

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT) **U.S. Dept. of Interior
Mining Enforcement & Safety Administration**

2. MAJOR SUBDIVISION
Division of Management Services

3. MINOR SUBDIVISION
Branch of Records Management

4. NAME OF PERSON WITH WHOM TO CONFER
Jane R. Rodano *Roy O'Brien* 5. TEL. EXT. **703 235-1470**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 23 FEB 1978	JOB NO. NC1 433 78 1
NOTIFICATION TO AGENCY	
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 "with-drawn" in column 10.	
3-3-78 (Date)	<i>James B. Chodas</i> Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2/21/78
Date *Jane R. Rodano*
(Signature of Agency Representative)

Chief, Branch of Records
Management
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<i>32-31</i>	<p>The Mining Enforcement and Safety Administration requests the addition of the following item to its Records Retention and Disposal Schedule (Job No. NC1-433-77-1).</p> <p>Denver Payroll System Records. A computer output micro-filmed system of payroll records including Department of Interior (DI) Form 502, Time and Attendance (T&A) Report. (Equivalent to SF-1130); SF-71, Application for Leave, (supports entries to T&A Report); MESA Form 1000-23, Overtime request and Authorization, and other memos serving the same purpose (supports entries to T&A Report). The records are to be microfilmed in accordance with FPMR 101-11.5 and to include all of the above records for pay year 1975 through September 1977 and to continue each biweekly pay period thereafter.</p> <p>A. <u>Microfilm copy</u>. Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>B. <u>Paper copy</u>. Destroy when microfilm copy is verified true.</p> <p>C. All other copies. Destroy 6 years after the end of the pay period. <i>months</i></p> <p align="right"><i>RTB 2/27/78</i></p>		
	<i>to agency & NNF 3/9/78</i>		<i>3 items</i>