

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-58-90-2

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

DATE RECEIVED

MAR 13 1990

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of The Treasury

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION

Internal Revenue Service

3 MINOR SUBDIVISION Facilities and Information

Management Support Division - Records Admin.

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Cheryl Johnson

535-9877

3/23/90

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

3/5/90

Susan E. Heine

Chief, Records Administration

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

3

IRS, General Records Schedule 301
This SF115 requests to increase from 3 to 6 years the retention period for GRS2, item 3, payroll and pay Administration Records. This increase in retention incorporates recommendations in FPM Letter-551-18 (Attached)

3. Time and Attendance Report Files. Forms such as Optional Form 1130 or equivalent.
(1) Payroll preparation and processing copies.
(a) Retire to Federal Records Center when 3 years old.
(b) ~~Destroy 6 years from date of receipt.~~ Destroy when 6 years old.
(2) All Other Copies
(a) Retire to Federal Records Center when 3 years old.
(b) ~~Destroy 6 years from date of receipt.~~ Destroy when 6 years old.

GRS2

All changes to this proposed schedule have been approved by:
Susan E. Heine 9/13/90 date
Agency representative
Paul W. M... 9/13/90 date
NARA appraiser

Copies sent to agency
NCF 9/10/90
3/27/90 9/13/90