

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This disposition authority has been superseded by GRS 2.4, item 030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

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-237-84-2	
DATE RECEIVED October 12, 1983	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-13-83 <i>Date</i>	<i>John W. May</i> <i>Archivist of the United States</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Transportation

2 MAJOR SUBDIVISION
Federal Aviation Administration

3 MINOR SUBDIVISION
Headquarters, Regions, Centers

4 NAME OF PERSON WITH WHOM TO CONFER
Phillip Leach

5 TEL EXT
426-8735

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 10/7/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Phillip Leach</i>	E. TITLE 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	<p><u>Time and Attendance Report Files</u></p> <p>Time and Attendance (T&A), documents such as; FAA Form 2730 or equivalent used in payroll preparation and processing.</p> <p>Destroy when 6 years old.</p> <p><u>Justification:</u> 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.</p> <p>Attached is a copy of the Decision of the Comptroller General of the United States, File B-206658, page 4, paragraph 1.</p>	<p>1350.15A 2730 (3) 68-1</p> <p>NC1-237-81-2</p>	