

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 Department of Justice

2 MAJOR SUBDIVISION
 Justice Management Division

3 MINOR SUBDIVISION
 Facilities and Administrative Services Staff

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
 Robert A Holcombe 202-307-2761

LEAVE BLANK (NARA use only)

JOB NUMBER
 71-060-01-2

DATE RECEIVED
 2-17-2001

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE ARCHIVIST OF THE UNITED STATES
 8-21-01 *John W. Paul*

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 1 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. See attached letter

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE
 2-15-01 *Bernard W Berglund* Bernard W Berglund Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center"><u>Federal Employee Transportation Pre-Tax Benefit Records</u></p> <p><u>This schedule requests that Item 1b be approved for the Department of Justice, and suggests that the National Archives and Records Administration consider revising General Records Schedule (GRS) 9, Item 7 to reflect two sub-items as follows</u></p> <p>a (Proposed Item 7a to GRS 9) <u>Federal Employee Transportation Subsidy Records</u> Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies</p> <p align="center"><u>Disposition</u> Destroy when 3 years old (No change)</p> <p><i>cc: NR, nwmw 8/23/01</i></p>		

b (Proposed Item 7b to GRS 9)

Federal Employee Transportation Pre-Tax Benefit Records Documents in either paper or electronic form relating to the disbursement of transportation pre-tax benefits to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of pre-tax benefits as provided under Executive Order 13150 (Section 1)

Disposition Cut off at the end of each calendar year in which benefits are received
Transfer to the Washington National Records Center two years after cutoff Destroy seven (7) years after cutoff

Justification for Item 1b (Proposed Item 7b, GRS 9) The current GRS authority does not adequately address the need to keep records with personal income tax implications The retention instructions in Item 1b above takes into account the pre-tax benefits provided under Executive Order 13150 (Section 1) As an individual employee's federal taxes may be audited by the Internal Revenue Service for up to seven years after the receipt of the benefit, the government should retain the correlating documentation for the same seven year period

2. **Electronic mail and word processing system copies** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced