

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Corporation for National Service

2 MAJOR SUBDIVISION
Procurement and Management Services

3 MINOR SUBDIVISION
Administrative Services Division

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
Evelyn D. Grimes 606-5000 ext.407

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-362-96-3*

DATE RECEIVED *12-19-95*

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request including amendments, is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10

DATE ARCHIVIST OF THE UNITED STATES

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 ___ 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,

is not required, is attached, or has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>12/13/95</i>	<i>Evelyn D. Grimes</i>	Management Analyst

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
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(SEE ATTACHED)

PAYROLL ADMINISTRATION

1. Individual Employee Payroll Files
 - a. Present Employees

Maintain as an active file.

File contains payroll file copies of: SF-50's W-2 tax withholding requests for bond allotments; state tax withholding forms; legal decisions for levy and garnishment; direct deposit request; Annual Attendance Records (A-57's); individual payroll correspondence; SF-1150, terminal leave balance form, retirement payroll information; other allotments and similar payroll documents.
 - b. Former Employees

As in a. above for former agency employees.

Hold three years following separation of employee then transfer to National Personnel Records Center, St. Louis, MO.
2. Time and Attendance File

Biweekly jacket containing copies of Individual Time Certification Sheets (ITCS's) for all employees on the payroll for a pay period.

GRS 2/3
Destroy when 3 years old.
3. Time and Attendance Reports Files

Copies of periodic and special payroll reports requested by other federal agencies.

GRS 2/3
Destroy when 3 years old.
4. Administrative Payroll Report Files

Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.

GRS 2/3
Destroy when 3 years old.
5. Payroll Computer Printout

NC 174-189, item 130

 - a. For Headquarters

The computer printout of the payroll for the Headquarters arranged by payroll period.

Destroy when no longer in use.
 - b. For Regional Offices

Destroy when two years old.

As above arranged by payroll period.
6. Unemployment Compensation

Destroy when three years old.

Files by state of notices of unemployment compensation claims, responses from ACTION to the state and other correspondence.