Schedule Number: NC1-GRS-78-04

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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.
REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

7. C. DATE
   8-24-78

8. D. SIGNATURE OF AGENCY REPRESENTATIVE
   Acting Director, Records Disposition Division

   E. TITLE
   Records Disposition Division

9. ITEM NO.
   8.

10. DESCRIPTION OF ITEM
    (With Inclusive Dates or Retention Periods)
    Amendment to General Records Schedule 2, Payrolling and Pay Administration Records.

    Leave Application Files.

    Application for Leave, SF 71 or equivalent and supporting papers, relating to requests for and approval of taking leave.
    a. If the time card has been initialled by the employee:
       Destroy at the end of the applicable pay period.
    b. If the time card has not been initialled by the employee:
       Destroy after GAO audit or when three years old, whichever is sooner.

    General Accounting Office concurrence:

    Kathleen E. Wannicky
    9/5/78
    Date

115-107

REVISED APRIL, 1975
PRESCRIBED BY GENERAL SERVICES ADMINISTRATION
FPMR (41 CFR) 101-11.4