

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-311-967
1. FROM (Agency or establishment) Federal Emergency Management Agency		DATE RECEIVED	3-28-96
2. MAJOR SUBDIVISION Office of Human Resources Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Workforce Programs and Information Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Tammy Schartel	5. TELEPHONE (540) 542-3030	DATE	ARCHIVIST OF THE UNITED STATES

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 \_\_\_ 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 3/8/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tammy Schartel</i>	TITLE Records Officer Alternate
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Add the following file category to FEMA Manual 5400.4:</p> <p>PER-37-4 Diskette copies of payroll preparation and processing.</p> <p>Disposition: Delete or overwrite when 1 year old.</p> <p>The hardcopies of payroll preparation forms (with employees' signatures) are kept under GRS 2,3a(1) for 6 years. This diskette copy is only used for transmitting payroll information to the office that actually prepares pay statements and checks. The diskette can only be used for 25 pay periods to correct any incorrect information or to prepare a corrected timecard, and then reused for the next corresponding pay period of the next year. For example, if the diskette is used for pay period 4 in 1996, any corrections to the information on that diskette can be made through the end of pay period 3 of 1997. Then the diskette can be reused for pay period 4 of 1997. If corrections need to be made after that point, they are done via hardcopy.</p> <p>Internal Coordination:</p>		
	<p><i>Robert S. Brock</i> 3/20/96</p> <p>Robert S. Brock Associate General Counsel for General Law</p>		<p><i>Anthony B. Jones for</i></p> <p>Mary J. Williams Director, Workforce Programs and Information Division</p>