

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
GRS-78-4	
DATE RECEIVED	
Sept. 12. 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-15-78 Date	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT) National Archives and Records Service	
2. MAJOR SUBDIVISION Office of Federal Records Centers	
3. MINOR SUBDIVISION Records Disposition Division	
4. NAME OF PERSON WITH WHOM TO CONFER Jean K. Fraley	5. TEL. EXT. 724-1027

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 8-24-78	B. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. K. Wallace</i>	E. TITLE Acting Director, Records Disposition Division
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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
8.	<p>Amendment to General Records Schedule 2, Payrolling and Pay Administration Records.</p> <p><u>Leave Application Files.</u></p> <p>Application for Leave, SF 71 or equivalent and supporting papers, relating to requests for and approval of taking leave.</p> <p>a. If the time card has been initialled by the employee: Destroy at the end of the applicable pay period.</p> <p>b. If the time card has not been initialled by the employee: Destroy after GAO audit or when three years old, whichever is sooner.</p> <p>General Accounting Office concurrence: <i>Kathleen E. Wannich</i> <u>9/5/78</u> Date</p>		

sent to GAO only 9-19-78 mgs

2 items