

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-115-09-2	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3-27-09	
1 FROM (Agency or establishment) Department of the Interior		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Bureau of Reclamation			
3 MINOR SUBDIVISION Information Management Division -- 84-21300			
4 NAME OF PERSON WITH WHOM TO CONFER Roy Wingate	5 TELEPHONE NUMBER 303-445-2058	DATE 7-14-2009	ARCHIVIST OF THE UNITED STATES <i>Kieran R. Cummins</i> Acting Director, NCAIM
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 needed now for the business for 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 March 18, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> Roy Wingate		TITLE Bureau Records Manager
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	BUREAU OF RECLAMATION Electronic Time and Attendance System (ETAS) E-TAS is a web-based time and attendance system providing automated employee data entry to record daily time, flexitime and leave information into the individuals payroll file. The system includes employee information, and time and attendance data including pay codes, account structures, pay tracking and coding information, and leave information. Source data for E-TAS includes Federal Personal and Payroll System (FPPS) data, Federal Financial System (FFS) data, and employee time, attendance, and leave information (either paper or electronic based). Employee personnel information is imported from FPPS. Reclamation employees enter individual T&A and Leave information and the file is interfaced through FPPS which performs any edits and processes the payroll information for funds disbursement. Note: The DOI-National Business Center (NBC) is the responsible agency for non-current payroll files.		

ITEM NO	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1.	INPUTS Time and attendance records upon which leave input data is based	TEMPORARY Destroy when 6 years old or after GAO audit, whichever is sooner (GRS 2, item 7)
2	MASTER FILES – The system contains employee data, time and attendance data that includes pay codes, account structures, pay tracking/coding information and leave information	TEMPORARY – Delete or destroy 7 years after closure of the pay year in which generated or until a GAO audit happens, whichever is sooner Supersedes GRS 2, items 7 and 8
3.	OUTPUTS Time and attendance records and payroll files and outputs to work management systems	TEMPORARY Delete or destroy 6 years after closure of the pay year in which generated or when no longer required for current administrative, legal, audit, or business purposes (Use N1-115-94-02, code FIN-13-00)
4.	SYSTEM DOCUMENTATION Data specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the E-TAS master files (item 2 above)	TEMPORARY Delete or destroy upon successful migration to a new system, upon authorized deletion of the related electronic records, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later [GRS 20, item 11a(1)]
5.	BACKUP TAPES – Files identical to E-TAS Master File records (item 2 above) required for full system restoration	TEMPORARY – Delete or destroy when the identical records have been deleted, or when replaced by a subsequent backup file [GRS 20, item 8b]