

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

*Rec'd 10/15/79*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
 Navy Accounting and Finance Center

2. MAJOR SUBDIVISION  
 Commander for Pay, Travel and Disbursing Operations

3. MINOR SUBDIVISION  
 Civilian Pay Systems Division (NAFC-42)

4. NAME OF PERSON WITH WHOM TO CONFER  
 Mr. M. J. Vacca

5. TEL EXT  
~~697-9541~~  
 697-6715

LEAVE BLANK

JOB NO  
 NC1-428-80-1

DATE RECEIVED  
 10-15-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*Withdrawn*

Date \_\_\_\_\_  
 Approved by the United States \_\_\_\_\_

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 10 OCT 79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. H. Paschall Director, Naval Records Mgmt. & Admin. Services Div.
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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
7420	<p>Civilian Pay Accounting Records</p> <p>CNO letter Ser 09B1A/1805 of 29 Sep 1977 advised Director of Records Disposition Division that Navy finds no problem in adjusting the Navy retention period of 10 years for those records (leave records cards) to that given in the revised General Record Schedule No. 2, Item 9, of 3 years. This letter was inadvertently not chopped by this Center who is responsible for civilian pay system. It is imperative that leave records cards be retained for 10 years to effectively rule on the vast number of waivers submitted pertaining to leave. Without this retention period hundreds of claims per year received by this Center with rights to payments would not be acted upon. Therefore, it is requested that the retention period remain at 10 years.</p>		

*Closeout 11-7-79 Jc*