

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-82-97-01	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 8-11-97	
1. FROM (Agency or establishment)  Board of Governors of the Federal Reserve System		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Jeanne Young	5. TELEPHONE  (202) 452-2033	DATE 1-8-98	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 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, 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 7/30/97	SIGNATURE OF AGENCY REPRESENTATIVE William W. Wiles <i>William W. Wiles</i>	TITLE Secretary of the Board	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Board of Governors of the Federal Reserve System requests disposition authority for leave records that differ from the Time and Attendance records described in GRS 2 items 6-9. [SEE ATTACHED]		

JAN 22 1998 *MMV*

*copy to: Agency  
NWDD*

## Leave Records

### 1. Leave Requests

- a. **Leave Request and Correction Cards** - original with three copies, used by staff to request leave or make corrections regarding leave. The copies are distributed for data entry and processing.

(1) Original - sent to Human Resources Management (HRM) after timekeeper has entered data into the system.

Disposition: **Temporary**. Cut off at end of calendar year. Destroy 2 years after cutoff.

(2) Division, Supervisor and Timekeeper copies

Disposition: **Temporary**. Cut off at end of calendar year. Destroy 1 year after cutoff.

(3) Office of the Controller copy - applies only to Leave without Pay requests.

Disposition: **Temporary**. Cut off at end of calendar year. Destroy after annual audit.

- b. **Leave Request Form** - used by the Support Services division, submitted with leave request cards from each section, providing a single list of all leave requested for that section. Maintained by the administrative section of the division; not submitted to HRM.

Disposition: **Temporary**. Cut off at end of calendar year. Destroy 1 year after cutoff.

2. **Leave Transaction Report** - weekly report of all divisions, used by HRM to review data input by timekeepers.

Disposition: **Temporary**. Destroy after completing the verification of data.

3. **Timekeeper's Verification Report** - sent weekly by HRM to each division timekeeper to check data entry and make any necessary corrections.

Disposition: **Temporary**. Destroy after receipt of the Division Leave Report (one week).

4. **Division Leave Report** - corrected version of the Timekeeper's Verification Report. Issued weekly to each division by HRM. The appropriate supervisor signs each employee's leave report.

Disposition: **Temporary**. Cut off at end of calendar year. Destroy 2 years after cutoff or after HRM audit, whichever is sooner.

5. **Initial and Monthly Leave Report** - shows all the leave used by individual staff members for each division. The Initial Leave Report replaces the January Monthly Report.

- a. Division copy

Disposition: **Temporary**. Destroy after 1 month.

- b. HRM copies

Disposition: **Temporary**. Cut off at end of the calendar year. Destroy when End of Year Leave Report is completed.

6. **End of Year Leave Report** - shows leave balance for each staff member for the calendar year. The report is used only by HRM.

Disposition: **Temporary**. Destroy when report is 30 years old.