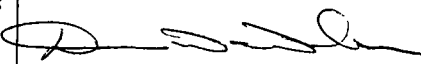
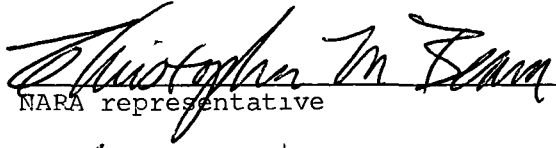
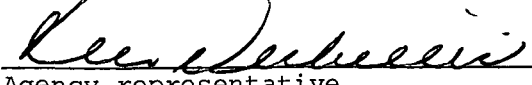


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-309-87-1	DATE RECEIVED 4-6-87
1 FROM (Agency or establishment) SMALL BUSINESS ADMINISTRATION		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Administrative Services		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Records Management & Micrographics Section		DATE 1/21/88 4/3/87	ARCHIVIST OF THE UNITED STATES 
4 NAME OF PERSON WITH WHOM TO CONFER Cleo Verbillis	5 TELEPHONE EXT. 653-6446		
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 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 4/3/87	C SIGNATURE OF AGENCY REPRESENTATIVE  Cleo Verbillis	D TITLE Records Officer, Chief, Records Management & Micrographics Section
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>The attached disposition schedule for the time and attendance reports for the Small Business Administration is a deviation of GRS 2, item 3.</p> <p>All changes to this proposed schedule have been approved by:</p> <p> NARA representative <u>1/12/88</u> date</p> <p> Agency representative <u>1/15/88</u> date</p>	GRS 2 xxxxx	

APPENDIX 19

BUDGET AND ACCOUNTING
RECORD GROUP 20

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition Instructions</u>
20:30	<u>Time and Attendance Reports</u> *	
	Includes SBA Form 982, "Time and Attendance" together with supporting documents such as SF-71, "Application for Leave," SBA Form 454, "Authorization for Paid Overtime/and or Holiday Work and for Compensation Overtime," and doctor certificates.	Cutoff each calendar year.
	File alphabetically by calendar year.	<u>T&A Clerk</u> maintain original with supporting documents for 3 years or until GAO audit, whichever is sooner.
		<u>Data Entry Copy</u> destroy 1 month after the end of the pay period.

See attached

APPENDIX 19

BUDGET AND ACCOUNTING
RECORD GROUP 20

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition Instructions</u>
20:30	<p><u>Time and Attendance Reports</u></p> <p>Includes SBA Form 982, "Time and Attendance" together with supporting documents such as SF-71, "Application for Leave," SBA Form 454. "Authorization for Paid Overtime/ and or Holiday Work and for Compensation Overtime," and doctor certificates.</p> <p>File alphabetically by calendar year.</p>	
	<p>a. Original copy of above record.</p>	<p>a. Cutoff at end of leave year. Destroy 3 years after cutoff or after GAO, whichever is sooner.</p>
	<p>b. Data entry (yellow) copy of SBA Form 982.</p>	<p>b. Transfer to agency payroll office at end of pay period. Enter data into database and destroy 6 months after end of pay period.</p>
	<p>c. Employee Detail Biweekly Time and Attendance Report.</p>	<p>c. Cutoff at end of leave year. Destroy 3 years after cutoff or after GAO audit, whichever is sooner.</p>

GRS 2/30

audit