

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB #

NI-431-89-2

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

DATE RECEIVED

1-31-89

1 FROM (Agency or establishment)

U.S. Nuclear Regulatory Commission

2 MAJOR SUBDIVISION

Office of Administration and Resources Management

3 MINOR SUBDIVISION

Financial Operations Branch, DAF

4 NAME OF PERSON WITH WHOM TO CONFER

John A. Harris

5 TELEPHONE EXT

492-4248

DATE

11-2-89

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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, 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 <i>1/12/89</i> <i>12/1/88</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda Jo. Shelton</i> Brenda Jo. Shelton	D. TITLE NRC Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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><u>EMPLOYEE PAYROLL CASE FILES</u></p> <p>Case files located in the Financial Operations Branch, ARM, containing all documents affecting the pay of NRC employees and consultants. Documentation includes bond purchase authorizations, payroll change slips, notifications of personnel actions, tax withholding forms, authorizations for CFC allotments, authorizations for automatic payroll deposits, and all other documents used to change an individual's pay.</p> <p>Authorized Disposition:</p> <p>Cut off case files upon separation of employee or consultant. Retire to NRC's Archival Facility one year after separation. Destroy 5 years after separation.</p>		<p><i>Withdrawn later</i></p>