

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

<b>LEAVE BLANK</b>	
JOB NO  NCL-269-83-3	
DATE RECEIVED 7-21-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-26-83 <i>Date</i>	<i>Robert M. [Signature]</i> <i>Archivist of the United States</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration

2 MAJOR SUBDIVISION  
Office of Finance

3 MINOR SUBDIVISION  
Payroll, Travel, and Property Accounting Liaison Br.

4 NAME OF PERSON WITH WHOM TO CONFER  
Sandy Groves

5. TEL EXT  
566-1643

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 1 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 7/20/83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William W. Hiebert</i> William W. Hiebert	E TITLE Chief, Records and Forms Mgmt. Branch
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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
	Accounting Program Files  <u>16F21. Agency Audit Files</u>  GSA has a continuing need to maintain these records beyond the 3 years stated in the General Records Schedule. Maintenance beyond 3 years is required in order to process claims of employees received within 6 full years after the date such claim first accrued.	NCL-269-77-1	

16F21. Agency audit records. These payroll files include detail listings supporting the summary disbursement schedules in the GAO site audit files, input forms effecting changes to the Employee Master Record and salary, and attendance records and reports supporting leave. Maintenance of these records is required for GSA internal audit, to reconstruct retroactive actions, and to process claims of employees received within 6 full years after the date such claim first accrued.

a. Detail listings. Included are machine listings detailing union dues withholding, charity contributions, health insurance deductions, bonds issued, composite net pay, allotments to financial organizations, and calendar year reference lists.

*Disposition - See b. below.*

b. Input documents. Included are GSA Form 985, Current Pay Period Adjustment and/or Year-to-Date Changes; GSA Form 986, Employee Master Record Changes; and GSA Form 2557, Address Master Record Changes.

Cut off at the end of each calendar year, hold 2 years, and retire. Destroy ~~after 4 additional years.~~ *when 6 years old.*

c. Attendance records. Included are GSA Form 856B, Time and Attendance Record; Standard Form 1150, Record of Leave Data Transferred; Leave Data Report; Time and Attendance Register; statements of compensation received for court service; and related records.

Final time and attendance records:

- (1) Separations by death: Withdraw and include in the schedule folders, sub-par. 16F20b.
- (2) Separations by transfer, resignation, and retirement, except as indicated below: Withdraw and forward to the appropriate personnel division for inclusion in the Official Personnel Folder.
- (3) Separations before completing one full pay period on the agency's rolls when there is no leave credit for prior service: Include in, retire with, and destroy with other time and attendance records.
- (4) Other time and attendance records: Cut off at the end of the leave year, hold 2 years, and retire. Destroy ~~after 4 additional years.~~ *when 6 years old.*