

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

11/7/81

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Housing and Urban Development

2 MAJOR SUBDIVISION Office of Personnel,
Personnel Systems and Payroll Division, APS

3 MINOR SUBDIVISION
Payroll Section, APS

4 NAME OF PERSON WITH WHOM TO CONFER

William R. LaPointe

5. TEL EXT

755-7370

LEAVE BLANK	
JOB NO	
NC1-207-82-2	
DATE RECEIVED	
December 3, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12/8/81 <i>Date</i>	<i>Robert J. Devlin</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 1 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.** of paper documentation after conversion to microform.

☐ **B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/18/81	<i>Robert J. Devlin</i> Robert J. Devlin	Departmental Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p align="center"><u>PAYROLL FILES</u></p> <p>The Payroll Section (APS) currently maintains 17,000 files, i.e. one folder pertaining to each HUD employee. These folders contain documents relating to taxes, allotments, salary, bonds, check and home addresses. We have installed the A.B. Dick/Systems System 200, we are microficheing each document in these folders, and we propose to destroy the paper once the microform has been checked and verified.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>Present Disposition Authority for paper documentation: General Records Schedule 2, items 11.a., 13.b.(1), 15.a. and 18.a.</p> <p>Proposed Disposition:</p> <p>a. Paper documentation: Destroy after microfilm is checked and verified.</p> <p>b. Microforms: Destroy 3 years after separation of employee.</p> <p>MASS DATA CHANGE NOT REQUIRED.</p>		

deleted per telecon w/R. Devlin 12/7/81

2 items

*Closed Out: 12-16-81: R.T.L.
Copy to Agency & NAF*