

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

RH 27 Jan 80 M

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

LEAVE BLANK	
JOB NO	NC1-36-80-1
DATE RECEIVED	1-23-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	2-4-80
Archivist of the United States	<i>James E. O'Neil</i>

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2. MAJOR SUBDIVISION
U.S. Customs Service

3. MINOR SUBDIVISION
Accounting Division

4. NAME OF PERSON WITH WHOM TO CONFER
SA
Norma L. Humphries - Records Officer

5. TEL EXT
566-5741

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

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1/18/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Dugan T. Merritt</i>	E. TITLE Acting Chief, Nat'l Pgrms Br.
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Customs Form 6082, "Work Ticket", is the original source document to compute an employee's earnings from performing Customs 1911 Overtime Services. The statute of limitations for an individual to file a claim for back pay of any type is six years, Title 31, U.S.C., Section 71 and 237. Title 44 U.S.C., Section 3309 provides: "Records pertaining to claims and demands by or against the Government of the United States is concerned, either as debtor or creditor, may not be disposed of by the head of an agency, until the claims, demands, and accounts have been settled and adjusted in the General Accounting Office." Consequently, original pay documents must be maintained for a minimum of six years after claim (pay) first accrued.</p> <p>It is unfortunate that we had to take this form of action however, the General Records Schedule #2 is in error.</p> <p align="center">3(2)</p> <p>a) Records created prior to FY76 (July 1, 1975): DESTROY 10 years, 3 months after period covered by account.*</p> <p>b) Records created after FY75 (June 30, 1975): DESTROY 6 years, 3 months after period covered by account.*</p>	Customs Service Records Control Manual, Section IV, FISCAL Collections and Deposits, Item 118*	