <p>From: <u>Time and Attendance Report File</u> Original pre-printed (or equivalent) time and attendance card, TD F/10-1, H-1, H-2, H-3, used as the payroll preparation and processing record, and supporting papers. Arranged by employee Social Security number and pay period.</p>		WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>Disposition:</u> Personnel Division (Payroll Section) Cut off file at the end of each leave year. Transfer to the Federal Records Center 3 years after cutoff. Destroy when 6 years and 3 months old.</p> <p>T&A Related Records a. USSS Special Time and Attendance Worksheet b. USSS Work Schedules c. Original Daily or Weekly Employee Activity Report. Includes copy of Monthly Employee Activity Report. d. Application for Leave, SF 71 or equivalent, and supporting papers relating to requests for and approval of taking leave including the Uniformed Division Leave Book.</p> <p><u>Disposition:</u> All Offices. Cut off at the end of each year. Destroy 3 years after cutoff date.</p> <p>2. <u>Employee's Activity Report (SSF 1587) File</u> Original Employee's Activity Report used as the source document to calculate protective manhours in support of internal and external programs.</p> <p><u>Disposition:</u> Management and Organization (Originals) Cut off file at the end of each calendar year. Transfer to the Federal Records Center after separation of employee from the Secret Service. Destroy 20 years from the date of transfer.</p> <p><u>Monthly Employee's Activity Report, (SSF 1587) File</u> <u>Disposition:</u> All Other Offices (Copies) Destroy 3 years after the end of the pay period.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

3 OF 3

7
ITEM
NO

8 ~~DESCRIPTION OF ITEM AND PROPOSED DISPOSITION~~
~~To: Time and Attendance Reports
 Original, certified timecard and
 related documents~~

9 GRS OR
 SUPERSEDED
 JOB CITATION

10 ACTION
 TAKEN (NARA
 USE ONLY)

- a. USSS Special Time and Attendance Worksheet, SSF 1852
- b. USSS Work Schedules, SSF 1867
- c. Application for Leave, SF 71 or equivalent

Disposition:

All USSS Operating Offices
 Cut off file at the end of each
 leave year. Destroy when 6 years
 and 3 months old. Transfer to the
 nearest Federal Records Center is
 authorized after 3 years.

Copy of SSF 1587, Employee Activity
 Report or SSF 1587W Employee
 Activity Report Worksheet for
 offices on-line with MRS (Manpower
 Reporting System) indicating weekly
 hours as well as monthly cumulative
 hours

Disposition:

All Other Offices
 Copies of SSF 1587 or SSF 1587W.
 Destroy after 6 years and 3 months.

JUSTIFICATION: The USSS Personnel
 Division does not retain any
 original certified timecards other
 than those of separating employees.
 All USSS Operating Offices will now
 retain original computer printouts.
 When an employee separates, the
 losing office will send timecards,
 original and amended, leave slips,
 overtime authorization memos and
 final leave audit to the Personnel
 Division.

The Secret Service now deems it
 necessary in relation to the Fair
 Labor Standards Act to retain all
 supporting documentation for as
 long as the certified hard copy
 time and attendance printout (6
 years and 3 months).

WITHDRAWN