

## Request for Records Disposition Authority

Records Schedule Number      DAA-GRS-2016-0015

Schedule Status                Modified Approved Version

  

Agency or Establishment      General Records Schedules (National Archives and Records Administration)

Record Group / Scheduling Group    General Records Schedules

Records Schedule applies to        Government-wide

Schedule Subject                General Records Schedule 2.4: Employee Compensation and Benefits Records

Internal agency concurrences will be provided      No

**Background Information**

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.

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.

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.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
20	0	20	0

**GAO Approval**

0001, 0003, 0007

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

Sequence Number	
1	<b>Payroll</b>
1.1	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks. Disposition Authority Number: DAA-GRS-2016-0015-0001
1.2	Tax withholding and adjustment documents. Disposition Authority Number: DAA-GRS-2016-0015-0002
1.3	Time and attendance records. Disposition Authority Number: DAA-GRS-2016-0015-0003
1.4	Agency payroll record for each pay period. Disposition Authority Number: DAA-GRS-2016-0015-0004
1.5	Wage and tax statements. Disposition Authority Number: DAA-GRS-2016-0015-0005
1.6	<b>Payroll program administrative records.</b>
1.6.1	Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes. Disposition Authority Number: DAA-GRS-2016-0015-0006
1.6.2	Payroll system reports providing fiscal information on agency payroll. Disposition Authority Number: DAA-GRS-2016-0015-0007
2	<b>Compensation and Benefits Administrative Program Records</b>
2.1	Donated leave program administrative records. Disposition Authority Number: DAA-GRS-2016-0015-0008
2.2	Donated leave program individual case files. Disposition Authority Number: DAA-GRS-2016-0015-0009
2.3	Wage survey files. Disposition Authority Number: DAA-GRS-2016-0015-0010
2.4	Incentive package records. Disposition Authority Number: DAA-GRS-2016-0015-0011
2.5	<b>Workers' Compensation (personnel injury compensation) records.</b>
2.5.1	Records of agencies that forward case file material to DOL for retention in DOL's master OWCP records. Disposition Authority Number: DAA-GRS-2016-0015-0012
2.5.2	Records of agencies that do not forward case file material to DOL for retention in DOL's master OWCP records. Disposition Authority Number: DAA-GRS-2016-0015-0013

2.6	Requests for health benefits under spouse equity.
2.6.1	Denied applications. Disposition Authority Number: DAA-GRS-2016-0015-0014
2.7	Child care subsidy program administrative records. Disposition Authority Number: DAA-GRS-2016-0015-0015
2.8	Child care subsidy program individual case files. Disposition Authority Number: DAA-GRS-2016-0015-0016
2.9	Transportation subsidy program administrative records. Disposition Authority Number: DAA-GRS-2016-0015-0017
2.10	Transportation subsidy program individual case files. Disposition Authority Number: DAA-GRS-2016-0015-0018
2.11	Family Medical Leave Act program administrative records. Disposition Authority Number: DAA-GRS-2016-0015-0019
2.12	Family Medical Leave Act program individual case files. Disposition Authority Number: DAA-GRS-2016-0015-0020

## Records Schedule Items

Sequence Number					
1	<b>Payroll</b>				
1.1	<p>Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks.</p> <p>Disposition Authority Number      <b>DAA-GRS-2016-0015-0001</b></p> <p><b>Includes:</b> • additions to paychecks o child care subsidies o Internal Revenue Service form W-9 (Request for Taxpayer Identification Number) o other additions • deductions from paychecks o insurance o retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.) o flexible spending accounts, such as medical savings and dependent care assistance o union dues o Combined Federal Campaign o garnishments (IRS form 668A—Notice of Levy—and similar records) o Treasury bond purchases o other deductions • authorizations for deposits into bank accounts • changes or corrections to previous transactions either at paying agency or payroll processor • Fair Labor Standards Act exemption worksheets</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>GRS 2.4, item 010</b></td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>N1-GRS-92-004 / 15/A N1-GRS-92-004 / 15/B N1-GRS-92-004 / 16 N1-GRS-92-004 / 17 N1-GRS-92-004 / 18 N1-GRS-92-004 / 23/A</b></p> <p>Disposition Instruction</p> <p>Retention Period                            <b>Destroy 2 year(s) after employee separation or retirement, but longer retention is authorized if required for business use.</b></p>	Manual Citation	Manual Title	<b>GRS 2.4, item 010</b>	
Manual Citation	Manual Title				
<b>GRS 2.4, item 010</b>					

1.2

**Additional Information**

GAO Approval Required and Received

Tax withholding and adjustment documents.

Disposition Authority Number DAA-GRS-2016-0015-0002

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.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.4, item 020	

GRS or Superseded Authority Citation N1-GRS-92-004 / 13/A

**Disposition Instruction**

Retention Period Destroy 4 year(s) after superseded or obsolete, but longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

1.3

Time and attendance records.

Disposition Authority Number DAA-GRS-2016-0015-0003

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

Final Disposition Temporary

Item Status **Active**  
 Is this item media neutral? **Yes**  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**  
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.4, item 030	

GRS or Superseded Authority Citation **N1-GRS-92-004 / 6/A  
 N1-GRS-92-004 / 6/B  
 N1-GRS-92-004 / 7  
 N1-GRS-92-004 / 8**

**Disposition Instruction**

Retention Period **Destroy after GAO audit or when 3 years old, whichever is sooner.**

**Additional Information**

GAO Approval **Required and Received**

**Agency payroll record for each pay period.**

Disposition Authority Number **DAA-GRS-2016-0015-0004**

**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**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title

1.4

1.5

<b>GRS 2.4, item 040</b>	
GRS or Superseded Authority Citation	N1-GRS-92-004 / 1/B
<b>Disposition Instruction</b>	
Retention Period	Destroy when 56 years old.
<b>Additional Information</b>	
GAO Approval	Not Required
<b>Wage and tax statements.</b>	
Disposition Authority Number	DAA-GRS-2016-0015-0005
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. Legal citations: 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).	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
<b>Manual Citation</b>	<b>Manual Title</b>
<b>GRS 2.4, item 050</b>	
GRS or Superseded Authority Citation	N1-GRS-92-004 / 13/B N1-GRS-92-004 / 13/C
<b>Disposition Instruction</b>	
Retention Period	Destroy when 4 years old, but longer retention is authorized if required for business use.
<b>Additional Information</b>	



1.6	<p>GAO Approval <b>Not Required</b></p> <p><b>Payroll program administrative records.</b> Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay.</p>				
1.6.1	<p><b>Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes.</b></p> <p>Disposition Authority Number <b>DAA-GRS-2016-0015-0006</b></p> <p>Final Disposition <b>Temporary</b></p> <p>Item Status <b>Active</b></p> <p>Is this item media neutral? <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data? <b>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 2.4, item 060</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation <b>N1-GRS-92-004 / 22/A N1-GRS-92-004 / 22/B N1-GRS-92-004 / 24</b></p> <p>Disposition Instruction</p> <p>Retention Period <b>Destroy when 2 years old, but longer retention is authorized if required for business use.</b></p> <p>Additional Information</p> <p>GAO Approval <b>Not Required</b></p>	Manual Citation	Manual Title	GRS 2.4, item 060	
Manual Citation	Manual Title				
GRS 2.4, item 060					
1.6.2	<p><b>Payroll system reports providing fiscal information on agency payroll.</b></p> <p>Disposition Authority Number <b>DAA-GRS-2016-0015-0007</b></p> <p>Final Disposition <b>Temporary</b></p> <p>Item Status <b>Active</b></p> <p>Is this item media neutral? <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in</p>				

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.4, item 061	

GRS or Superseded Authority Citation **N1-GRS-92-004 / 22/C**

**Disposition Instruction**

Retention Period **Destroy when 3 years old or after GAO audit, whichever comes sooner, but longer retention is authorized if required for business use.**

**Additional Information**

GAO Approval **Required and Received**

2 **Compensation and Benefits Administrative Program Records**

2.1 **Donated leave program administrative records.**

Disposition Authority Number **DAA-GRS-2016-0015-0008**

**Records related to managing the program, including: • records of leave bank management • records of leave bank governing board award decisions • publicity and program announcements • statistical and narrative reports • similar records not linked to individual employee participation**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.4, item 070	

**Disposition Instruction**

2.2

Retention Period Destroy when 3 years old, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Donated leave program individual case files.

Disposition Authority Number DAA-GRS-2016-0015-0009

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.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.4, item 071	

GRS or Superseded Authority Citation N1-GRS-92-005 / 1

Disposition Instruction

Retention Period 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.

Additional Information

GAO Approval Not Required

2.3

Wage survey files.

Disposition Authority Number DAA-GRS-2016-0015-0010

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).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.4, item 080	

GRS or Superseded Authority Citation GRS 1 / 38 (no authority found)

**Disposition Instruction**

Retention Period 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.

**Additional Information**

GAO Approval Not Required

Incentive package records.

Disposition Authority Number DAA-GRS-2016-0015-0011

Records of recruitment, relocation, and retention incentives; federal student loan repayment; and supervisory differentials offered under the Federal Employees Pay Comparability Act.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

2.4

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.4, item 090	

GRS or Superseded Authority Citation **N1-GRS-96-002**

**Disposition Instruction**

Retention Period **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.**

**Additional Information**

GAO Approval **Not Required**

2.5

**Workers' Compensation (personnel injury compensation) records. 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: • forms, reports, correspondence, claims • medical and investigatory records • administrative determinations or court rulings • payment records Exclusion 1: Copies filed in the Employee Medical Folder. Exclusion 2: Records created and maintained by the Department of Labor's Office of Workers' Compensation.**

2.5.1

**Records of agencies that forward case file material to DOL for retention in DOL's master OWCP records.**

Disposition Authority Number **DAA-GRS-2016-0015-0012**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title

<b>GRS 2.4, item 100</b>	
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GRS or Superseded Authority Citation      **N1-GRS-86-004 / 32**

Disposition Instruction

Retention Period      **Destroy 3 year(s) after compensation ceases or when deadline for filing a claim has passed.**

Additional Information

GAO Approval      **Not Required**

Records of agencies that do not forward case file material to DOL for retention in DOL's master OWCP records.

Disposition Authority Number      **DAA-GRS-2016-0015-0013**

Final Disposition      **Temporary**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **Yes**

Do any of the records covered by this item exist as structured electronic data?      **Yes**

Manual Citation	Manual Title
<b>GRS 2.4, item 101</b>	

Disposition Instruction

Retention Period      **Destroy 15 year(s) after compensation ceases or when deadline for filing a claim has passed.**

Additional Information

GAO Approval      **Not Required**

Requests for health benefits under spouse equity. Applications and related papers. If applications are denied, may include denial letters, appeal letters, and court orders.

Denied applications.

Disposition Authority Number      **DAA-GRS-2016-0015-0014**

2.5.2

2.6

2.6.1

Final Disposition Temporary  
 Item Status Active  
 Is this item media neutral? Yes  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
GRS 2.4, item 111	

GRS or Superseded Authority Citation N1-GRS-88-002 / 1/A  
 N1-GRS-88-002 / 1/B/2

**Disposition Instruction**

Retention Period Destroy 1 year(s) after original denial, denial of appeal, or final court order, whichever is appropriate.

**Additional Information**

GAO Approval Not Required

Child care subsidy program administrative records.

Disposition Authority Number DAA-GRS-2016-0015-0015

Records related to managing the program, including: • determining amount of subsidy available to employees • verifying child care centers' accreditation • tracking funds disbursed to individual child care centers • publicity and program announcements • statistical and narrative reports • similar records not linked to individual employee participation

Final Disposition Temporary  
 Item Status Active  
 Is this item media neutral? Yes  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes  
 Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.4, item 120	

2.7

2.8

**Disposition Instruction**

Retention Period Destroy when 3 years old, but longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

Child care subsidy program individual case files.

Disposition Authority Number DAA-GRS-2016-0015-0016

Case files of individual employee participation in child care subsidy programs, such as: • enrollment documentation • applications and supporting documents • eligibility verification (employment, proof of income) • records of other subsidies the employee received • agreements between agencies and employees • notice of approval or denial of participation in program • child care provider information

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.4, item 121	

2.9

**Disposition Instruction**

Retention Period Destroy 2 year(s) after employee participation concludes, but longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

Transportation subsidy program administrative records.

Disposition Authority Number DAA-GRS-2016-0015-0017

Records related to managing the program, including: • determining subsidy amount available to employees • publicity and program announcements • records of



program-wide benefit delivery and receipt • statistical and narrative reports • similar records not linked to individual employee participation

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.4, item 130	

GRS or Superseded Authority Citation N1-GRS-97-002 / 7 (in part)

**Disposition Instruction**

Retention Period Destroy when 3 years old, but longer retention is authorized if required for business use.

**Additional Information**

GAO Approval Not Required

2.10

Transportation subsidy program individual case files.

Disposition Authority Number DAA-GRS-2016-0015-0018

Case files of individual employee participation in transportation subsidy programs, such as: • applications and supporting documents • eligibility verification • notice of approval or denial of participation in program • participant training documentation • periodic estimates of transit expenses • record of individual benefit delivery and receipt • de-enrollment documents • settlement of outstanding debts by employee or Government when employee leaves program

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

2.11

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.4, item 131	

GRS or Superseded Authority Citation **N1-GRS-97-002 / 7 (in part)**

**Disposition Instruction**

Retention Period **Destroy 2 year(s) after employee participation concludes, but longer retention is authorized if required for business use.**

**Additional Information**

GAO Approval **Not Required**

**Family Medical Leave Act program administrative records.**

Disposition Authority Number **DAA-GRS-2016-0015-0019**

**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**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.4, item 140	

**Disposition Instruction**

Retention Period **Destroy 3 years after superseded or obsolete, but longer retention is authorized if required for business use.**

2.12

**Additional Information**

GAO Approval **Not Required**

**Family Medical Leave Act program individual case files.**

Disposition Authority Number **DAA-GRS-2016-0015-0020**

**Includes:** • employee eligibility to participate in program • eligibility notice given to employee • notice of employee rights and responsibilities, questions from employees about those rights and responsibilities, and responses to them • medical certifications • employee identification data • records of pay basis, compensation terms, normal hours per pay period, additions to or deductions from wages, total compensation normally paid • leave request, approval/non-approval • leave records • records of premium payments of employee benefits • records of disputes between employers and eligible employees regarding designation of leave as FMLA leave • periodic reports of employee status and intent to return to work  
**Legal citation: 29 CFR 825.500**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.4, item 141	

**Disposition Instruction**

Retention Period **Destroy 3 year(s) after conclusion of leave being taken, but longer retention is authorized if required for business use.**

**Additional Information**

GAO Approval **Not Required**

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
11/07/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/16/2017	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/23/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

### Revision notes:

First modification: On October 11, 2017, a new bullet--Fair Labor Standards Act exemption worksheets-- was added to item 0001 (GRS 2.4, item 010).

Second modification: On December 8, 2017, the legal citation in item 0003 (GRS 2.4, item 030) was corrected from 29 U.S.C. 516.5a to 29 CFR 516.5a.