

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1-64-77 - 8
DATE RECEIVED	10 MAR 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>3-11-77</i> Date	<i>James B. Rhoads</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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
Ronald L. Heise

5. TEL EXT
724-1698

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 8 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 3/10/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carmelita S. Ryan</i>	E. TITLE Acting Director, Records Disposition Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center">GENERAL RECORDS SCHEDULE #2 (Revised) Payrolling and Pay Administration Records</p> <p>The attached schedule supersedes GRS 2, Payrolling and Pay Administration Records, approved in 1957, as revised.</p>		<i>35 items</i>

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to civil employees of the Government for personal services. This schedule applies to the pay records that are common to all agencies, but it excludes (a) retirement records (Form 2806 or equivalent) that are maintained during employee duty and then transferred to the Bureau of Retirement, Insurance, and Occupational Health of the Civil Service Commission; (b) files physically transmitted to the General Accounting Office or maintained in agency space for audit under section 117(b) of the Budget and Accounting Procedures Act of 1950; (c) records relating to tax withholding, savings bonds, or fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Government-wide programs; (d) or to Office of Management and Budget files reflecting agency personnel needs and problems. Any record created prior to January 1, 1921, must first be offered to the National Archives and Records Service, before applying these disposition instructions.

Papers required by the Comptroller General to be maintained for site audit or to be physically transferred to the General Accounting Office for centralized audit are segments of accountable officer's accounts. In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office unless the agency concerned has written approval of the Comptroller General, as required by 82 Stat. 1301 (44 U.S.C. 3309). Most Federal civilian pay accounts are prepared and maintained in accordance with Title 6--Pay, Leave, and Allowances and incorporated in the GAO Manual for Guidance of Federal agencies.

In the payrolling process different types of records are accumulated. In many cases the records will be a machine readable form, as the payrolling process has been almost universally converted to electronic data processing throughout the Federal government. Under Title 6 of the GAO Manual these records are normally site-audited on a sample basis by GAO representatives who examine primarily the earnings record card, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signatures of the certifying officer, checklists prepared in lieu of the more formal payrolls by Department of the Treasury or local disbursing personnel, source personnel documents such as basic time and attendance reports, and copies of personnel action forms documenting changes in pay. In addition, pay registers and other accounting devices are maintained to check and balance the accounts.

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Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1

GENERAL RECORDS SCHEDULE 2

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	<u>Time and Attendance Report Files.</u>	
	Forms such as Standard Form 1130 or equivalent.	
	a. Payroll preparation and processing copies.	Destroy after GAO audit or when 3 years old, whichever is earlier.
	b. All other copies.	Destroy 6 ^{months} years after the end of the pay period.
4.	<u>Individual Authorized Allotments Files.</u>	
	Forms such as Standard Form 1192, or other records relating to authorization, changes or cancellation of individual payroll allotments for bond deductions, charitable contributions, savings bonds, union dues, or others.	
	a. If records is maintained on earning record card.	Destroy when superseded or after transfer or separation of employee.
	b. If record is not maintained elsewhere.	Destroy 3 years after supersession or 3 years after transfer or separation of employee.
5.	<u>Bond Registration Files.</u>	
	Issuing agent's copies of bond registration stubs.	Destroy when 2 years old.
6.	<u>Bond Receipt and Transmittal Files.</u>	
	Receipts for and transmittals of U. S. Savings Bonds and checks.	Destroy 3 months after date of receipt.
7.	<u>Bond Purchase Files.</u>	
	Forms and reports with related papers pertaining to deposits and purchases of bonds.	Destroy when 3 years old.

*RS/Alan
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12/20/77*

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(Use on first page of order only) _____ CHAP if a handbook page
 (Use on DATE and ORDER NO. changed at top on all odd pages other than page 1.)
 (Use reverse for LEFT PAGE) GSA GEN 1308 (REV. 7-77)

GENERAL RECORDS SCHEDULE 2

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	<p><u>Leave Application Files.</u></p> <p>Application for Leave, SF 8 or equivalent, and supporting papers relating to requests for and approval of taking leave.</p>	Destroy when 1 year old.
9.	<p><u>Leave Record Files.</u></p> <p>Leave record cards maintained separately from pay and earnings records, including SF 1130 when used as a leave record.</p> <p>a. Pay or fiscal copies.</p> <p>b. Other copies.</p>	<p>Destroy when 3 years old.</p> <p>Destroy 3 months after the end of the period covered.</p>
10.	<p><u>Leave Data Files.</u></p> <p>Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3.</p> <p>a. Original copy of SF 1150.</p> <p>b. Agency copy.</p>	<p>File on right side of official personnel folder. See GRS 1, item 1.</p> <p>Destroy when 3 years old.</p>
11.	<p><u>Notification of Personnel Action Files.</u></p> <p>Copies of SF 50 or equivalent noted filed in the Official Personnel Folder.</p> <p>a. Pay or fiscal copy.</p> <p>b. All other copies.</p>	<p>Destroy when related pay records are audited by GAO or when 3 years old, whichever is earlier.</p> <p>See GRS 1, item 14.</p>

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GENERAL RECORDS SCHEDULE 2

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12.	<u>Budget Authorization Reference Files.</u> Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.	Destroy when superseded.
13.	<u>Payroll files.</u> Memorandum copies of payrolls, check lists, and related certification sheets, such as SF 1013, SF 1128A, or equivalents.	
	a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices, with related papers.	Destroy when Federal Records Center receives second subsequent payroll or check list covering the same payroll unit.
	b. All other copies.	
	(1) If earning record card is maintained.	Destroy after GAO audit or when 3 years old, whichever is earlier.
	(2) If earning record card is not maintained.	Transfer to NPRC, St. Louis, Missouri when 3 years old.
14.	<u>Payroll Control Files.</u> Payroll control registers such as SF 1125.	Destroy after GAO audit or when 3 years old, whichever is earlier.
15.	<u>Payroll Change Files.</u> Payroll change slips, exclusive of those of the OPF, such as SF 1126.	
	a. Copy used in GAO audit.	Destroy when related pay records are audited by GAO or when 3 years old whichever is earlier.

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GENERAL RECORDS SCHEDULE 2

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Disbursing officer copy used in preparing checks.	Destroy after preparation of check.
	c. All other copies.	Destroy 1 month after the end of the pay period.
16.	<u>Fiscal Schedules Files.</u>	
	Memorandum copies of fiscal schedules used in the payroll process.	
	a. Copy used in GAO audit.	Destroy after GAO audit or when 3 years old whichever is earlier.
	b. All other copies.	Destroy 1 month after the end of the pay period.
17.	<u>Administrative Payroll Report Files.</u>	
	Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	
	a. Reports and data used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other reports and data.	Destroy when 3 years old.
18.	<u>Tax Files.</u>	
	a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.	Destroy 3 years after form is superseded or obsolete.
	b. Returns on income taxes such as IRS Form W-2.	Destroy when 3 years old.
	c. Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.	Destroy when 3 years old.

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19.	<u>Income Tax Return Files.</u> See Item 18b of this schedule.	
20.	<u>Tax Report Files.</u> See Item 18c of this schedule.	
21.	<u>Retirement Files.</u>	
	a. Reports and registers. Reports, registers or other control documents, and other records relating to the retirement, such as SF 2807 or equivalent.	Destroy when 3 years old.
	b. Assistance Files. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	Destroy when 1 year old.
	c. Deduction files. SF 2806 or equivalent and other records used to document retirement deductions of individual employees.	See GRS 1, Item 1.
22.	<u>Insurance Deduction Files.</u> Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.	Destroy when 3 years old.
23.	<u>Levy and Garnishment Files.</u> Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, workpapers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back	Destroy when 3 years old.

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