INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-309-87-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

This schedule was superseded by GRS 2.4 item 030 (DAA-GRS-2019-0004-0002).

Date Reported: 09/16/2020

REC	JOB NO NI - 309 - 87 - L						
GENERAL NATIONA	DATE RECEIVE	-(n	-87				
SMALL BU	NOTIFICATION TO AGENCY						
Office of MINOR SUBD	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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required DATE ARCHIVIST OF THE UNITED STATES						
Records Management & Micrographics Section A NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE EXT.							
Cleo Ver	653-6446		1/21/88 43+87 (7		Show	
agency or w	tify that I am authorized to act for this agen- ords proposed for disposal in this Request of full not be needed after the retention perior Office, if required under the provisions of T	ds specified, itle 8 of the	page (s and	that written	concu	irrence from	the General
4/3/87	C SIGNATURE OF AGENCY REPRESENTATIVE Cleo Verbillis		D TITLE Records Officer Management & Micrograph			er, Chief, Records phics Section	
7 ITEM NO	8 DESCRIPTION (With Inclusive Dates or Re					9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	The attached disposition schedu attendance reports for the Smal is a deviation of GRS 2, item 3 All changes to this proposed sche MARA representative	1 Business	s Adm	inistratio		水体医斯大克 医监查×克木	
	Agency representative	da	1/1 Le	5/85			

APPENDIX 19

BUDGET AND ACCOUNTING RECORD GROUP 20

<u>Ite</u>m No.

Description of Records

Disposition Instructions

20:30

Time and Attendance Reports *



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

File alphabetically by calendar ear.

Cu off each calendar year

T&A Clerk maintain original with supporting documents for 3 years or until GAQ audit, whichever is sooner

Data Entry Copy destroy 1 month atter the end of the pay period.

See attached

APPENDIX 19

BUDGET AND ACCOUNTING RECORD GROUP 20

<u>Item</u> No.	Desc	cription of Records	Dis	sposition Instructions	
20:30	Time and Attendance Reports				JRS 2/30-
	and supposed SF-7 SBA Paid Work	ludes SBA Form 982, "Time Attendance" together with corting documents such as 71, "Application for Leave," Form 454. "Authorization for d Overtime/ and or Holiday and for Compensation rtime," and doctor tificates.			
	File year	e alphabetically by calendar			
	a.	Original copy of above record.	a.	Cutoff at end of leave year. Destroy 3 years after cutoff or after GAO, whichever is sooner.	audits
	b.	Data entry (yellow) copyr of SBA Form 982.	b.	Transfer to agencyr payroll office at end of pay period. Enter data into database and destroy 6 months after end of pay period.	
	c.	Employee Detail Biweekly Time and Attendance Report.	c.	Cutoff at end of leave year. Destroy 3 years after cutoff or after GAO audit, whichever is sooner.	