

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

*Red NCO 23 Apr 81/14*

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

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

2. MAJOR SUBDIVISION  
United States Secret Service

3. MINOR SUBDIVISION  
Headquarters and Field Offices

4. NAME OF PERSON WITH WHOM TO CONFER  
Joseph J. Prunka

5. TEL. EXT.  
566-8492

|  |                                |
|--|--------------------------------|
| LEAVE BLANK  |                                |
| JOB NO.  | NCL-87-81-1                    |
| DATE RECEIVED  | April 23, 1981                 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |                                |
| WITHDRAWN  |                                |
| Date   | Archivist of the United States |

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<br>4-13-81 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>John D. Best</i> | E. TITLE<br>Chief, Management and Organization Division |
|--------------------|--|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1.          | <p><del>Time and Attendance Related Documents</del></p> <p>(a) Source documents such as:</p> <p>(1) Time and Attendance Cards, TDF 10-11.H-1, or equivalent;</p> <p>(2) Employee's Activity Report, SSF 1587, or equivalent daily hours worked reports.<br/><i>(see "disposition" below)</i></p> <p>(b) Fair Labor Standards Act (FLSA) computations made from records described in (a).</p> <p>DESTROY: Destroy 6 years, 3 months after end of leave year in which created, or 6 years, 3 months after FLSA payment has been made, whichever is longer.</p> | <p>GRS 2/30</p>      | <p>WITHDRAWN</p> |

*Withdrawn: 3-25-82: K.P.J.*