

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

LEAVE BLANK	
JOB NO	NCL-362-83-2
DATE RECEIVED	5-23-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-31-83 <i>Date</i>	<i>[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)  
**Peace Corps**

2. MAJOR SUBDIVISION  
**Associate Director for Management**

3. MINOR SUBDIVISION  
**Office of Administrative Services**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Richard Brewer, Director of Acctg.**

5. TEL EXT  
**254-6794**

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.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 5-19-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Genoa M. Godbey</i> Genoa M. Godbey	E. TITLE Peace Corps Records Officer
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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
1	<p>Flexitime Attendance Records - Request for exception to the GRS-2.3.b. three year retention.</p> <p>The two forms used for recording and reporting time and attendance are the only agency records of actual time worked by employees. The Flexitime Attendance Form (FAF), PC-1547 is the official daily attendance record and exact starting and ending times of each workday is recorded for each employee in order of arrival and departure. The supplemental sign-in/sign-out sheet is new and is used by Peace Corps headquarters offices, Washington, D. C. and domestic field offices for time accounting under the agency Flexitime and exception payroll system. This new form (FAF) is required in conjunction with the Federal Employees Flexible and Compressed Work Schedules Act of 1982 as a sequential sign-in/sign-out form. This form is a backup to the ITCS form. The Individual Time Certification Sheet (ITCS) PC-A-1003 is the official time and attendance record and daily each employee enters time of arrival and departure, paid holidays and hours worked....continued</p>	X	<i>1 item</i>

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
2 1

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>continued</p> <p>any leave used and time absent. The ITCS is also used as a basis for overtime premium pay. After certification by the supervisor the ITCS is used as the source document for the input of data in the automated exception payroll system of all types of paid and unpaid hours and leave charges. Both forms are maintained at the work unit level. Six years after the end of the respective pay periods the records are destroyed bi-weekly.</p> <p><i>Destroy 6 yrs - after the end of the pay period</i></p> <p>JUSTIFICATION:</p> <p>Accordingly, it is requested that the above two forms be retained for six years after the end of the respective pay periods due to the statute of limitations for filing claims pursuant to the Comptroller General Decision B-190912, "Statute of Limitations for Filing Claims Under the Fair Labor Standards Act", dated April 27, 1978. As no other agency record reflects actual time worked, an exception to GRS 2.3.b. is required. Attached are copies of the forms and the interim agency directive implementing their use. If additional information is required please call Richard Brewer, Director of Accounting at 202-254-6794.</p>		