Schedule Number: NC1-237-84-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:
This disposition authority has been superseded by GRS 2.4, item 030

Date Reported: 04/22/2020
TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

MAJOR SUBDIVISION
Federal Aviation Administration

MINOR SUBDIVISION
Headquarters, Regions, Centers

NAME OF PERSON WITH WHOM TO CONFER
Phillip Leach

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 period(s) specified.

A Request for immediate disposal.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/7/83</td>
<td>[Signature]</td>
<td>Records Officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Time and Attendance Report Files</td>
<td>1350.15A</td>
<td>NC1-237-81-2</td>
</tr>
</tbody>
</table>

Time and Attendance (T&A), documents such as; FAA Form 2730-88-1 or equivalent used in payroll preparation and processing.

Destroy when 6 years old.

Justification: We need to extend the retention period of the T&A records because of legal requirements.

In addition, we need them to compute retroactive claims under the FLSA.

Attached is a copy of the Decision of the Comptroller General of the United States, File B-206658, page 4, paragraph 1.