

New MO 13 Nov 79 NA

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO NC1-195-80-2
DATE RECEIVED 11-13-79
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
12-3-79 <i>James P. O'Neill</i> Date <i>acting</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	
1 FROM (AGENCY OR ESTABLISHMENT) Federal Home Loan Bank Board	
2 MAJOR SUBDIVISION Controller's Division	
3 MINOR SUBDIVISION Payroll Section	
4 NAME OF PERSON WITH WHOM TO CONFER Joan Sago	5 TEL EXT 377-6165

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 11-7-79	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Ralph A. Mege</i>	E TITLE ACTING Agency Records Officer
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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.	<u>Records of the Controller's Division</u> <u>Time and Attendance Reports</u> Leave records maintained separately from the pay and earnings records. These are the official records signed by the employees for leave used. <u>Disposition:</u> Cut off at the end of each leave year. Transfer to FRC two years after cut off. Destroy six years after cut off.		

Copy to hfw agency SW 12-579