

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-09-12</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>8/6/09</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Business Center		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	
3 MINOR SUBDIVISION Human Resource Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Lowell Flanders	4 TELEPHONE NUMBER 202-513-0823	DATE <i>8/10/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 AGENCY INFORMATION 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 <u>1</u> page(s) are not needed now 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 <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 08/04/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lawn Boswell</i>		TITLE Office of the Secretary Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
7511 7511 1 7511 2	Human Resources Directorate Individual Payroll Records Corrective Action Review Files	GRS 2 1 b N/A	

7511 Human Resources Directorate The Human Resources Directorate of the National Business center, provides all OPM core human resources services (i.e., personnel action processing, time and attendance, payroll processing, labor cost distribution, benefits processing, and workforce analytics), as well as optional human resources functional cross servicing and an employee-based, web-enabled time and attendance system, Quicktime

7511.1 Individual Payroll Records Files consisting of employee`s individual pay data maintained by the National Business Center. Records contain transaction information related to: payments, to include but not limited to rate of pay, overtime, differential pay, danger pay, salary (gross and net pay amounts), etc.; deductions to include but not limited to state and federal taxes, charity, union, health insurance, life insurance, etc.; “subject-to” amounts for computation, including but not limited to TSP (Thrift Savings Plan), OASDI (Old Age, Survivors, and Disability Insurance, also known as Social Security), Retirement and other deductions, voluntary or involuntary indebtedness; Government contribution amounts, including but not limited to FEHB (Federal Employee Health Benefits), FEGLI (Federal Employee Group Life Insurance), TSP matching, etc; Adjustments, to include any changes affecting an employee`s pay. These records will be reported with quarterly and year-to-date (YTD) summary totals. Documentation supporting payroll records will be held by the appropriate agency.

~~Disposition: Temporary. Cut-off at end of fiscal year in which documents are created. Records are to be sent to National Personnel Center immediately following cut-off and destroyed 56 years after cut-off. (GRS 2.1.b)~~

*Covered
by GRS
2.1b*

7511.2 Corrective and Preventive Action Review Files Consist of Monthly Analysis Review files Corrective Action Reports, Preventive Action Reports, logs, and other documentation showing compliance with corrective and preventive action procedures.

Disposition. Temporary. Cut off when no further corrective action necessary. Destroy 3 years after cutoff or at the next ISO full audit, whichever is sooner.

SF 115 Supplementary Cover Sheet

Summary:

This action establishes a new Office of the Secretary disposition schedule entitled “7511 Human Resources Directorate.”

This schedule includes two items related to the Human Resources Directorate’s program files, one of which is covered by GRS 2.1.b, the other item is not covered by an existing schedule or by the GRS.

7511.1 Individual Payroll Records (GRS 2.1.b)
7511.2 Corrective and Preventive Action Review Files

Reason for submission:

- (1) This action provides for the disposition of records maintained by the Human Resources Directorate, a previously unscheduled Directorate within the National Business Center, responsible for core human resources services.
- (2) This action incorporates the numbering pattern for the Office of the Secretary’s new records schedule.