

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-28-91-3

DATE RECEIVED

10-23-90

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

U. S. Postal Service

2. MAJOR SUBDIVISION

Records Office

3. MINOR SUBDIVISION

Finance - Payroll

4. NAME OF PERSON WITH WHOM TO CONFER

Sheila Allen

5. TELEPHONE EXT.

268-4869

DATE

3/20/91

ARCHIVIST OF THE UNITED STATES

Signature of the Archivist of the U.S. not required

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

for non-federal records  
disposition of

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 10/17/90	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Phyllis Steery</i>	D. TITLE USPS Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	SEE ATTACHED 115 REPORTS FOR THE FOLLOWING RECORDS SERIES:		
1	Employee Indebtedness Records - Local Office Copies (BEAA.12.03)		
2	Alimony, Child Support or Commerical Garnishment Records - Local Office Copies (BEAA.12.04)		
3	Miscellaneous Savings Bonds Records (BEAA.12.05)		
4	Terminal Leave Worksheets - Local Office Copies (BEAA.22.09)		
5	Rural Route Master Listing - Detail Inquiry (BEAC.22.04)		
6	Rural Route Master Microfiche (BEAC.22.07)		
7	Employee Time Cards (Processed) (BEBA.03.04)		
8	Time Card Supporting Records (BEBA.03.05)		
9	Processed Rural Carrier Time Certificates (BEBB.03.02)		
10	PSDS Time and Attendance Supporting Records (BEBC.03.01)		
11	PSDS Hours History Microfiche (BEBC.22.05)		
12	Processed City Payroll Adjustments (BECA.12.01)		

*copies sent to agency, NNA, NCF 3/25/91*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

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JOB NO.

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

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3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
13	Processed Rural Payroll Adjustments (BECB.12.01)		
14	Leave Buy Back Records (BECC.12.01)		
15	Payroll Adjustment Control List - Hours - MSC Copy (BECC.22.01)		
16	Payroll Adjustment Register - Money and Hours (BECC.23.01)		
17	Court Leave Cases (BEDD.12.04)		
18	PSDS FLSA Non-Exempt Disallowed Time Report (BEEA.22.04)		
19	Recast NWRS Reports (BEEA.22.06)		
20	National Workhour Reporting System Reports (NWRS) - Accounting Period - MSC/Finance Number Levels (BEEA.23.14)		
21	National Workhour Reporting System Reports (NWRS) - Accounting Period - MSC/DIV/RGN/HQ Levels - Microfiche (BEEA.23.16)		
22	National Workhour Reporting System Reports (NWRS) - Pay Period MSC/DIV/RGN/HQ Levels - Microfiche (BEEA.23.17)		
23	Payroll Journal Microfiche - Local Office Copy (BEEC.22.07)		
24	Payroll Register - Local Office Copy (BEEC.22.08)		

CONTROL NUMBER: BEAA.12.03

1) RECORDS SERIES NAME: EMPLOYEE INDEBTEDNESS RECORDS - LOCAL  
OFFICE COPIES.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING RECORDS RELATING TO REQUESTS FROM THE  
POSTAL SERVICE OR OTHER FEDERAL AGENCIES FOR COLLECTION OF EMPLOYEE DEBTS  
THROUGH PAYROLL DEDUCTIONS. CASE FILES INCLUDE COPIES OF PS 1903DZ, 1915,  
3239 AND 3239-A, AS WELL AS INVOICES, STATEMENTS AND RELATED  
CORRESPONDENCE.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE CASE FILES ALPHABETICALLY, BY  
EMPLOYEE LAST NAME. TRANSFER TO AN  
INACTIVE FILE WHEN DEBT IS SATISFIED OR  
CANCELLED.

STORAGE: MAINTAIN THESE RECORDS IN LOCKED FILE  
CABINETS.

CUT OFF: CUT OFF THE INACTIVE FILE AT THE END OF  
EACH CALENDAR YEAR.

DISPOSAL: DESTROY THE INACTIVE FILE THREE (3)  
YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

*GRS 2/21*

CONTROL NUMBER: BEAA.12.04

2 RECORDS SERIES NAME: ALIMONY, CHILD SUPPORT OR COMMERCIAL  
GARNISHMENT RECORDS - LOCAL OFFICE  
COPIES.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING COURT ORDERS, SALARY WITHHOLDING REQUEST/  
NOTICES, WAGE EARNER ATTACHMENT REQUESTS, RELATED CORRESPONDENCE, JUDGEMENT  
CREDITORS' MONTHLY REPORTS. INCLUDES POST OFFICE COPIES OF FORMS PS 1242  
AND 1242-A THAT HAVE BEEN SUBMITTED TO THE PDC TO START, CHANGE OR CANCEL  
THE GARNISHMENT OF AN EMPLOYEE'S SALARY IN PAYMENT OF ALIMONY, CHILD  
SUPPORT OR COMMERCIAL DEBTS.

*GRS 2/21*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY  
EMPLOYEE LAST NAME. TRANSFER THESE  
RECORDS TO AN INACTIVE FILE WHEN DEBT IS  
SATISFIED OR CANCELLED.

CUT OFF: CUT OFF THE INACTIVE FILE AT THE END OF  
EACH CALENDAR YEAR.

STORAGE: MAINTAIN THESE RECORDS IN A LOCKED FILE  
CABINET.

DISPOSAL: DESTROY THE INACTIVE FILE THREE (3)  
YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEAA 12.05

3) RECORDS SERIES NAME: MISCELLANEOUS SAVINGS BOND RECORDS.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING MISCELLANEOUS EMPLOYEE & PDC CORRESPONDENCE RELATING TO EMPLOYEE SAVING BONDS, INCLUDING REQUEST FOR REFUND, REPLACEMENT, RESTORATION OF BALANCES, COPIES OF PREVIOUSLY ISSUED BONDS, PS FORMS 2240 AND OTHER GENERAL INFORMATION.

*G-RS 2/7*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY EMPLOYEE LAST NAME WITHIN CALENDAR YEAR. TRANSFER RECORDS TO AN INACTIVE FILE WHEN REQUESTED ACTION TAKEN & VERIFIED.

CUT OFF: CUT OFF THE INACTIVE FILES AT THE END OF THE CALENDAR YEAR.

STORAGE: MAINTAIN THESE RECORDS IN LOCKED FILE CABINETS.

DISPOSAL: DESTROY THE INACTIVE FILE THREE (3) YEARS FROM THE DATE OF CUTOFF

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEAA.22.09

4 RECORDS SERIES NAME: TERMINAL LEAVE WORKSHEETS (AANO6OP4) -  
LOCAL OFFICE COPIES.

DESCRIPTION: CONSISTS OF BOUND BOOK OF COMPUTER PRINTOUTS, ONE PAGE PER EMPLOYEE, THAT  
DOCUMENTS THE CALCULATIONS FOR AN EMPLOYEE'S FINAL PAY. USED BY LOCAL  
PAYROLL OFFICES FOR REFERENCE/VERIFICATION PURPOSES.

*GRS 2/10*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE WORKSHEETS BY SSAN, WITHIN PAY  
PERIOD, IN BOOK.

CUT OFF: CUT OFF THE BOOKS AT THE END OF EACH  
CALENDAR YEAR.

STORAGE: MAINTAIN BOOKS IN LOCKED FILE CABINETS.

DISPOSAL: DESTROY THESE BOOKS THREE (3) YEARS FROM  
THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

DIR425CO  
REPORT NO. 15

DIRECTORY OF INFORMATION RESOURCES  
RECORDS AND INFORMATION MANAGEMENT SYSTEM  
SF 115 REPORT

PAGE 001 RUN DATE 10/16/90

CONTROL NUMBER: BEAC.22.04

5) RECORDS SERIES NAME: RURAL ROUTE MASTER LISTING - DETAIL  
INQUIRY (AAQ3OOP1).

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED PAY PERIOD REPORT THAT LISTS ALL RURAL  
ROUTES IN POST OFFICES WITHIN MSC'S WITHIN DIVISIONS. CURRENT ROUTE DATA IS  
PROVIDED AS WELL AS WHO OCCUPIES THE POSITION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THIS REPORT CHRONOLOGICALLY, BY  
PAY PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF THE  
FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THIS REPORT TWO (2) YEARS  
AFTER RECEIPT.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEAC.22.07

RECORDS SERIES NAME: RURAL ROUTE MASTER MICROFICHE  
(AAQ300P1) - FIELD COPIES.

DESCRIPTION: CONSISTS OF MICROFICHE VERSION OF COMPUTER-GENERATED PAY PERIOD REPORT THAT  
LISTS ALL RURAL ROUTES IN POST OFFICES WITHIN MSC'S WITHIN DIVISIONS.  
CURRENT ROUTE DATA IS PROVIDED AS WELL AS WHO OCCUPIES THE POSITION.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE MICROFICHE CHRONOLOGICALLY, BY  
PAY PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH  
FISCAL YEAR.

STORAGE: MAINTAIN THE FICHE IN MICROFICHE FILE  
CABINETS.

DISPOSAL: DISPOSE OF THE FILE THREE (3) YEARS FROM  
THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEBA.03.04

7) RECORDS SERIES NAME: EMPLOYEE TIMECARDS (PROCESSED).

DESCRIPTION: CONSISTS OF ANNOTATED AND SIGNED TIMECARDS THAT HAVE BEEN INPUT TO THE PAYROLL PROCESSING SYSTEM THROUGH CTAPS (CITY TIME AND ATTENDANCE PROCESSING SYSTEM) AT THE DDE/DR (DISTRIBUTED DATA ENTRY/DISTRIBUTED REPORTING) SITE. INCLUDES PS FORMS 1230A, 1230B AND 1230C.

*GRS 2/39*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE PROCESSED CARDS BY SSAN,  
WITHIN PAY LOCATION, WITHIN PAY PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF THE  
CALENDAR YEAR.

STORAGE: MAINTAIN CARDS IN LOCKED CABINETS.

DISPOSAL: DESTROY PROCESSED TIMECARDS THREE (3)  
YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BBA.03.05

8) RECORDS SERIES NAME: TIME CARD SUPPORTING RECORDS.

DESCRIPTION: CONSISTS OF VARIOUS FORMS USED TO RECORD AND DOCUMENT THE TRANSACTIONS THAT IMPACT A TIME CARD EMPLOYEE'S PAY OR BENEFITS. THESE FORMS ARE MAINTAINED BY LOCAL TIMEKEEPERS AND/OR SUPERVISORS AND INCLUDE PS FORMS 1017A, 1017B, 1221, 1224, 1234, 1377, 1723, 2240, 3189, 3971, 3973 AND 7020.

GRS 2/39

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE FORMS IN SSAN SEQUENCE, BY TYPE OF FORM WITHIN PAY PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH CALENDAR YEAR.

STORAGE: MAINTAIN FORMS IN LOCKED FILE CABINETS.

DISPOSAL: DISPOSE OF THESE RECORDS THREE (3) YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEBB.03.02

9) RECORDS SERIES NAME: PROCESSED RURAL CARRIER TIME  
CERTIFICATES.

DESCRIPTION: CONSISTS OF PROCESSED PS FORMS 1314 AND 1314A AS COMPLETED BY RURAL AND  
AUXILIARY RURAL CARRIERS, AND ENTERED INTO THE PAYROLL SYSTEM THROUGH RTAPS  
AT THE DDE/DR SITE.

*GRS 2/3s*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE CERTIFICATES BY SSAN, WITHIN  
PAY LOCATION, WITHIN PAY PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF THE  
CALENDAR YEAR.

STORAGE: MAINTAIN IN LOCKED FILE CABINETS.

DISPOSAL: DESTROY CERTIFICATES THREE (3) YEARS  
FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEBC.03.01

10 RECORDS SERIES NAME: PSDS TIME AND ATTENDANCE SUPPORTING  
RECORDS

DESCRIPTION: CONSISTS OF VARIOUS FORMS USED TO RECORD, DOCUMENT AND INPUT INTO PSDS  
VARIOUS TYPES OF TRANSACTIONS THAT IMPACT AN EMPLOYEE'S PAY OR  
BENEFITS. THESE FORMS ARE MAINTAINED BY LOCAL TIMEKEEPERS AND INCLUDE  
PS FORMS 1017A, 1017B, 1221, 1223-A, 1224, 1236, 1260, 1261, 1262, 1723,  
2240, 2243, 3189, 3971, 3973, 7020.

*GRS 2/94*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE FORMS BY SSAN, WITHIN TYPE OF  
FORM, WITHIN PAY PERIOD.

CUT OFF: CUT OFF AT THE END OF THE CALENDAR YEAR.

STORAGE: MAINTAIN FORMS IN LOCKED FILE CABINETS.

DISPOSAL: DESTROY THESE FORMS THREE (3) YEARS FROM  
DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEBC.22.05

11 RECORDS SERIES NAME: PSDS HOURS HISTORY MICROFICHE.

DESCRIPTION: CONSISTS OF LOCAL OFFICE COPIES OF PDC-GENERATED MICROFICHE CONTAINING DAILY AND WEEKLY HOURS HISTORY AND CLOCK RINGS, AUTHORIZATIONS AND ADJUSTMENTS. IT IS USED TO RESEARCH EMPLOYEE INQUIRIES AND REQUESTS FOR ADJUSTMENT.

*GRS 2/39*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE FICHE CHRONOLOGICALLY, BY PAY PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH CALENDAR YEAR.

STORAGE: MAINTAIN THE FICHE IN LOCKED MICROFICHE FILE CABINETS.

DISPOSAL: DESTROY THE MICROFICHE SEVEN (7) YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BECA.12.01

(2) RECORDS SERIES NAME: PROCESSED CITY PAYROLL ADJUSTMENTS -  
LOCAL OFFICE COPIES.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING LOCAL OFFICE RECORDS SUPPORTING PAYROLL  
ADJUSTMENTS SUBMITTED FOR NON-RURAL EMPLOYEES. THE CASE FILE INCLUDES PS  
FORMS 2240, 2243, 3971, EARNING STATEMENTS AND RELATED CORRESPONDENCE.

6-PS 2/15

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE CASE FILES NUMERICALLY, BY  
FIRST THREE DIGITS OF EMPLOYEE'S SSAN,  
OR ALPHABETICALLY BY LAST NAME.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH  
CALENDAR YEAR.

STORAGE: MAINTAIN THE FILES IN LOCKED FILE  
CABINETS.

DISPOSAL: DESTROY THESE FILES THREE (3) YEARS FROM  
THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BECB-12.01

13) RECORDS SERIES NAME: PROCESSED RURAL PAYROLL ADJUSTMENTS.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING LOCAL OFFICE RECORDS SUPPORTING PAYROLL ADJUSTMENTS FOR RURAL CARRIERS. THE CASE FILE INCLUDES PS FORMS 2240R, 1314, 1314A, EARNINGS STATEMENTS AND RELATED CORRESPONDENCE.

GRS 2/15

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS NUMERICALLY, BY THE FIRST 3 DIGITS OF THE EMPLOYEE'S SSAN.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH CALENDAR YEAR.

STORAGE: MAINTAIN IN LOCKED FILE CABINETS.

DISPOSAL: DESTROY THE FILE THREE (3) YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BECC.12.01

14 RECORDS SERIES NAME: LEAVE BUY BACK RECORDS.

DESCRIPTION: CONSISTS OF CASE FILES CONTAINING CORRESPONDENCE FROM INJURY COMPENSATION TO PAYROLL AUTHORIZING LEAVE ADJUSTMENTS AS A RESULT OF OWCP CLAIMS. INCLUDES COPIES OF CA1, PS FORM 2240 AND 2243 SENT TO PDC, AND CORRESPONDENCE TO EMPLOYEE.

*G-RS 1/31*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY EMPLOYEE LAST NAME. TRANSFER THESE RECORDS TO AN INACTIVE FILE WHEN ADJUSTMENTS HAVE BEEN PROCESSED AND VERIFIED.

CUT OFF: CUT OFF THE FILES AT THE END OF EACH CALENDAR YEAR.

STORAGE: MAINTAIN THESE RECORDS IN LOCKED FILE CABINETS.

DISPOSAL: DESTROY THE INACTIVE FILE THREE (3) YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BECC.22.01

5) RECORDS SERIES NAME: PAYROLL ADJUSTMENT CONTROL LIST - HOURS  
(AAB050P8).

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED PAY PERIOD REPORT LISTING ALL PAYROLL  
ADJUSTMENTS PROCESSED FOR EACH PAY LOCATION.

*GRS 2/15*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS CHRONOLOGICALLY, BY  
PAY PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH  
CALENDAR YEAR.

STORAGE: MAINTAIN THIS REPORT IN A LOCKED FILE  
CABINET.

DISPOSAL: DESTROY THIS REPORT THREE (3) YEARS FROM  
THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BECC.23.01

16 RECORDS SERIES NAME: PAYROLL ADJUSTMENT REGISTER - MONEY  
(AAB593P1) AND HOURS (AAB050P3).

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED PAY PERIOD REPORTS SUMMARIZING BY PAY  
LOCATION THE CHANGES IN PAYROLL DOLLARS AND HOURS RESULTING FROM  
PROCESSING ADJUSTMENTS DURING THE REPORTING PERIOD.

*GRS 2/15*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS BY PAY LOCATION,  
WITHIN PAY PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH  
CALENDAR YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THESE REPORTS THREE (3) YEARS  
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEDD.12.04

(17) RECORDS SERIES NAME: COURT LEAVE CASES.

DESCRIPTION: CASE FILES CONTAINING DOCUMENTATION SUPPORTING EMPLOYEE USE OF COURT LEAVE.  
INCLUDES COPIES OF PAYROLL RECORDS, CORRESPONDENCE, SUBPOENAS, ETC.

*GRS 2/10*

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE RECORDS ALPHABETICALLY, BY  
EMPLOYEE LAST NAME. TRANSFER THESE  
RECORDS TO AN INACTIVE FILE WHEN ALL RE-  
LATED TRANSACTIONS HAVE BEEN PROCESSED.

CUT OFF: CUT OFF THE INACTIVE FILE EACH CALENDAR  
YEAR.

STORAGE: MAINTAIN THESE RECORDS IN LOCKED FILE  
CABINETS.

DISPOSAL: DESTROY THE INACTIVE FILE THREE (3)  
YEARS FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEEA.22.04

18) RECORDS SERIES NAME: PSDS FLSA NON-EXEMPT DISALLOWED TIME  
REPORT.

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED REPORT LISTING ALL EMPLOYEES WHO HAD TIME  
DISALLOWED DURING THE PAY PERIOD. THE REPORT IS PREPARED BY PAY LOCATION,  
TOUR, FACILITY, MSC, DIVISION, REGION AND NATIONAL, WITH DETAIL AND  
SUMMARY DATA PROVIDED AT EACH LEVEL. BOTH CURRENT PAY PERIOD AND YEAR-TO-  
DATE INFORMATION IS PROVIDED.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS CHRONOLOGICALLY, BY  
PAY PERIOD.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH  
FISCAL YEAR.

STORAGE: MAINTAIN THESE REPORTS IN LOCKED FILE  
CABINETS.

DISPOSAL: DISPOSE OF THESE REPORTS TWO (2) YEARS  
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

DIR425CO  
REPORT NO. 15

DIRECTORY OF INFORMATION RESOURCES  
RECORDS AND INFORMATION MANAGEMENT SYSTEM  
SF 115 REPORT

PAGE 001 RUN DATE 10/16/90

CONTROL NUMBER: BEEA.22.06

19) RECORDS SERIES NAME: RECAST NWRS REPORTS (AMC920XX AND  
AMC930XX).

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED ANNUAL/OPTIONAL REPORTS THAT DISTRIBUTE  
PRIOR PAY PERIOD ADJUSTMENTS TO WORKHOUR AND LABOR UTILIZATION NWRS REPORTS  
TO THE ACTUAL PAY PERIODS INVOLVED. THESE REPORTS REFLECT ADJUSTMENTS  
PROCESSED FOR THE FIRST PAY PERIOD OF THE FISCAL YEAR THROUGH THE PAY  
PERIOD THAT THE REPORT WAS PROCESSED.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS CHRONOLOGICALLY.

CUT OFF: CUT OFF AT THE END OF EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THESE REPORTS THREE (3) YEARS  
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEEA.23.14

20) RECORDS SERIES NAME: NATIONAL WORKHOUR REPORTING SYSTEM  
REPORTS (NWRS) - AMCXXXXX - ACCOUNTING  
PERIOD - MSC/FINANCE NUMBER LEVELS.

DESCRIPTION: CONSISTS OF SEVERAL COMPUTER-GENERATED ACCOUNTING PERIOD REPORTS THAT PROVIDE VARIOUS LEVELS OF POSTAL MANAGEMENT WITH DATA FROM THE PAYROLL SYSTEM THAT IS USED TO IDENTIFY, PLAN, TRACK, AND CONTROL LABOR RESOURCES FOR EACH POSTAL ACTIVITY. THE REPORTS CONTAIN YEAR TO DATE AND SAME PERIOD LAST YEAR. WORKHOUR REPORTS COMPARE PLANNED WITH ACTUAL. LABOR UTILIZATION DISPLAYS HOURS WORKED, OT, LEAVE AS WELL AS DOLLARS AND BENEFITS PAID.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS CHRONOLOGICALLY,  
WITHIN FISCAL YEAR.

CUT OFF: CUT OFF AT THE END OF EACH FISCAL YEAR.

STORAGE: N/A.

DISPOSAL: DISPOSE OF THESE REPORTS THREE (3) YEARS  
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEEA.23.16

21) RECORDS SERIES NAME: NATIONAL WORKHOUR REPORTING SYSTEM  
REPORTS (NWRS) - AMCXXXXX - ACCOUNTING  
PERIOD-MSD/DIV/RGN/HQ LEVELS-MICROFICHE.

DESCRIPTION: CONSISTS OF SEVERAL COMPUTER-GENERATED ACCOUNTING PERIOD REPORTS THAT PROVIDE VARIOUS LEVELS OF POSTAL MANAGEMENT WITH DATA FROM THE PAYROLL SYSTEM THAT IS USED TO IDENTIFY, PLAN, TRACK, AND CONTROL LABOR RESOURCES FOR EACH POSTAL ACTIVITY. THE REPORTS CONTAIN YEAR TO DATE AND SAME PERIOD LAST YEAR. WORKHOUR REPORTS COMPARE PLANNED WITH ACTUAL. LABOR UTILIZATION DISPLAYS HOURS WORKED, OT, LEAVE AS WELL AS DOLLARS AND BENEFITS PAID.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS CHRONOLOGICALLY, BY  
ACCOUNTING PERIOD WITHIN FISCAL YEAR.

CUT OFF: CUT OFF AT THE END OF EACH FISCAL YEAR.

STORAGE: STORE THESE REPORTS IN MICROFICHE  
CABINETS.

DISPOSAL: DISPOSE OF THESE REPORTS THREE (3) YEARS  
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEEA.23.17

22 RECORDS SERIES NAME: NATIONAL WORKHOUR REPORTING SYSTEM  
REPORTS (NWRS) - AMCXXXXX - PAY PERIOD -  
MSC/DIV/REGION/HQ LEVELS - MICROFICHE.

DESCRIPTION: CONSISTS OF SEVERAL COMPUTER-GENERATED ACCOUNTING PERIOD REPORTS THAT PROVIDE VARIOUS LEVELS OF POSTAL MANAGEMENT WITH DATA FROM THE PAYROLL SYSTEM THAT IS USED TO IDENTIFY, PLAN, TRACK, AND CONTROL LABOR RESOURCES FOR EACH POSTAL ACTIVITY. THE REPORTS CONTAIN YEAR TO DATE AND SAME PERIOD LAST YEAR. WORKHOUR REPORTS COMPARE PLANNED WITH ACTUAL. LABOR UTILIZATION DISPLAYS HOURS WORKED, OT, LEAVE AS WELL AS DOLLARS AND BENEFITS PAID.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THESE REPORTS CHRONOLOGICALLY, BY  
PAY PERIOD WITHIN FISCAL YEAR.

CUT OFF: CUT OFF AT THE END OF EACH FISCAL YEAR.

STORAGE: STORE THESE REPORTS IN MICROFICHE  
CABINETS.

DISPOSAL: DISPOSE OF THESE REPORTS THREE (3) YEARS  
FROM THE DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEEC.22.07

23) RECORDS SERIES NAME: PAYROLL JOURNAL MICROFICHE (AAB3150M) -  
LOCAL OFFICE COPY.

DESCRIPTION: CONSISTS OF COMPUTER-GENERATED MICROFICHE CONTAINING DETAILED LISTING OF  
PAYROLL CALCULATIONS FOR EACH EMPLOYEE WITHIN EACH INSTALLATION FOR THE PAY  
PERIOD. THE JOURNAL IS USED TO RESEARCH INQUIRIES OR EMPLOYEE REQUESTS FOR  
ADJUSTMENTS AND TO PRODUCE REPLACEMENT PAGES OF THE REGISTER UPON REQUEST  
FROM THE FIELD.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE FICHE IN PAY PERIOD ORDER.

CUT OFF: CUT OFF THE FILE AT THE END OF THE  
CALENDAR YEAR.

STORAGE: MAINTAIN THE FICHE IN LOCKED MICROFICHE  
FILE CABINETS.

DISPOSAL: DESTROY THE MICROFICHE THREE (3) YEARS  
FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER:

CONTROL NUMBER: BEEC.22.08

24 RECORDS SERIES NAME: PAYROLL REGISTER (AAB10OP2) - LOCAL  
OFFICE COPIES.

DESCRIPTION: CONSISTS OF LOCAL OFFICE COPIES OF PDC COMPUTER-GENERATED LISTING PROVIDED ON A PAY PERIOD BASIS. THE REPORT LISTS EMPLOYEES BY INSTALLATION IN SSAN SEQUENCE AND PROVIDES FOR EACH GROSS PAY, TOTAL DEDUCTIONS, NET PAY, PAID HOURS, PREMIUM HOURS AND ANNUAL AND SICK LEAVE BALANCES. IT IS USED TO CONFIRM EMPLOYEES' COMPENSATION BY PAY PERIOD AND TO VERIFY PROCESSING OF ADJUSTMENTS.

MAINTENANCE, TRANSFER AND DISPOSAL INSTRUCTIONS:

FILING: FILE THE REGISTER CHRONOLOGICALLY, BY  
PAY PERIOD WITHIN CALENDAR YEAR IN A  
COMPUTER PRINTOUT BINDER.

CUT OFF: CUT OFF THE FILE AT THE END OF EACH  
CALENDAR YEAR.

STORAGE: MAINTAIN THE REGISTERS IN LOCKED FILE  
CABINETS.

DISPOSAL: DESTROY THE REGISTERS THREE (3) YEARS  
FROM DATE OF CUTOFF.

REPLACES NARA JOB NUMBER: