

| | | | |
|--|--------------------------------------|---|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO. NCI-87-85-1 | DATE RECEIVED 8-16-85 |
| 1. FROM (Agency or establishment) Department of the Treasury | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION United States Secret Service | | In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 3. MINOR SUBDIVISION Management and Organization Division | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Ann Parker | 5. TELEPHONE EXT. 535-5776 | DATE 4-11-86 | ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i> |
| 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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

| | | |
|---------------------------|---|---|
| B. DATE 8/06/85 | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>M. K. [unclear]</i> | D. TITLE Chief-Management and Organization Division |
|---------------------------|---|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-------------|--|-----------------------------------|--|
| 1. | <p>REQUEST A REVISION OF NCI-87-82-2 FROM ONE ITEM TO A TWO ITEM SCHEDULE.</p> <p>From: <u>U.S. Secret Service Time and Attendance Related Documents Relative to Fair Labor Standards Act (FLSA) Claims and Payments.</u></p> <p>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.</p> <p><u>Disposition</u></p> <p>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.</p> <p>To: <u>U.S. Secret Service Time and Attendance Related Documents Relative to Fair Labor Standards Act (FLSA) Claims and Payments.</u></p> <p>T&A documents maintained separately from the pay and earning records. These are copies of T&A cards, Special T&A Worksheets, Work Schedules and Travel Vouchers.</p> | NCI-87-82-2 | |

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 2

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------------|--|--|---|
| 2. | <p><u>Disposition</u></p> <p>Employees Covered by Fair Labor Standards Act (FLSA)</p> <p>Headquarters and Field Offices - 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.</p> <p>All Other Employees</p> <p>Headquarters and Field Offices - Destroy 6 months after the end of the pay period.</p> <p><u>Employee Activity Reports - Time and Attendance Related Documents Referenced For Retirement Purposes.</u></p> <p>T&A documents maintained separately from the pay and earnings records. These are Weekly and Monthly Employee Activity Reports (SSF 1587). The original Monthly maintained by Management and Organization and copies maintained by Headquarters and Field Offices.</p> <p><u>Disposition</u></p> <p>a. Originals - Transfer to FRC after separation of individual. Cut-off at end of each calendar year. Destroy 20 years from date transfer.</p> <p>b. All other copies - Headquarters and Field Offices destroy 6 months after the end of the pay period.</p> <p>(See attached justification)</p> | | |

Justification

The U.S. Secret Service is seeking approval to revise schedule NCI-87-82-2 by removing the Employee Activity Reports from the existing schedule and making it item two of the revised schedule. We also wish to be more specific in the disposition.

The agency has found it necessary to retain their Monthly Activity Reports to aid in the computation of retirement monies. They are the source documents for computation of all employees eligible for the D.C. Police and Firearm's Retirement System. We are receiving many inquiries well after the time an employee has retired. This alignment will parallel official personnel folders. We are asking for a retention period of 20 years.