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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M-12-18, Managing Government Records Directive. The old GRS was completely superseded.

See https://www.archives.gov/records-mgmt/grs for the revised GRS, crosswalks, faqs, tools, and other resources.

Date Reported: 4/2/2019
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   National Archives and Records Administration

2. MAJOR SUBDIVISION
   Office of Records(156,348),(392,407)(156,342),(392,401)

3. MINOR SUBDIVISION
   Records Appraisal and Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER
   Jean E. Keeting

5. TELEPHONE
   501-6036

6. 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 on the attached ____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

   ☐ is not required; ☑ is attached; or ☐ has been requested.

   DATE | SIGNATURE OF AGENCY REPRESENTATIVE
   3/16/92 | Director, Records Appraisal
   and Disposition Division

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   Revision of General Records Schedule 2, Pay and Payrolling Records, item 3

   Time and Attendance Reports Files

   a. Optional Form 1130 or equivalent.

      (1) Payroll preparation and processing copies.

      Destroy after GAO audit or when 6 years old, whichever is sooner.