

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-GRS-81-03

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 4/7/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Red NCD 29 Nov 80

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

Debra W. Leahy

5. TEL EXT

724-1068

LEAVE BLANK

JOB NO

NCL-GRS-81-3

DATE RECEIVED

December 3, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-21-81
Date

Debra W. Leahy
Archivist of the United States

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 2 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 <u>11/28/80</u> | D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Jean K. Fraley</u> | E. TITLE <u>For</u> Acting Director Records Disposition Division |
|----------------------------|--|---|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|---------------|---|---------------------------------|---------------------|
| 1. | <p><u>Amendment to General Records Schedule 2, Payrolling and Pay Administration Records, item 3.</u></p> <p><u>Time and Attendance Report Files.</u></p> <p>a. Form such as Standard Form 1130 or equivalent.</p> <p>(1) Payroll preparation and processing copies.</p> <p>Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>(2) All other copies.</p> <p>Destroy 6 months after the end of the pay period.</p> <p>b. Flexitime Attendance Records.</p> <p>Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.</p> <p>Destroy after GAO audit or when 3 years old, whichever is sooner.</p> | <p>GRS 2/3a</p> <p>GRS 2/3b</p> | <p>3 items</p> |

*Closed Out: 122-81: K.T.D.
Copy to each NCD staff Member*

7.
ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO

10.
ACTION TAKEN

GENERAL ACCOUNTING OFFICE CONCURRENCE:

James Stephens

11-19-80
DATE