

Request for Records Disposition Authority

Records Schedule Number **DAA-GRS-2019-0004**
Schedule Status **Approved**

Agency or Establishment **General Records Schedules (National Archives and Records Administration)**

Record Group / Scheduling Group **General Records Schedules**

Records Schedule applies to **Government-wide**

Schedule Subject **Revisions to GENERAL RECORDS SCHEDULE 2.4: Employee Compensation and Benefits Records**

Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2019-0004

Sequence Number	
1	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks. Disposition Authority Number: DAA-GRS-2019-0004-0001
2	Time and attendance records. Disposition Authority Number: DAA-GRS-2019-0004-0002

Records Schedule Items

Sequence Number					
1	<p>Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks.</p> <p>Disposition Authority Number DAA-GRS-2019-0004-0001</p> <p>Includes: • additions to paychecks o child care subsidies o Internal Revenue Service form W-9 (Request for Taxpayer Identification Number) o other additions • deductions from paychecks o insurance o retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.) o flexible spending accounts, such as medical savings and dependent care assistance o union dues o Combined Federal Campaign o garnishments (IRS form 668A—Notice of Levy—and similar records) o Treasury bond purchases o other deductions • authorizations for deposits into bank accounts • changes or corrections to previous transactions either at paying agency or payroll processor • Fair Labor Standards Act exemption worksheets</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 2.4, item 010</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation DAA-GRS-2016-0015-0001</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 3 years after paying agency or payroll processor validates data, but longer retention is authorized if required for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	GRS 2.4, item 010	
Manual Citation	Manual Title				
GRS 2.4, item 010					
2	<p>Time and attendance records.</p>				

Disposition Authority Number **DAA-GRS-2019-0004-0002**

Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work. Legal citation: 29 CFR 516.5a

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.4, item 030	

GRS or Superseded Authority Citation **DAA-GRS-2016-0015-0003**

Disposition Instruction

Retention Period **Destroy when 3 years old, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/17/2019	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/26/2019	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/01/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/01/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/02/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist