

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NN-174-000032

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 The old GRS was completely superseded.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: 5/4/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

8/1/73

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DATE RECEIVED 20 JUL 1973	JOB NO <i>NNI-174-32</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-1-73 Date	<i>James B. Rhoads</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2. MAJOR SUBDIVISION
National Archives and Records Service

3. MINOR SUBDIVISION
Office of Federal Records Centers

4. NAME OF PERSON WITH WHOM TO CONFER
Thomas Wadlow

5. TEL. EXT.
13-35185

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7/30/73 (Date) *Thomas Wadlow* (Signature of Agency Representative) *Archives Specialist* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	General Records Schedule 2 is hereby amended to provide for the following new retention periods:		
1.	Item 3. Time and attendance reports. a. Copies used in payroll preparation and processing. (Where Standard Form 1130 is used for both time and attendance and leave posting purposes, the disposal provision for item 9 applies). Dispose after audit by GAO or after 3 years, whichever is earlier. b. All others. Dispose 6 months after end of pay period.		
2.	Item 9. Leave record cards, maintained independently of pay and earning records (including Standard Form 1130 when used as a leave record). a. Pay or fiscal copy. (1) Final individual card showing accumulated leave on separation. Transfer to National Personnel Records Center, St. Louis, MO., after audit by GAO or after 3 years, whichever is earlier. NPRC will destroy when 10 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) All other pay or fiscal copies.</p> <p>Dispose when 4 years old.</p> <p>b. Other copies.</p> <p>Dispose 3 months after the end of the period covered.</p>		
3.	<p>Item 10. Records of leave data (such as Standard Form 1150) prepared except as noted in the Federal Personnel Manual, 293-A-3.</p> <p>a. File original of Standard Form 1150 on right side of Official Personnel Folder.</p> <p>b. Agency copy</p> <p>Dispose of after 3 years.</p>		
4.	<p>Item 11. Notification of personnel action, exclusive of those in Official Personnel Folders.</p> <p>a. Pay or fiscal copy.</p> <p>Dispose after audit by GAO or after 3 years, whichever is earlier.</p> <p>b. Chronological file copies, including face sheets.</p> <p>Dispose after 2 years.</p> <p>c. All other copies.</p> <p>Dispose after 1 year.</p>		
5.	<p>Item 13. Memorandum copies of payrolls, check lists and related certification sheets (such as Standard Forms 1013, 1128, or equivalents).</p> <p>a. Where earning record card is maintained.</p> <p>Dispose after audit by GAO or after 3 years, whichever is earlier.</p> <p>b. Where earning record card is not maintained.</p> <p>Dispose when 10 years old. (Transfer to Federal Records Center, St. Louis, MO, when 3 years old).</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIONS, DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p>Item 14. Payroll control registers (such as Standard Form 1125).</p> <p>Dispose after audit by GAO or after 3 years, whichever is earlier.</p>		
7.	<p>Item 15. Payroll change slips exclusive of those in Official Personnel Folders (such as Standard Form 1126).</p> <p>a. Copy used in General Accounting Office.</p> <p>Dispose of after audit by GAO or after 3 years, whichever is earlier.</p> <p>b. Copy used by disbursing officer in preparing checks.</p> <p>Dispose after preparation of check.</p> <p>c. All other copies.</p> <p>Dispose one month after end of pay period.</p>		
8.	<p>Item 16. Memorandum copies of fiscal schedules involved in payroll processing.</p> <p>a. Copy used in General Accounting Office audit.</p> <p>Dispose after audit by GAO or after 3 years, whichever is earlier.</p> <p>b. All other copies.</p> <p>Dispose 1 month after end of pay period.</p> <p>Approved for the General Accounting Office by:</p> <p><u>Isadore Perlman</u> Records Consultant</p> <p><u>7-30-73</u> Date</p>		