

3 items

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAY 27 1976	JOB NO NC1-115-76-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
6-14-76 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of the Interior

2 MAJOR SUBDIVISION
Bureau of Reclamation

3 MINOR SUBDIVISION
Engineering and Research Center

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. Charles R. Bloedorn

5. TEL EXT
303-234-3639

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

5/14/76 *Theodore D. Kilby* Chief, Records Management Branch
 Date (Signature of Agency Representative) (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>This request is a proposed revision of the current published Bureau of Reclamation Schedule 914., items 2(a) and (b). The Bureau of Reclamation is proposing to preserve its time and attendance reports on microfilm and dispose of the original records. This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504.</p> <p>Time and Attendance Reports such as: SF-1130, 1135, 1136, 7-1275, I-503c, DI-502E, or equivalents (including supporting documents such as: leave authorizations, tours of duty, overtime authorizations, military orders, pay adjustment worksheets (Fair Labor Act), etc.)</p> <p>(a) Original paper record <i>Destroy when it is</i> until ascertained that microfilmed copies have been made in accordance with GSA regulations and are adequate substitutes</p> <p>(b) Master microfilm</p> <p>(1) Those on which cost distribution <u>is</u> shown</p> <p>Transfer to National Personnel Records Center (NPRC), St. Louis, Missouri, after audit by the General Accounting Office or after 3 years, whichever is earlier, NPRC will destroy when 10 years old</p>		

Copies to Agency 6-16-76 QO
Copies to 8 NC, 9 NC-S, 9 NCW 6-16-76 QO

3 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(2) Those on which cost distribution <u>is not</u> shown</p> <p>Dispose after audit by the General Accounting Office or after 3 years, whichever is earlier, EXCEPT when final SF-1130, I-503c, DI-502E, or 7-1275 records show accumulated leave on separation (1) above applies.</p>		