INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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
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
   Debra W. Leavy

5. TEL EXT
   724-1068

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
   11/28/80

   D. SIGNATURE OF AGENCY REPRESENTATIVE
   Jean K. Finley

   E. TITLE
   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

   Amendment to General Records Schedule 2, Payrolling and Pay Administration Records, item 3.

   1. Time and Attendance Report Files.
   a. Form such as Standard Form 1130 or equivalent.
      (1) Payroll preparation and processing copies.
      Destroy after GAO audit or when 3 years old, whichever is sooner.
      (2) All other copies.
      Destroy 6 months after the end of the pay period.
   b. Flexitime Attendance Records.
      Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.
      Destroy after GAO audit or when 3 years old, whichever is sooner.
GENERAL ACCOUNTING OFFICE CONCURRENCE:

[Signature]

11-19-80

DATE