

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-462-04-6</i>	
		DATE RECEIVED <i>7.8.2004</i>	
		NOTIFICATION TO AGENCY	
1. FROM (Agency or establishment) U.S. Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Food Safety and Inspection Service			
3. MINOR SUBDIVISION Administrative Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Keith Holden	5. TELEPHONE (301)504-3999	DATE <i>10/15/07</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

**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 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, 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 <i>7/6/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>CHIEF, IMAB, ASD</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	System for time and Attendance Reporting (STAR CLIENT) (See attached sheets)		
	<b>WITHDRAWN</b>		

## System for Time and Attendance Reporting (STAR Client)

1. **Name of System:** System for Time and Attendance Reporting (STAR client)

**Agency Program:** Office of Management (OM)

**Applicability:** Financial Management Division (FMD), and Financial Processing Center (FPC)

**Identifying Information:**

**Description:** The Time and Attendance Reporting (STAR client) system allows users through Windows environment on a personal computer to prepare and electronically transmit time and attendance records to the National Finance Center (NFC). The system supports all district offices, headquarters offices, labs and training/technical centers.

Time and attendance records are prepared by the employee and submitted to OM, FMD, and the Financial Processing Center located in Urbandale, IA where the information is analyzed, edited, and input for proper payment to the employee. Once the data has been input and passes a number of edits, the time and attendance information is transmitted to NFC in New Orleans, which runs some more edits and then computes the amount to be paid. The system contains records created from the spring of 1988 to present.

**Specific Restrictions:** None.

**Disposition Information:**

- a. System Inputs. Sign in/out sheets, timecards, leave applications and other payment records used by FSIS employees to transmit time and attendance records electronically to the National Finance Center for payment per pay period.

Covered by GRS 2, item 7.

- b. Master File. Table of all employees in the agency except Human Resources Field Office (HRFO) include hours worked social security numbers, contract point information, and leaves balances. The hours an employee works during a pay period for payment. This includes leave taken and accounting data for charging to the proper fund.

TEMPORARY. Cutoff when system is replaced. Transfer to the federal records center 1 year after system is cutoff. Destroy 6 years after cutoff.

- c. Data Outputs. Varies time and attendance reports distributed to FSIS districts and headquarters.

TEMPORARY. Cutoff annually. Destroy when 6 years old.

- d. Systems Documentation. Users manuals, training guides and policies and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the STAR (Client) system.

TEMPORARY. Destroy/delete when superceded or obsolete, or 1 year after the discontinuance of the system, whichever is sooner.

2. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, or disseminating.

- a. Copies of records covered by above items that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal

**System for Time and Attendance Reporting  
(STAR Client)**

files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to procure the recordkeeping copy.

TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

TEMPORARY: Destroy/delete when disseminating, revising, or updating is completed.

**Name: System for Time and Attendance Reporting (STAR client)****Agency Program:** Office of Management (OM)**Applicability:** Financial Management Division (FMD) / Financial Processing Center (FPC)**Identifying Information:****Description:** The System for Time and Attendance Reporting (STAR Client) allows users through Windows environment on a personal computer to prepare and electronically transmit Time and Attendance records to the National Finance Center.**Specific Restrictions:** Information on electronically transmitted time and attendance records.**Disposition Information:**

A. System inputs: Electronically transmitted time and attendance records to the National Finance Center.

Temporary: Destroy when recordkeeping copy is produced.

B. System database: Time and Attendance records.

Temporary. Destroy or delete when superseded or obsolete.

C. System outputs: Time and Attendance records.

Temporary. Destroy when 6 years old.

D. System documentation:

No codebook information.

E. Master file: Table of all employees in the agency except Human Resources Field Office, includes hours worked, social security numbers, contract point information, and leave balances. The hours an employee works during a pay period for payment. This includes leave taken, accounting data for charging to the proper fund. The system contains records created from spring of 1998 to present with the same time span. Geographically the system covers the entire agency except HRFO.

Temporary. Cutoff when system is replaced. Transfer to the federal records center 1 year after system is cutoff. Destroy 6 years after cutoff.

F. Electronic mail and word processing records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

1. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copies.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

Destroy/delete when disseminating, revising, or updating is completed.