

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	<i>Debra W. Leahy</i> 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 11/28/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jean K. Fraley</i>	E. TITLE <i>For</i> 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>Amendment to General Records Schedule 2, Payrolling and Pay Administration Records, item 3.</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. Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>(2) All other copies. Destroy 6 months after the end of the pay period.</p> <p>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.</p>	<p>GRS 2/3a</p> <p>GRS 2/3b</p> <p>3 items</p>

Closed Out: 1-22-81: 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 Staphleer

11-19-80
DATE