

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	11-185-97-19
1. FROM (Agency or establishment) PANAMA CANAL COMMISSION		DATE RECEIVED	5-30-97
2. MAJOR SUBDIVISION ADMINISTRATIVE SERVICES DIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS MANAGEMENT BRANCH		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER DENISE B. WILL	5. TELEPHONE (301)420-0675 ext. 272-5033	DATE 12-3-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 now needed 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,

is not required; is attached; or has been requested.

DATE 05/16/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Jeanne Hinek</i> M. Jeanne Hinek	TITLE Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>PANAMA CANAL COMMISSION PAYROLL AND PAY ADMINISTRATION RECORDS</p> <p>TIME AND ATTENDANCE RECORDS</p> <p><u>Time and Attendance Records/Source Documents.</u> All time and attendance records upon which timekeeping and leave input is based such as, sign-in sheets, work/watch schedules, time cards (such as OF 3001 or equivalent), requests for leave (i.e., local, home leave, comp-time, official travel, leave without pay, injury or military duty leave); requests and approval for overtime and premium pay, and timekeeping corrections. These records can be either in paper or machine readable form.</p> <p>Records maintained by the unit timekeeper and Payroll Branch to support timekeeping functions.</p> <p>TEMPORARY. Transfer to the Agency Records Center when 2 years old or when substantial volume permits. Destroy after audit or when 6 years old, whichever is sooner.</p>	GRS 2, item 7	

DEC 11 1997 *copy to: Agency NWRE*

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b

All other copies retained for information purposes only.

TEMPORARY. Destroy when 3 years old or when no longer needed for reference.

~~2~~

Timekeeper Specimen Signature Cards.

~~Timekeeper Authorization Signature Cards (Form 10131) and field memorandum, used to authorize access to the Time Reporting System and to verify timekeeper signature.~~

~~*TEMPORARY. Destroy 2 years after timekeeping authorization is cancelled or when superseded.*~~

GRS 6, item 5a

3

Records of Unpaid Leave for employees who transferred from other government agencies with different leave systems, such as DOD. Included are correspondence documenting the carry-over balance of unpaid annual, sick, and home leave, and reports such as notification of earnings for Medicare eligibility, leave held in suspense for active employees, cut of service for employees with sick non-creditable leave, and commuted leave. Arranged by IP number. (Privacy Act System, PCC/FMAP-1)

TEMPORARY. Destroy upon termination or retirement of employee, or when employee transfers to another federal agency.

4

Leave Restoration Records. Forms and correspondence used to support/document the reinstatement of employee leave hours while on home leave travel, such as Form 10102, Home Leave and Travel Claim and related records.

TEMPORARY. Destroy 6 years after leave is restored.

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~~5~~ **Donated Leave Case Files.** Individual case files documenting the receipt and donation of leave for employee medical emergencies, including Leave Recipient Request (Form 869), Leave Donation Request (Form 871), agency approvals or denials, medical or physician certifications, leave transfer records, payroll notification records, and leave program termination records. Arranged by name of employee. (Privacy Act System, PCC/FMAP-1)

~~TEMPORARY. Destroy 1 year after the end of the fiscal year in which the file is closed i.e., leave is depleted or returned to the donor.~~

GRS 1, item 37

6 **Employee Attendance and Work Scheduling Systems.** Various systems used to record and monitor check in/out time, leave absences, regular and overtime hours worked, to coordinate the employee's work/shift schedule, and to generate statistical reports. Includes other information such as, type of leave request, leave in advance of accrual, leave hours requested, hours to cut (use or lose), scheduled and approved leave, starting and ending date, shift start and end times, overtime, total hours worked, etc.

a Input

(1) Information from reporting slips, daily duty roster, leave requests, and other forms.

TEMPORARY. Destroy according to the disposition instructions for time and attendance records located elsewhere in this schedule.

~~(2) Electronic transfer/download of employee data from time clocks, barcode readers, etc.~~

~~TEMPORARY. Destroy after audit or when 6 years old, whichever is sooner.~~

GRS 2, item 8

~~b~~ Datafiles.

~~TEMPORARY. Delete information when superseded, obsolete, or no longer needed for current operations.~~

~~GRS 20, item 4~~
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GRS 2, item 8

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c	<p>Output</p> <p>(1) Report of Annual Leave and Home Leave Balance by Pay Period, leave and work schedules, and other reports containing similar information.</p> <p><i>TEMPORARY. Destroy when 4 years old.</i></p> <p>(2) Linehandler Trip List. (Form 4569)</p> <p><i>TEMPORARY. Cutoff at end of calendar year and transfer to the Agency Records Center. Destroy 1 year after transfer or when 2 years old.</i></p> <p>(3) Employee Attendance Reports, Employee Rosters, Shift Reports and Work Schedules, Crew List by Work Shift, Special Duty/Sick Injury List, Report of Overtime, and related reports and listings.</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for time and attendance records located elsewhere in this schedule.</i></p>		
7	<p><u>Pilot Rotation Schedule and Duty Assignment Systems.</u> Used to record and monitor the availability and rotation order of the Panama Canal pilot force for duty assignment. Contains information such as employee name, work group, telephone number, qualifications, piloting restrictions, leave status, last and next duty assignment, availability, etc.</p> <p>Input.</p> <p>(1) Download of data such as pilots available for duty, duty assignment, etc., from the Pilot Assignment and Rotation Systems via the Marine Traffic Control mainframe system.</p> <p><i>TEMPORARY. Delete after the information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>(2) Electronic transfer of information on active pilots via download from the Pilot Masterfile System.</p> <p><i>TEMPORARY. Delete after the information is transferred to the system masterfile and verified.</i></p> <p>(3) Manual input of information received by the Chief, Pilot Rotation and Scheduling Unit.</p> <p><i>TEMPORARY. Destroy after the information is transferred to the system masterfile and verified.</i></p> <p>Datafile.</p>	<p>GRS 20, item 1b</p> <p>GRS 20, item 1b</p>	
b	<p>(1) Pilot Masterfile.</p> <p><i>TEMPORARY. Delete when information is transferred to the Pilot Rotation History File and verified.</i></p> <p>(2) Pilot Rotation History File.</p> <p><i>TEMPORARY. Delete when 10 years old or when no longer needed for current operations.</i></p>	<p>GRS 20, item 1b</p>	
c	<p>Output</p> <p>(1) Pilot Rotation List, Pilot Board List, Pilot Early Repeaters List, and Pilot History Reports i.e., T-Code Reports and T-Sheet Report.</p> <p><i>TEMPORARY. Cutoff at end of fiscal year. Transfer to the Agency Records Center 2 years after cutoff. Destroy when 4 years old.</i></p> <p>(2) Upload of revised pilot assignment and scheduling data to the MTC mainframe system via the Pilot Assignment and Rotation Systems.</p> <p><i>TEMPORARY. Delete after the information is transferred to the system masterfile and verified.</i></p>	<p>GRS 20, item 1b</p>	

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8 **Pilot Assignment Statistics System.** Used to record average work assignments, working hours, and type of leave taken by the pilot work force for the purpose of generating statistical reports on the type of work assignments given to pilots and the average hours worked each pay period. Contains information such as employee name, IP number, work plan, pay period, week of pay period, work performed, and shift start and end time.

Input

- (1) Pilot Time Cards (T-Cards) such as Transit Pilot Time Card (Form 4342), Shuttle Pilot Time Card (Form 4340), Harbor Pilot Time Card (Form 4367), and Special Duty (Form 4328).

TEMPORARY. Destroy according to the disposition instructions for time and attendance records located elsewhere in this schedule after the information is transferred to the system masterfile and verified.

~~GRS 20, item 1b~~

- (2) Electronic transfer of information on all pilots with their corresponding short name and IP number via download from the Pilot Masterfile System.

TEMPORARY. Delete after information is transferred to the system masterfile and verified.

~~GRS 20, item 1b~~

b Datafile

TEMPORARY. Delete information when superseded, obsolete, or when no longer needed for current operations.

c Output. Various reports such as Average Weekly Duty Hours, Daily Status Pilot Report, Assignments Per Week Summary, etc.

TEMPORARY. Destroy when 1 year old or when no longer needed for reference.

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9	<p>Pilot Master File System used to record data regarding the Panama Canal Commission pilot force. Contains group data and personal data on each pilot such as study and training plans required to become licensed PCC pilot, promotion data, and termination date.</p> <p>a Input. Standard PCC forms containing personnel action documentation.</p> <p>TEMPORARY. Destroy when information has been entered into the system masterfile and verified.</p> <p>b Datafile.</p> <p>TEMPORARY. Delete information when superseded, obsolete, or no longer needed for current operations.</p> <p>c Output.</p> <p>(1) Several reports such as pilot roster, pilot seniority list, non-work day list, and 6x4 plan schedule.</p> <p>TEMPORARY. Destroy when superseded or no longer needed for current operations.</p> <p>(2) Electronic transfer of information on active pilots, pilot short names and IP numbers to the Pilot Rotation Schedule and the Pilot Assignment Statistics Systems.</p> <p>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</p>	<p>GRS 20, item 1b</p> <p>GRS 20, item 1b</p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
10	<p>Pilot Payroll Systems. Used to record and monitor pay and leave data for the Panama Canal pilot force related to bonus occurrences, hours worked in excess of 40 hours, and approved leave for the purpose of updating the Payroll Masterfile, determining whether a pilot is entitled to sick leave based on the 6x4 work schedule, forecasting pilot work patterns, and supporting budget projections and contract negotiations. Contains data such as employee name, IP number, pay grade, pay period affected, ending dates, work pattern, work group, group number, roll and gang, and remarks.</p> <p>a Input. Manual input of information from memorandums sent by the Marine Bureau or Personnel Office, and corrections submitted by audit technicians.</p> <p><i>TEMPORARY. Destroy after the information is transferred to the system masterfile and verified.</i></p> <p>b Datafile.</p> <p><i>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations.</i></p> <p>c Output.</p> <p>(1) Upload of pilot pay data on diskette to the Payroll Masterfile mainframe system.</p> <p><i>TEMPORARY. Destroy after the information is transferred to the system masterfile and verified.</i></p> <p>(2) Pilot Schedule Forecast.</p> <p><i>TEMPORARY. Destroy when superseded or no longer needed for reference.</i></p> <p>(3) Transaction Code/Prior Period Adjustment (Form TC30) for adjusting pilot sick leave in the Payroll Masterfile mainframe system.</p> <p><i>TEMPORARY. Destroy after the information is transferred to the Payroll Masterfile and verified.</i></p>	<p>GRS 20, item 1b</p> <p>GRS 20, item 1b</p> <p>GRS 20, item 1b</p>	<p></p> <p></p> <p></p>

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	<p>(3) Transaction Code/Prior Period Adjustment (Form TC30) for adjusting pilot sick leave in the Payroll Masterfile mainframe system.</p> <p><i>TEMPORARY. Destroy after the information is transferred to the Payroll Masterfile and verified.</i></p>	GRS 20, item 1b	
11	<p><u>Union Activity Timekeeping System.</u> Used to record the official time spent by union stewards on labor relations matters. Contains information such as employee name, IP number, date card received, date time used, starting and ending date.</p> <p>a Input. Form 2567, Marine Engineers Beneficial Association (MEBA); and Form 2569 Steward/Representative Time Per it.</p> <p><i>TEMPORARY. Destroy after GAO audit or when 6 years old, and after information is transferred to the system masterfile and verified.</i></p> <p>b Datafile.</p> <p><i>TEMPORARY. Delete information when superseded, obsolete, or no longer needed for current operations.</i></p> <p>c Output. Union Time Card.</p> <p><i>TEMPORARY. Destroy after GAO audit or when 6 years old.</i></p>	GRS 2, item 7	
12	<p><u>Labor Account Number Control System.</u> Used to maintain the current non-standard labor account numbers used by agency timekeepers. Includes information such as accrual code letters, area, and sub-program and activity numbers for each approved non-standard account number.</p> <p>a Input. Information on account code changes submitted by Systems Division.</p> <p><i>TEMPORARY. Delete after information has been transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	

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b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when information is superseded, obsolete or no longer needed for current operations.</i></p>		
c	<p>Output. Form 2734, Labor Accounts and Accrual Codes.</p> <p><i>TEMPORARY. Destroy after succeeding pay period, and after information is entered into the Time Reporting system masterfile and verified.</i></p>		
PAYROLL RECORDS			
13	<p><u>Employee Status Cards (Form 3007)</u> containing personal information and payroll data for each employee such name, IP number, pay rate, roll and gang, position number, occupational series, leave type, employment status, citizenship, marital status, mailing address, birth date, social security number, federal and PCC service dates, and related information used for reference in case of claims or lawsuits. NOTE: These cards are no longer generated since the information was transferred to the mainframe Payroll System in 1990. (Privacy Act System, PCC/FMAP-1). (See ARS 20, Payroll System).</p>		
a	<p>Cards arranged alphabetically for both active and terminated employees as of pay period 24, 1990. (1965-1990)</p> <p><i>TEMPORARY. Destroy 56 years after termination of employment.</i></p>	GRS 2, item 1b	
b	<p>Cards arranged by IP number for active employees as of pay period 24, 1990.</p> <p><i>TEMPORARY. Destroy 56 years after termination of employment.</i></p>	GRS 2, item 1b	

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
14	<p>Pay Calculation and Adjustment Systems. Used to facilitate the creation of transaction and termination code forms, termination lists, and employee final deduction schedules by the Payroll Branch by eliminating most of the calculations needed to produce time and leave adjustments, and to provide field validations to prevent erroneous entries. Contains information such as employee name, IP number, pay period, roll and gang, work schedule, FEHBA code, FLSA hours worked, termination date, type of transaction code and pay code, and remarks.</p> <p>Input.</p> <p>(1) Electronic input of employee pay rate and personal data via interface with the mainframe Payroll System, and hours worked via interface with the Time Reporting System.</p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p> <p>(2) Manual input of information by the roll keeper.</p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p> <p>Datafile</p> <p><i>TEMPORARY. Delete information when superseded, obsolete, or no longer needed for current operations.</i></p> <p>Output.</p> <p>(1) Transaction Code Forms</p> <p style="padding-left: 20px;">(a) Hard Copy</p> <p><i>TEMPORARY. Microfilm in accordance with 36 CFR 1230 after the information is transferred to the Payroll Masterfile mainframe system and verified. Destroy hard copy upon verification of microfilm.</i></p>	<p>GRS 20, item 1b</p> <p>GRS 20, item 1b</p>	

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	<p>(b) Microfilm.</p> <p>TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>(2) Termination Code (TC) 21 with amount of FLSA money to be paid, and Termination List TC 02-Final Deduction Schedule (PRD).</p> <p>TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner.</p>	<p>GRS 2, item 23a</p> <p>GRS 2 item 23a</p>	
15	<p><u>Equity Adjustment and Atlantic Assistance Additive Compensation System.</u> Contains information used to generate periodic payments to employees eligible for equity adjustment and Atlantic assistance program additives through the Accounts Payable mainframe system. Includes information such as employee name, ID number, roll and gang, mailing address, vendor number, type of additive, dates and pay period covered by the payment, and amount. (Privacy Act System, PCC/AMTE-2)</p> <p>a Input. Equity Adjustment Application-Recertification-Notification of Change Form 77, Atlantic Assistance Package Application-Recertification-Notification of Change Form 677, and Notification of Personnel Action Form 50, and memorandums from administrative officers.</p> <p>TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>b Datafile.</p> <p>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for reference.</p>	<p>GRS 2, item 23a</p> <p><i>3b</i> GRS 20, item 4 GRS 2, item 23a</p>	

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED (JOB CITATION)	10. ACTION TAKEN (NARA USE ONLY)
c	<p>Output. Quarterly Masterlist of Additive Offset Benefit Recipients used as input to the Accounts Payable System to generate payment check.</p> <p><i>TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner.</i></p>	GRS 2, item 22c	
16	<p><u>Blank Checks Inventory System.</u> Used to record the serial numbers of MSA disbursement checks and biweekly payroll checks issued, and check serial numbers available for disbursement.</p>		
a	<p>Input. Manual input of check information such as issue date, serial number, etc.</p> <p><i>TEMPORARY. Delete after information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	
b	<p>Datafile</p> <p><i>TEMPORARY. Delete information when superseded, obsolete, or no longer needed for current operations.</i></p>		
c	<p>Output. Report of blank checks issued.</p> <p><i>TEMPORARY. Destroy when 1 year old.</i></p>		
17	<p><u>Electronic Fund Transfer (EFT) System.</u> Online system with the Federal Reserve Bank used to electronically transfer funds to financial institutions.</p>		
a	<p>Input.</p> <p>(1) Manual input of information from Direct Deposit Sign-Up Forms (SF 1199, 2231, and related forms).</p> <p><i>TEMPORARY. Destroy according to the disposition instructions for Direct Deposit Sign-Up Forms located elsewhere in this schedule after information is entered into the system and verified.</i></p>		

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	<p>(2) Electronic interface with the Federal Reserve Bank conversational monitor system (CMS) and the mainframe Payroll System.</p> <p><i>TEMPORARY. Delete when information is transferred to the system masterfile and verified.</i></p>	GRS 20, item 1b	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when information is superseded, obsolete, or no longer needed for current operations</i></p>		
c	<p>Output</p> <p>(1) Transfer of electronic data to the financial institution.</p> <p><i>TEMPORARY. Delete after information has been transferred and verified.</i></p>	GRS 20, item 1b	
	<p>(2) Electronic Fund Transfer Control Report.</p> <p><i>TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner.</i></p>	GRS 2 item 22c	
	<p>DEDUCTIONS, ALLOTMENTS AND ELECTRONIC FUND TRANSFERS</p>		
18	<p><u>Payroll Deduction Authorization Forms</u> which authorize or cancel the transfer of funds to employee savings and checking accounts, home mortgage and insurance accounts, supplemental retirement/life insurance accounts (i.e, Thrift Savings Plan, etc.), charitable contributions, and one-time deductions for quarters rental and related charges, hand tools, etc. (Privacy Act System, FMAP/AC-4)</p>		
a	<p>Recurring deductions.</p> <p><i>TEMPORARY. Destroy upon separation of employee.</i></p>	GRS 2, item 17	
b	<p>Annual and one-time deductions.</p> <p><i>TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner.</i></p>	GRS 2, item 15b	

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19	<p><u>Direct Deposit Sign-Up Forms.</u> Employee requests to initiate or cancel the direct deposit of their paycheck to a local or foreign bank account. Contains SF 1199, 2231, or equivalent forms used to authorize and generate pay transmission data files for electronic fund transmission through the Federal Reserve Bank to employee financial institutions.</p> <p><i>TEMPORARY. Destroy 1 year after superseded, cancelled, or separation of employee..</i></p>	GRS 2, item 17	
20	<p><u>Savings Bond Purchase files.</u> (PA System PCC/FMAP/AC-4). Contains Form 2039, Payroll Deduction Authorization for U.S. Savings Bonds and related forms for recording cash sales of U.S. savings bonds.</p> <p><i>TEMPORARY. Destroy upon separation of employee.</i></p>	GRS 2, item 14a	
21	<p><u>Claims for Lost, Stolen or Destroyed Savings Bonds</u> prior to receipt by owner, co-owner or beneficiary.</p> <p><i>TEMPORARY. Destroy when 6 years and 3 months old.</i></p>	GRS 6, item 10a	
22	<p><u>Levy and Garnishment Files.</u> Official Notice of Levy or Garnishment (IRS Form 668A, court order, or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes, spousal and/or child support, or other debts of Federal employees. (Privacy Act System, PCC/FMAP-2)</p> <p><i>TEMPORARY. Destroy 3 years after garnishment is terminated, or after debt is collected or cancelled.</i></p>	GRS 2, item 18	
23	<p><u>Alimony and Child Support Payment Code System.</u> Used to monitor and assign vendor numbers and purchase order numbers for compatibility with the Payroll System deduction codes for child support and alimony payments. Contains purchase order number, name and ID number of recipient, donor name, IP number, roll and gang, address, and amount of payment. (Privacy Act System, PCC/FMAP-2)</p>		

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a	<p>Input. Payroll allotment forms 2043A-B, and court orders.</p> <p><i>TEMPORARY. Destroy 3 years after garnishment is terminated.</i></p>	GRS 2, item 18	
b	<p>Datafile.</p> <p><i>TEMPORARY. Delete when superseded, obsolete, or when no longer needed for current operations.</i></p>	GRS 20, item 18 ^{3a} GRS 2, item 18	
c	<p>Output. Listings of payroll deduction amounts and beneficiaries for input into the mainframe Payroll System for check issues.</p> <p><i>TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner.</i></p>	GRS 2, item 23a	
24	<p>Unemployment Compensation Records. Contains Request for Wage and Separation Information (Form 931) from the Department of Labor for reimbursement of unemployment compensation paid to former Panama Canal employees. Arranged by employee name. (Privacy Act System, PCC/)</p> <p><i>TEMPORARY. Destroy 6 years and 3 months after case file is closed.</i></p>	GRS 6, item 10a	
TAX RECORDS			
25	<p>Income Tax Exemption and Calculation Systems. Used to compute the back pay interest rate set by the Internal Revenue Service (IRS), and to document that resident aliens (green card holders) have a current year IRS Form W4 filed showing exempt status for payment of U.S. income tax. Includes information such as employee name, identification number, roll and gang, mailing address, social security number, social security and retirement masterfile codes, and whether there is a copy of the employee's social security, green card, and current "exempt" W4 form on file.</p>		

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a	Input. (1) Manual input of back pay adjustment computations, and employee data.		
	TEMPORARY. Destroy after the information has been entered into the system and verified.	GRS 20, item 1b	
	(2) Current year IRS Form W4.		
	TEMPORARY. Destroy 4 years after superseded or upon termination of employee.	GRS 2, item 13a	
b	Datafile.		
	TEMPORARY. Delete when superseded, obsolete, or no longer needed for current operations or reference.	GRS 20, item 4 GRS 2, item 13a	
c	Output.		
	(1) Updated listing of Current Year W4.		
	TEMPORARY. Destroy when superseded.		
	(2) Listing of Back Pay Interest Calculations.		
	TEMPORARY. Destroy when superseded or no longer needed for reference.		
26	Employee Withholding Allowance Certificate such as IRS Form W-4 and state equivalents, arranged by IP number.		
	TEMPORARY. Destroy 4 years after superseded or upon separation of employee.	GRS 2, item 13a	
27	Employee Wages and Tax Statements such as IRS Form W-2 and Panama Tax Form 3006, maintained by the agency payroll processor.		
	TEMPORARY. Destroy when 4 years old.	GRS 2, item 13b	

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28	<p><u>Employer Reports of Federal and State Taxes Withheld</u> such as IRS Form W-3, state tax forms (L-1, VA-51, MW-506), and related reports pertaining to income tax, social security tax, and state equivalents maintained by the agency payroll processor.</p> <p><i>TEMPORARY. Destroy when 4 years old.</i></p>	GRS 2, item 13c	
	<p>RETIREMENT PAY RECORDS</p>		
29	<p><u>Individual Retirement Cards (SF-2806 or equivalent)</u> used to record all employee contributions to the Civil Service Retirement System (CSRS) or Federal Employee Retirement System (FERS) during his/her employment. Arranged by IP number. (Privacy Act System, PCC/PR-1).</p> <p><i>TEMPORARY. Transfer to the Office of Personnel Management in Washington, D.C., with retirement package upon termination of employee.</i></p>		