REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
Department of the Treasury
United States Secret Service

2. MAJOR SUBDIVISION
Management and Organization Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Ann Parker

5. TELEPHONE EXT.
535-5776

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 ______ 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

D. TITLE
Chief-Management and Organization Division

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
REQUEST A REVISION OF NCI-87-82-2 FROM ONE ITEM TO A TWO ITEM SCHEDULE.


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. TO:

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.
Disposition

Employees Covered by Fair Labor Standards Act (FLSA)

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.

All Other Employees

Headquarters and Field Offices - Destroy 6 months after the end of the pay period.

2. Employee Activity Reports - Time and Attendance Related Documents Referenced For Retirement Purposes.

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.

Disposition

a. Originals - Transfer to FRC after separation of individual. Cut-off at end of each calendar year. Destroy 20 years from date transfer.

b. All other copies - Headquarters and Field Offices destroy 6 months after the end of the pay period.

(See attached justification)