

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 415/29V
Res. 2/22/79

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Navy

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Daniel J. Rooney

5. TEL. EXT.

8-278-7248
314-268-7248

LEAVE BLANK	
JOB NO	
NC1-24-79-1	
DATE RECEIVED	
4-5-79	
NOTIFICATION TO AGENCY	
<small>In accordance with the provision of 44 U.S.C. 3301, the disposal request, including attachments, approved by the agency may be stamped "disposal approved" or "withdrawn" in column 10.</small>	
<i>Will be destroyed</i> <i>WPAO</i> <i>Archivist of the United States</i>	

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 _____ 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 <u>3/5</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>F. J. La Motte</i>	E. TITLE <u>DIR NAVAL RECORDS MCM7</u>
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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>Fiscal Folders, ca. 1940-70, approximately 896 cu. ft. Arranged by year of separation, thereunder, alphabetically by name of individual employee, or, on occasion, by employee number.</p> <p>Often referred to as "pay folders", these are files maintained on individual civilian employees by payroll offices. They contain such records as leave and time and attendance records (Forms 206 or equivalent); duplicate copies of records of individual retirement deductions (SF 2806 or equivalent); duplicate copies of reports of personnel action (SF 50 or equivalent); records of individual retirement deductions and income (Forms 205), which served as input to the SF 2806; individual earnings records (Form 477 or equivalent); and other routine correspondence relating to payroll matters.</p> <p>Destroy immediately upon approval of this schedule.</p>		70