

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N9-47-00-18</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>JAN 10 2000</i>	
1 FROM (Agency or establishment) Social Security Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Stanley Nusenko	5 TELEPHONE NUMBER 410/965-8987 FAX 410/966-1704	DATE <i>5-8-00</i>	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>11/23/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Frank T. Colpo</i>		TITLE SSA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Payroll and Time-and-attendance Files (See attached submission in response to NARA Bulletin 99-04)		

JUN 21 2000

115-109

Copy to: agency
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

MODEL II FINAL

OFFICE OF PUBLICATIONS AND LOGISTICS MANAGEMENT
SOCIAL SECURITY ADMINISTRATION

PAYROLL AND TIME-AND-ATTENDANCE FILES

Records accumulated by Office of Financial Policy and Operations

- a Electronic copies created on electronic mail and word processing systems for all PAY ADMINISTRATION FILES under the PAY file code for all series covered by NARA Disposition Job numbers

- 1 Electronic copies created on electronic mail and word processing systems for all Authorized Timekeeper Cards, which is a card file that identifies those SSA employees authorized to act as official timekeepers under PAY file code for all series covered by NARA Disposition Job number [NC1-47-81-13 (3 b)], (1 item, 1 temporary)

Disposition Destroy after a recordkeeping copy has been produced

- 2 Electronic copies created on electronic mail and word processing systems for all Certifying Officer Files, which consist of the signature card for those SSA employees authorized to certify to the Treasury Department schedules of payment under the PAY file code for all series covered by NARA Disposition Job number [NC1-47-81-13 (3 c)], (1 item, 1 temporary)

Disposition Delete after 3 years

- b Electronic copies created on electronic mail and word processing systems for all PAYROLL LIAISON FILES, under the PAY file code for all series covered by NARA Disposition Job numbers

- 1 Electronic copies created on electronic mail and word processing systems for all Pay Data Listings, which consist of biweekly listings of pay data (gross and net earning, deductions, etc) for SSA central office and field employees, under PAY file code for all series covered by NARA Disposition Job number [NC1-47-81-13 (3 a)], (1 item, 1 temporary)

Disposition Destroy after 1 year

- 2 Electronic copies created on electronic mail and word processing systems for all Agency (Payroll Liaison Office) Copy, under PAY file code for all series covered by NARA Disposition Job number [NC1-47-78-25 (1)], (1 item, 1 temporary)

Disposition Destroy after 1 year

- 3 Electronic copies created on electronic mail and word processing systems for all Other Copies, under PAY file code for all series covered by NARA Disposition Job number [NC1-47-78-25 (2)], (1 item, 1 temporary)

Disposition Destroy after 6 months

- 4 Electronic copies created on electronic mail and word processing systems for all Form W-2 Listings for Employees, under PAY file code for all series covered by NARA Disposition Job number [NC-47-75-16 (III D)], (1 item, 1 temporary)

Disposition Destroy when superseded or canceled

- 5 Electronic copies created on electronic mail and word processing systems for all Form W-2 Listings for Employees, under PAY file code for all series covered by NARA Disposition Job number [NC-47-75-16 (III E)], (1 item, 1 temporary)

Disposition Destroy when subsequent year listings are received

- 6 Electronic copies created on electronic mail and word processing systems for all Timekeeper Copy, under PAY file code for all series covered by NARA Disposition Job number [NC1-47-82-14 (2 a)], (1 item, 1 temporary)

Disposition Destroy after a recordkeeping copy has been produced

- 7 Electronic copies created on electronic mail and word processing systems for all Timekeeper Copy, under PAY file code for all series covered by NARA Disposition Job number [NC1-47-82-14 (1 a)], (1 item, 1 temporary)

Disposition Destroy after error has been corrected

- 8 Electronic copies created on electronic mail and word processing systems for all Payroll Liaison Copy, under PAY file code for all series covered by NARA Disposition Job number [NC1-47-82-14 (1 b)], (1 item, 1 temporary)

Disposition Destroy when 1 year old

- 9 Electronic copies created on electronic mail and word processing systems for all Other Payroll Problem Files, under PAY file code for all series covered by NARA Disposition Job number [NC1-47-81-9 (VIII F4)], (1 item, 1 temporary)

Disposition Destroy 6 months after error is resolved old

- 10 Electronic copies created on electronic mail and word processing systems for all Pay Authorization Allotment and Withholding Files, under PAY file code for all series covered by NARA Disposition Job number [NC1-47-82-1 (1)], (1 item, 1 temporary)

Disposition Destroy after a recordkeeping copy has been produced

- c Electronic copies created on electronic mail and word processing systems for all TIME AND ATTENDANCE RECORDS, under the PAY file code for all series covered by NARA Disposition Job numbers

- 1 Electronic copies created on electronic mail and word processing systems for all Created in 1982 and After, under PAY file code for all series covered by NARA Disposition Job number [NC-47-75-22 (I J 1)], (1 item, 1 temporary)

Disposition Destroy after a recordkeeping copy has been produced

- 2 Electronic copies created on electronic mail and word processing systems for all Created in 1972 through 1981, under PAY file code for all series covered by NARA Disposition Job number [NC-47-75-22 (I J 2)], (1 item, 1 temporary)

Disposition Destroy after 3 years old

- 3 Electronic copies created on electronic mail and word processing systems for all WIGI Granted within Retention Period, under PAY file code for all series covered by NARA Disposition Job number [NC1-47-80-3 a], (1 item, 1 temporary)

Disposition Destroy when 3 years old

- 4 Electronic copies created on electronic mail and word processing systems for all Terminated Employees, under PAY file code for all series covered by NARA Disposition Job number [NC1-47-80-3], (1 item, 1 temporary)

Disposition Destroy after 1 year

- 5 Electronic copies created on electronic mail and word processing systems for all Time and Attendance Cards - Microform, which is a microfilm copy of original employee time and attendance cards used in resolving pay and leave discrepancies, under PAY file code for all series covered by NARA Disposition Job number [NC-47-75-16 (III B)], (1 item, 1 temporary)

Disposition Destroy after 5 years

- 6 Electronic copies created on electronic mail and word processing systems for all Time and Attendance Payroll Transmission Documents, which are hard copy transmissions of time and attendance information for payroll preparation purposes, covered under the PAY file code for all series covered by NARA Disposition Job number [NC1-47-80-6 (14)], (1 item, 1 temporary)

Disposition Destroy when 2 weeks old