

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-60-84-8</i>	
DATE RECEIVED <i>9-12-84</i>	
NOTIFICATION TO AGENCY <small>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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
Date <i>9/12/84</i>	Archivist of the United States <i>[Signature]</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2 MAJOR SUBDIVISION
Justice Management Division

3 MINOR SUBDIVISION
Finance Staff, Office of the Controller

4 NAME OF PERSON WITH WHOM TO CONFER
[Signature]
Peter W. Jones *9/7/84*

5 TEL EXT
272-6100

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

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C DATE <i>9/15/84</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Quinlan J. Shea, Jr.	E TITLE Acting Director, Library Staff, OIT/JMD
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>THIS IS A REQUEST FOR DEVIATION OF GENERAL RECORDS SCHEDULE 2, Item # 3a(2).</u></p> <p><u>TIME AND ATTENDANCE REPORTS FILES</u> (Timekeepers copies)</p> <p>Department of Justice Order 2120.11, Central Payroll System - Approving and Documenting Restored Annual Leave, requires certain documentation in order to gain authorization to have forfeited annual leave restored. Factual evidence that annual leave was approved and reasons why it could not be used as scheduled must be provided. Supporting data in such instances include Form DOJ-296, Time and Attendance Report; Standard Form 71, Application for Leave; and personnel records as sources of evidence. It is the Department's policy to allow employees to audit their time and attendance reports to reconcile the discrepancy and have their supervisor certify the correct leave balance to eliminate the discrepancy with the employee's Payroll Master Record.</p> <p><i>Copy sent to agency 10/17/84 OLO</i></p>		<i>2 items</i>

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>TIMEKEEPER'S COPIES OF TIME AND ATTENDANCE REPORT.</u> Copies of Form DOJ-296 retained by timekeepers in the offices, boards, divisions and bureaus (except FBI).</p> <p><u>DISPOSITION.</u></p> <p>a. Destroy time and attendance reports having no errors one year after the end of the pay period.</p> <p>b. Maintain time and attendance reports involving leave balance errors or leave restoration requests separately, and destroy (1) upon resolution or (2) after one year, whichever is later.</p>	GRS 2, Item # 3a(2)	