

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

---

## General Information

|  |   |
|--|---|
| Agency or Establishment  | General Records Schedules (National Archives and Records Administration)  |
| Record/Scheduling Group  | GRS - General Records Schedules   |
| Records Schedule Applies To  | Government-wide<br>All agencies except:   |
| Schedule Subject   | General Records Schedule 2.4: Employee Compensation and Benefits Records  |
| Additional Schedule Information                                    | <p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records Federal agencies create while conducting agency payroll functions (items 010-061) and while managing specific programs that offer employees monetary or other tangible benefits (items 070 to 141). See GRS 2.3 (Employee Relations Records) and GRS 2.7 (Employee Health and Safety Records) for other programs that provide intangible benefits, protections, or assistance to employees.</p> <p>Most payroll is processed electronically. Agencies create payroll system input records both electronically and on paper (brought into the system by scanning). This schedule covers only versions the agency determines to be official payroll system records. GRS 5.2, item 020 (Intermediary records) covers paper documents for which the agency designates their equivalent electronic versions to be the record copies.</p> <p>This schedule does not cover Office of Personnel Management files that reflect its own or other agencies' personnel needs and problems. Agencies must offer records they created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p> |
| Is There a Classified Version of This Schedule?                    | No  |
| Is consultation and coordination with Tribal Governments required? | Predate requirement   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

---

## Item Count

Total number of disposition items: 20

Number of Temporary disposition items: 20

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 4

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

Outline of Records Schedule Items for DAA-GRS-2016-0015

| <b>Item #</b> | <b>Title</b>  | <b>Disposition</b> |
|---------------|---|--------------------|
| 0001          | Payroll : Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks.  | Temporary          |
| 0002          | Payroll : Tax withholding and adjustment documents.   | Temporary          |
| 0003          | Payroll : Time and attendance records.  | Temporary          |
| 0004          | Payroll : Agency payroll record for each pay period.  | Temporary          |
| 0005          | Payroll : Wage and tax statements.  | Temporary          |
| 0006          | Payroll : Payroll program administrative records. : Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes.                                 | Temporary          |
| 0007          | Payroll : Payroll program administrative records. : Payroll system reports providing fiscal information on agency payroll.  | Temporary          |
| 0008          | Compensation and Benefits Administrative Program Records : Donated leave program administrative records.  | Temporary          |
| 0009          | Compensation and Benefits Administrative Program Records : Donated leave program individual case files.   | Temporary          |
| 0010          | Compensation and Benefits Administrative Program Records : Wage survey files.   | Temporary          |
| 0011          | Compensation and Benefits Administrative Program Records : Incentive package records.   | Temporary          |
| 0012          | Compensation and Benefits Administrative Program Records : Workers' Compensation (personnel injury compensation) records. : Records of agencies that forward case file material to DOL for retention in DOL's master OWCP records.        | Temporary          |
| 0013          | Compensation and Benefits Administrative Program Records : Workers' Compensation (personnel injury compensation) records. : Records of agencies that do not forward case file material to DOL for retention in DOL's master OWCP records. | Temporary          |
| 0014          | Compensation and Benefits Administrative Program Records : Requests for health benefits under spouse equity. : Denied applications.   | Temporary          |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|      |  |           |
|------|--|-----------|
| 0015 | Compensation and Benefits Administrative Program<br>Records : Child care subsidy program administrative records.       | Temporary |
| 0016 | Compensation and Benefits Administrative Program<br>Records : Child care subsidy program individual case files.        | Temporary |
| 0017 | Compensation and Benefits Administrative Program<br>Records : Transportation subsidy program administrative records.   | Temporary |
| 0018 | Compensation and Benefits Administrative Program<br>Records : Transportation subsidy program individual case files.    | Temporary |
| 0019 | Compensation and Benefits Administrative Program<br>Records : Family Medical Leave Act program administrative records. | Temporary |
| 0020 | Compensation and Benefits Administrative Program<br>Records : Family Medical Leave Act program individual case files.  | Temporary |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

Records Schedule Items

|   |  |
|---|--|
| <b>Group Title</b>  | <b>Payroll</b>   |
| DAA-GRS-2016-0015-0001  | <b>STATUS: INACTIVE - NOT FOR USE</b>  |
| <b>ITEM GENERAL INFORMATION</b>                                     |  |
| Item Title  | Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks.   |
| Item Description  | <p>Includes:</p> <ul style="list-style-type: none"> <li>• additions to paychecks <ul style="list-style-type: none"> <li>o child care subsidies</li> <li>o Internal Revenue Service form W-9 (Request for Taxpayer Identification Number)</li> <li>o other additions</li> </ul> </li> <li>• deductions from paychecks <ul style="list-style-type: none"> <li>o insurance</li> <li>o retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.)</li> <li>o flexible spending accounts, such as medical savings and dependent care assistance</li> <li>o union dues</li> <li>o Combined Federal Campaign</li> <li>o garnishments (IRS form 668A—Notice of Levy—and similar records)</li> <li>o Treasury bond purchases</li> <li>o other deductions</li> </ul> </li> <li>• authorizations for deposits into bank accounts</li> <li>• changes or corrections to previous transactions either at paying agency or payroll processor</li> <li>• Fair Labor Standards Act exemption worksheets</li> </ul> |
| Is this item media neutral?   | Yes  |
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | GRS 2.4, item 010  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |  |
| Does this item supersede existing disposition authorities?          | Yes  |
|   | Superseded Items   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

| Superseded Item   | Item Superseded in Part?  | Explanation           |
|---|---|-----------------------|
| N1-GRS-92-004 / 15/A  | No  |                       |
| N1-GRS-92-004 / 15/B  | No  |                       |
| N1-GRS-92-004 / 16  | No  |                       |
| N1-GRS-92-004 / 17  | No  |                       |
| N1-GRS-92-004 / 18  | No  |                       |
| N1-GRS-92-004 / 23/A  | No  |                       |
| Is this item a deviation from the GRS?                                    | No  |                       |
| <b>DISPOSITION INSTRUCTION</b>  |   |                       |
| <b>DO NOT USE. Superseded By: DAA-GRS-2019-0004-0001 on 05/30/2023.</b>   |   |                       |
| Final Disposition   | Temporary   |                       |
| Retention Period  | Destroy 2 year(s) after employee separation or retirement, but longer retention is authorized if required for business use.   |                       |
| <b>ADDITIONAL INFORMATION</b>   |   |                       |
| Are any of the records covered by this item national security classified? |   |                       |
| GAO Approval Required   | Requested and Received  |                       |
| <b>DAA-GRS-2016-0015-0002</b>   |   | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b>   |   |                       |
| Item Title  | Tax withholding and adjustment documents.   |                       |
| Item Description  | Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees. |                       |
|   | Legal citation: IRS Publication 15 (2015), (Circular E), Employer's Tax Guide, section on Recordkeeping.  |                       |
| Is this item media neutral?   | Yes   |                       |
| Is this item a Big Bucket?  |   |                       |
| <b>MANUAL CITATION</b>  |   |                       |
| Agency Code   | GRS 2.4, item 020   |                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |                       |
| Does this item supersede existing disposition authorities?                | Yes   |                       |
|   | Superseded Items  |                       |
| Superseded Item   | Item Superseded in Part?  | Explanation           |
| N1-GRS-92-004 / 13/A  | No  |                       |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |  |
|---|--|
| Is this item a deviation from the GRS?                                    | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| Final Disposition   | Temporary  |
| Retention Period  | Destroy 4 year(s) after superseded or obsolete, but longer retention is authorized if required for business use.   |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified? |  |
| GAO Approval Required   | No   |
| <b>DAA-GRS-2016-0015-0003</b>   | <b>STATUS: INACTIVE - NOT FOR USE</b>  |
| <b>ITEM GENERAL INFORMATION</b>   |  |
| Item Title  | Time and attendance records.   |
| Item Description  | Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work. |
|   | Legal citation: 29 CFR 516.5a  |
| Is this item media neutral?   | Yes  |
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | GRS 2.4, item 030  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |
| Does this item supersede existing disposition authorities?                | Yes  |
|   | Superseded Items   |
| Superseded Item   | Item Superseded in Part?      Explanation  |
| N1-GRS-92-004 / 6/A   | No   |
| N1-GRS-92-004 / 6/B   | No   |
| N1-GRS-92-004 / 7   | No   |
| N1-GRS-92-004 / 8   | No   |
| Is this item a deviation from the GRS?                                    | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |  |                       |
|---|--|-----------------------|
| <b>DO NOT USE. Superseded By: DAA-GRS-2019-0004-0002 on 05/30/2023.</b>   |  |                       |
| Final Disposition   | Temporary  |                       |
| Retention Period  | Other: Destroy after GAO audit or when 3 years old, whichever is sooner.   |                       |
| <b>ADDITIONAL INFORMATION</b>   |  |                       |
| Are any of the records covered by this item national security classified? |  |                       |
| GAO Approval Required   | Requested and Received   |                       |
| <b>DAA-GRS-2016-0015-0004</b>   |  | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b>   |  |                       |
| Item Title  | Agency payroll record for each pay period.   |                       |
| Item Description  | Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and leave balances of all civilian employees within an agency or employing entity. |                       |
|   | Legal citation: 5 U.S.C. 8466  |                       |
| Is this item media neutral?   | Yes  |                       |
| Is this item a Big Bucket?  |  |                       |
| <b>MANUAL CITATION</b>  |  |                       |
| Agency Code   | GRS 2.4, item 040  |                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |                       |
| Does this item supersede existing disposition authorities?                | Yes  |                       |
|   | Superseded Items   |                       |
| Superseded Item   | Item Superseded in Part?   | Explanation           |
| N1-GRS-92-004 / 1/B   | No   |                       |
| Is this item a deviation from the GRS?                                    | No   |                       |
| <b>DISPOSITION INSTRUCTION</b>  |  |                       |
| Final Disposition   | Temporary  |                       |
| Retention Period  | Other: Destroy when 56 years old.  |                       |
| <b>ADDITIONAL INFORMATION</b>   |  |                       |
| Are any of the records covered by this item national security classified? |  |                       |
| GAO Approval Required   | No   |                       |
| <b>DAA-GRS-2016-0015-0005</b>   |  | <b>STATUS: Active</b> |



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

| <b>ITEM GENERAL INFORMATION</b>   |  |
|---|--|
| Item Title  | Wage and tax statements.   |
| Item Description  | Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.<br><br>Legal citations:<br>Form W-3, Purpose of Form section states, "The IRS recommends retaining copies of these forms for four years." Agencies attach their copies of form W-2 to form W-3. IRS Publication 15 (2014), (Circular E), Employer's Tax Guide, section on Recordkeeping (copies of returns filed and confirmation numbers). |
| Is this item media neutral?   | Yes  |
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | GRS 2.4, item 050  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |
| Does this item supersede existing disposition authorities?                | Yes  |
|   | Superseded Items   |
| Superseded Item   | Item Superseded    Explanation<br>in Part?   |
| N1-GRS-92-004 / 13/B  | No   |
| N1-GRS-92-004 / 13/C  | No   |
| Is this item a deviation from the GRS?                                    | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| Final Disposition   | Temporary  |
| Retention Period  | Other: Destroy when 4 years old, but longer retention is authorized if required for business use.  |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified? |  |
| GAO Approval Required   | No   |

|                          |   |
|--------------------------|---|
| <b>Group Title</b>       | Payroll : Payroll program administrative records.   |
| <b>Group Description</b> | Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay. |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |   |                                       |
|---|---|---------------------------------------|
| <b>DAA-GRS-2016-0015-0006</b>   |   | <b>STATUS: Active</b>                 |
| <b>ITEM GENERAL INFORMATION</b>   |   |                                       |
| Item Title  | Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes. |                                       |
| Is this item media neutral?   | Yes   |                                       |
| Is this item a Big Bucket?  |   |                                       |
| <b>MANUAL CITATION</b>  |   |                                       |
| Agency Code   | GRS 2.4, item 060   |                                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |                                       |
| Does this item supersede existing disposition authorities?                | Yes   |                                       |
|   | Superseded Items  |                                       |
| Superseded Item   | Item Superseded in Part?  | Explanation                           |
| N1-GRS-92-004 / 22/A  | No  |                                       |
| N1-GRS-92-004 / 22/B  | No  |                                       |
| N1-GRS-92-004 / 24  | No  |                                       |
| Is this item a deviation from the GRS?                                    | No  |                                       |
| <b>DISPOSITION INSTRUCTION</b>  |   |                                       |
| Final Disposition   | Temporary   |                                       |
| Retention Period  | Other: Destroy when 2 years old, but longer retention is authorized if required for business use.   |                                       |
| <b>ADDITIONAL INFORMATION</b>   |   |                                       |
| Are any of the records covered by this item national security classified? |   |                                       |
| GAO Approval Required   | No  |                                       |
| <b>DAA-GRS-2016-0015-0007</b>   |   | <b>STATUS: INACTIVE - NOT FOR USE</b> |
| <b>ITEM GENERAL INFORMATION</b>   |   |                                       |
| Item Title  | Payroll system reports providing fiscal information on agency payroll.  |                                       |
| Is this item media neutral?   | Yes   |                                       |
| Is this item a Big Bucket?  |   |                                       |
| <b>MANUAL CITATION</b>  |   |                                       |
| Agency Code   | GRS 2.4, item 061   |                                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |                                       |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |  |
|---|--|
| Does this item supersede existing disposition authorities?  | Yes  |
| Superseded Item   | Superseded Items<br>Item Superseded in Part? Explanation   |
| N1-GRS-92-004 / 22/C  | No   |
| Is this item a deviation from the GRS?  | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| <b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0004-0001 on 03/05/2024.</b> |  |
| Final Disposition   | Temporary  |
| Retention Period  | Other: Destroy when 3 years old or after GAO audit, whichever comes sooner, but longer retention is authorized if required for business use. |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified?   |  |
| GAO Approval Required   | Requested and Received   |

|   |  |
|---|--|
| <b>Group Title</b>  | Compensation and Benefits Administrative Program Records   |
| DAA-GRS-2016-0015-0008  | STATUS: Active   |
| <b>ITEM GENERAL INFORMATION</b>                                     |  |
| Item Title  | Donated leave program administrative records.  |
| Item Description  | Records related to managing the program, including: <ul style="list-style-type: none"> <li>• records of leave bank management</li> <li>• records of leave bank governing board award decisions</li> <li>• publicity and program announcements</li> <li>• statistical and narrative reports</li> <li>• similar records not linked to individual employee participation</li> </ul> |
| Is this item media neutral?   | Yes  |
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | GRS 2.4, item 070  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |  |
| Does this item supersede existing disposition authorities?          | No   |
| Is this item a deviation from the GRS?                              | No   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |  |                       |
|---|--|-----------------------|
| <b>DISPOSITION INSTRUCTION</b>  |  |                       |
| Final Disposition   | Temporary  |                       |
| Retention Period  | Other: Destroy when 3 years old, but longer retention is authorized if required for business use.  |                       |
| <b>ADDITIONAL INFORMATION</b>   |  |                       |
| Are any of the records covered by this item national security classified? |  |                       |
| GAO Approval Required   | No   |                       |
| <b>DAA-GRS-2016-0015-0009</b>   |  | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b>   |  |                       |
| Item Title  | Donated leave program individual case files.   |                       |
| Item Description  | Records documenting leave donation and receipt, including recipient applications; agency approvals or denials; medical or physician certifications; and records of leave donations, supervisor approvals, leave transfers, payroll notifications, and terminations from the program. |                       |
| Is this item media neutral?   | Yes  |                       |
| Is this item a Big Bucket?  |  |                       |
| <b>MANUAL CITATION</b>  |  |                       |
| Agency Code   | GRS 2.4, item 071  |                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |                       |
| Does this item supersede existing disposition authorities?                | Yes  |                       |
|   | <b>Superseded Items</b>  |                       |
| Superseded Item   | Item Superseded in Part?   | Explanation           |
| N1-GRS-92-005 / 1   | No   |                       |
| Is this item a deviation from the GRS?                                    | No   |                       |
| <b>DISPOSITION INSTRUCTION</b>  |  |                       |
| Final Disposition   | Temporary  |                       |
| Retention Period  | Other: Destroy 1 year after the employee receiving leave is no longer participating in the program, but longer retention is authorized if required for business use.   |                       |
| <b>ADDITIONAL INFORMATION</b>   |  |                       |
| Are any of the records covered by this item national security classified? |  |                       |
| GAO Approval Required   | No   |                       |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |   |                                |
|---|---|--------------------------------|
| DAA-GRS-2016-0015-0010  |   | STATUS: INACTIVE - NOT FOR USE |
| <b>ITEM GENERAL INFORMATION</b>   |   |                                |
| Item Title  | Wage survey files.  |                                |
| Item Description  | Records created while conducting periodic surveys of wages paid to non-Government workers in a specified wage area to support and modify the Federal Wage System. Includes survey data, background documents, correspondence and reports on area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets). |                                |
| Is this item media neutral?   | Yes   |                                |
| Is this item a Big Bucket?  |   |                                |
| <b>MANUAL CITATION</b>  |   |                                |
| Agency Code   | GRS 2.4, item 080   |                                |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>   |   |                                |
| Does this item supersede existing disposition authorities?  | Yes   |                                |
|   | Superseded Items  |                                |
| Superseded Item   | Item Superseded in Part?  | Explanation                    |
| GRS 1 / 38 (no authority found)   | No  |                                |
| Is this item a deviation from the GRS?  | No  |                                |
| <b>DISPOSITION INSTRUCTION</b>  |   |                                |
| <b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0004-0002 on 03/05/2024.</b> |   |                                |
| Final Disposition   | Temporary   |                                |
| Retention Period  | Other: Destroy after completing second succeeding survey in the specific wage area (i.e., retain records of the two most recently completed surveys), but longer retention is authorized if required for business use.  |                                |
| <b>ADDITIONAL INFORMATION</b>   |   |                                |
| Are any of the records covered by this item national security classified?   |   |                                |
| GAO Approval Required   | No  |                                |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |   |                       |
|---|---|-----------------------|
| <b>DAA-GRS-2016-0015-0011</b>   |   | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b>   |   |                       |
| Item Title  | Incentive package records.  |                       |
| Item Description  | Records of recruitment, relocation, and retention incentives; federal student loan repayment; and supervisory differentials offered under the Federal Employees Pay Comparability Act.                                    |                       |
| Is this item media neutral?   | Yes   |                       |
| Is this item a Big Bucket?  |   |                       |
| <b>MANUAL CITATION</b>  |   |                       |
| Agency Code   | GRS 2.4, item 090   |                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |                       |
| Does this item supersede existing disposition authorities?                | Yes   |                       |
|   | Superseded Items  |                       |
| Superseded Item   | Item Superseded in Part?  | Explanation           |
| N1-GRS-96-002   | No  |                       |
| Is this item a deviation from the GRS?                                    | No  |                       |
| <b>DISPOSITION INSTRUCTION</b>  |   |                       |
| Final Disposition   | Temporary   |                       |
| Retention Period  | Other: Destroy 3 years after date of approval, completion of service agreement, or termination of incentive or differential payment, whichever is later, but longer retention is authorized if required for business use. |                       |
| <b>ADDITIONAL INFORMATION</b>   |   |                       |
| Are any of the records covered by this item national security classified? |   |                       |
| GAO Approval Required   | No  |                       |

|             |   |
|-------------|---|
| Group Title | Compensation and Benefits Administrative Program Records : Workers' Compensation (personnel injury compensation) records. |
|-------------|---|

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |   |                       |
|---|---|-----------------------|
| <b>Group Description</b>  | <p>Federal Employees' Compensation Act case files on injuries Federal employees sustain, while performing their duties that result in lost time or death, whether or not the employee filed a workers' compensation claim. Includes:</p> <ul style="list-style-type: none"> <li>• forms, reports, correspondence, claims</li> <li>• medical and investigatory records</li> <li>• administrative determinations or court rulings</li> <li>• payment records</li> </ul> <p>Exclusion 1: Copies filed in the Employee Medical Folder.</p> <p>Exclusion 2: Records created and maintained by the Department of Labor's Office of Workers' Compensation.</p> |                       |
| <b>DAA-GRS-2016-0015-0012</b>   |   |                       |
|   |   | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b>   |   |                       |
| Item Title  | Records of agencies that forward case file material to DOL for retention in DOL's master OWCP records.  |                       |
| Is this item media neutral?   | Yes   |                       |
| Is this item a Big Bucket?  |   |                       |
| <b>MANUAL CITATION</b>  |   |                       |
| Agency Code   | GRS 2.4, item 100   |                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |                       |
| Does this item supersede existing disposition authorities?                | Yes   |                       |
|   | Superseded Items  |                       |
| Superseded Item   | Item Superseded in Part?  | Explanation           |
| N1-GRS-86-004 / 32  | No  |                       |
| Is this item a deviation from the GRS?                                    | No  |                       |
| <b>DISPOSITION INSTRUCTION</b>  |   |                       |
| Final Disposition   | Temporary   |                       |
| Retention Period  | Destroy 3 year(s) after compensation ceases or when deadline for filing a claim has passed.   |                       |
| <b>ADDITIONAL INFORMATION</b>   |   |                       |
| Are any of the records covered by this item national security classified? |   |                       |
| GAO Approval Required   | No  |                       |
| <b>DAA-GRS-2016-0015-0013</b>   |   |                       |
|   |   | <b>STATUS: Active</b> |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |   |
|---|---|
| <b>ITEM GENERAL INFORMATION</b>   |   |
| Item Title  | Records of agencies that do not forward case file material to DOL for retention in DOL's master OWCP records. |
| Is this item media neutral?   | Yes   |
| Is this item a Big Bucket?  |   |
| <b>MANUAL CITATION</b>  |   |
| Agency Code   | GRS 2.4, item 101   |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |
| Does this item supersede existing disposition authorities?                | No  |
| Is this item a deviation from the GRS?                                    | No  |
| <b>DISPOSITION INSTRUCTION</b>  |   |
| Final Disposition   | Temporary   |
| Retention Period  | Destroy 15 year(s) after compensation ceases or when deadline for filing a claim has passed.                  |
| <b>ADDITIONAL INFORMATION</b>   |   |
| Are any of the records covered by this item national security classified? |   |
| GAO Approval Required   | No  |

|   |  |             |
|---|--|-------------|
| Group Title   | Compensation and Benefits Administrative Program Records : Requests for health benefits under spouse equity.               |             |
| Group Description   | Applications and related papers. If applications are denied, may include denial letters, appeal letters, and court orders. |             |
| DAA-GRS-2016-0015-0014  | <b>STATUS: Active</b>  |             |
| <b>ITEM GENERAL INFORMATION</b>                                     |  |             |
| Item Title  | Denied applications.   |             |
| Is this item media neutral?   | Yes  |             |
| Is this item a Big Bucket?  |  |             |
| <b>MANUAL CITATION</b>  |  |             |
| Agency Code   | GRS 2.4, item 111  |             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |  |             |
| Does this item supersede existing disposition authorities?          | Yes  |             |
|   | Superseded Items   |             |
| Superseded Item   | Item Superseded in Part?   | Explanation |
| N1-GRS-88-002 / 1/A   | No   |             |



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |  |
|---|--|
| N1-GRS-88-002 / 1/B/2   | No   |
| Is this item a deviation from the GRS?                                    | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| Final Disposition   | Temporary  |
| Retention Period  | Destroy 1 year(s) after original denial, denial of appeal, or final court order, whichever is appropriate. |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified? |  |
| GAO Approval Required   | No   |

|   |   |
|---|---|
| <b>Group Title</b>  | Compensation and Benefits Administrative Program Records  |
| DAA-GRS-2016-0015-0015  | <b>STATUS: Active</b>   |
| <b>ITEM GENERAL INFORMATION</b>                                     |   |
| Item Title  | Child care subsidy program administrative records.  |
| Item Description  | Records related to managing the program, including: <ul style="list-style-type: none"> <li>• determining amount of subsidy available to employees</li> <li>• verifying child care centers' accreditation</li> <li>• tracking funds disbursed to individual child care centers</li> <li>• publicity and program announcements</li> <li>• statistical and narrative reports</li> <li>• similar records not linked to individual employee participation</li> </ul> |
| Is this item media neutral?   | Yes   |
| Is this item a Big Bucket?  |   |
| <b>MANUAL CITATION</b>  |   |
| Agency Code   | GRS 2.4, item 120   |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |   |
| Does this item supersede existing disposition authorities?          | No  |
| Is this item a deviation from the GRS?                              | No  |
| <b>DISPOSITION INSTRUCTION</b>                                      |   |
| Final Disposition   | Temporary   |
| Retention Period  | Other: Destroy when 3 years old, but longer retention is authorized if required for business use.   |
| <b>ADDITIONAL INFORMATION</b>                                       |   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |  |
|---|--|
| Are any of the records covered by this item national security classified? |  |
| GAO Approval Required   | No   |
| <b>DAA-GRS-2016-0015-0016</b>   | <b>STATUS: Active</b>  |
| <b>ITEM GENERAL INFORMATION</b>   |  |
| Item Title  | Child care subsidy program individual case files.  |
| Item Description  | Case files of individual employee participation in child care subsidy programs, such as: <ul style="list-style-type: none"> <li>• enrollment documentation</li> <li>• applications and supporting documents</li> <li>• eligibility verification (employment, proof of income)</li> <li>• records of other subsidies the employee received</li> <li>• agreements between agencies and employees</li> <li>• notice of approval or denial of participation in program</li> <li>• child care provider information</li> </ul> |
| Is this item media neutral?   | Yes  |
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | GRS 2.4, item 121  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |
| Does this item supersede existing disposition authorities?                | No   |
| Is this item a deviation from the GRS?                                    | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| Final Disposition   | Temporary  |
| Retention Period  | Destroy 2 year(s) after employee participation concludes, but longer retention is authorized if required for business use.   |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified? |  |
| GAO Approval Required   | No   |
| <b>DAA-GRS-2016-0015-0017</b>   | <b>STATUS: Active</b>  |
| <b>ITEM GENERAL INFORMATION</b>   |  |
| Item Title  | Transportation subsidy program administrative records.   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |  |                             |
|---|--|-----------------------------|
| Item Description  | Records related to managing the program, including: <ul style="list-style-type: none"> <li>• determining subsidy amount available to employees</li> <li>• publicity and program announcements</li> <li>• records of program-wide benefit delivery and receipt</li> <li>• statistical and narrative reports</li> <li>• similar records not linked to individual employee participation</li> </ul> |                             |
| Is this item media neutral?   | Yes  |                             |
| Is this item a Big Bucket?  |  |                             |
| <b>MANUAL CITATION</b>  |  |                             |
| Agency Code   | GRS 2.4, item 130  |                             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |                             |
| Does this item supersede existing disposition authorities?                | Yes  |                             |
|   | Superseded Items   |                             |
| Superseded Item   | Item Superseded in Part?   | Explanation                 |
| N1-GRS-97-002 / 7 (in part)   | Yes  | N1-GRS-97-002 / 7 (in part) |
| Is this item a deviation from the GRS?                                    | No   |                             |
| <b>DISPOSITION INSTRUCTION</b>  |  |                             |
| Final Disposition   | Temporary  |                             |
| Retention Period  | Other: Destroy when 3 years old, but longer retention is authorized if required for business use.  |                             |
| <b>ADDITIONAL INFORMATION</b>   |  |                             |
| Are any of the records covered by this item national security classified? |  |                             |
| GAO Approval Required   | No   |                             |
| <b>DAA-GRS-2016-0015-0018</b>   |  | <b>STATUS: Active</b>       |
| <b>ITEM GENERAL INFORMATION</b>   |  |                             |
| Item Title  | Transportation subsidy program individual case files.  |                             |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |  |                             |
|---|--|-----------------------------|
| <b>Item Description</b>   | Case files of individual employee participation in transportation subsidy programs, such as: <ul style="list-style-type: none"> <li>• applications and supporting documents</li> <li>• eligibility verification</li> <li>• notice of approval or denial of participation in program</li> <li>• participant training documentation</li> <li>• periodic estimates of transit expenses</li> <li>• record of individual benefit delivery and receipt</li> <li>• de-enrollment documents</li> <li>• settlement of outstanding debts by employee or Government when employee leaves program</li> </ul> |                             |
| Is this item media neutral?   | Yes  |                             |
| Is this item a Big Bucket?  |  |                             |
| <b>MANUAL CITATION</b>  |  |                             |
| Agency Code   | GRS 2.4, item 131  |                             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |                             |
| Does this item supersede existing disposition authorities?                | Yes  |                             |
|   | Superseded Items   |                             |
| <b>Superseded Item</b>  | <b>Item Superseded in Part?</b>  | <b>Explanation</b>          |
| N1-GRS-97-002 / 7 (in part)   | Yes  | N1-GRS-97-002 / 7 (in part) |
| Is this item a deviation from the GRS?                                    | No   |                             |
| <b>DISPOSITION INSTRUCTION</b>  |  |                             |
| Final Disposition   | Temporary  |                             |
| Retention Period  | Destroy 2 year(s) after employee participation concludes, but longer retention is authorized if required for business use.   |                             |
| <b>ADDITIONAL INFORMATION</b>   |  |                             |
| Are any of the records covered by this item national security classified? |  |                             |
| GAO Approval Required   | No   |                             |
| <b>DAA-GRS-2016-0015-0019</b>   |  | <b>STATUS: Active</b>       |
| <b>ITEM GENERAL INFORMATION</b>   |  |                             |
| Item Title  | Family Medical Leave Act program administrative records.   |                             |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |   |
|---|---|
| Item Description  | Records related to managing the program, including copies of policies and guidance describing employee benefits and employee use of paid and unpaid leave under the FMLA, statistics, reports, and other records not linked to individual employee participation. |
|   | Legal citation: 29 CFR 825.500  |
| Is this item media neutral?   | Yes   |
| Is this item a Big Bucket?  |   |
| <b>MANUAL CITATION</b>  |   |
| Agency Code   | GRS 2.4, item 140   |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |
| Does this item supersede existing disposition authorities?                | No  |
| Is this item a deviation from the GRS?                                    | No  |
| <b>DISPOSITION INSTRUCTION</b>  |   |
| Final Disposition   | Temporary   |
| Retention Period  | Other: Destroy 3 years after superseded or obsolete, but longer retention is authorized if required for business use.   |
| <b>ADDITIONAL INFORMATION</b>   |   |
| Are any of the records covered by this item national security classified? |   |
| GAO Approval Required   | No  |
| <b>DAA-GRS-2016-0015-0020</b>   | <b>STATUS: Active</b>   |
| <b>ITEM GENERAL INFORMATION</b>   |   |
| Item Title  | Family Medical Leave Act program individual case files.   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

|   |  |
|---|--|
| Item Description  | <p>Includes:</p> <ul style="list-style-type: none"> <li>• employee eligibility to participate in program</li> <li>• eligibility notice given to employee</li> <li>• notice of employee rights and responsibilities, questions from employees about those rights and responsibilities, and responses to them</li> <li>• medical certifications</li> <li>• employee identification data</li> <li>• records of pay basis, compensation terms, normal hours per pay period, additions to or deductions from wages, total compensation normally paid</li> <li>• leave request, approval/non-approval</li> <li>• leave records</li> <li>• records of premium payments of employee benefits</li> <li>• records of disputes between employers and eligible employees regarding designation of leave as FMLA leave</li> <li>• periodic reports of employee status and intent to return to work</li> </ul> <p>Legal citation: 29 CFR 825.500</p> |
| Is this item media neutral?   | Yes  |
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | GRS 2.4, item 141  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |
| Does this item supersede existing disposition authorities?                | No   |
| Is this item a deviation from the GRS?                                    | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| Final Disposition   | Temporary  |
| Retention Period  | Destroy 3 year(s) after conclusion of leave being taken, but longer retention is authorized if required for business use.  |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified? |  |
| GAO Approval Required   | No   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0015

Status: APPROVED  
Date Approved: 05/23/2017  
Last Modified: 11/06/2024

---

Signatory Information

| Action  | User           | Date       |
|---------|----------------|------------|
| Approve | David Ferriero | 05/23/2017 |