

24 Mar 1982

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-87-82-2

DATE RECEIVED

March 29, 1982

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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-14-82 *[Signature]*  
Date Archivist of the United States

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

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

3-17-82

D. SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*

E. TITLE

Chief, Management & Organization Division

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO

10. ACTION TAKEN

REQUEST FOR AN EXCEPTION TO GENERAL RECORDS SCHEDULE 2  
From: Time and Attendance Report Files

See description in GRS 2, Item 3.a.

Destroy after GAO audit or when 3 years old,  
whichever is sooner.

To : U.S. Secret Service Time and Attendance Related Documents Relative to Fair Labor Standards Act (FLSA) Claims and Payments.

T&A documents maintained separately from the pay and earning records. These are copies of T&A cards, Daily and Weekly Employee Activity Reports, Special T&A Work Sheets, Work Schedules, and Travel Vouchers.

Disposition

Cut off at the end of each leave year. Transfer to the Federal Records Center one year after cut off. Destroy 6 years and 3 months after cut off.

*1 item*

*NO MASS DATA CHANGE IS REQUIRED*

*Closed Out: 4-26-82; K.T.V.  
Copy to Agency & All FDCs*