

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-GRS-92-6
1. FROM (Agency or establishment) National Archives and Records Administration		DATE RECEIVED	3/16/92
2. MAJOR SUBDIVISION Office of Records Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Appraisal and Disposition Division		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE for	ARCHIVIST OF THE UNITED STATES
Jean E. Keeting	501-6036	3/16/92	James W. Moore

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	TITLE
3/16/92	<i>James J. Hasty</i>	Director, Records Appraisal and Disposition Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Revision of General Records Schedule 2, Pay and Payrolling Records, item 3</p> <p><u>Time and Attendance Reports Files</u></p> <p>a. Optional Form 1130 or equivalent.</p> <p>(1) Payroll preparation and processing copies.</p> <p>Destroy after GAO audit or when 6 years old, whichever is sooner.</p>		

cc: NCF 3/17/92 JK