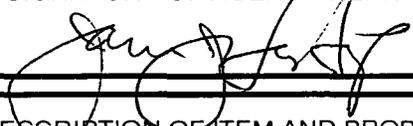


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) National Archives & Records Administration	
2. MAJOR SUBDIVISION Office of Records Administration	
3. MINOR SUBDIVISION Records Appraisal & Disposition Division	
4. NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5. TELEPHONE 501-6052

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-GRS-92-4	
DATE RECEIVED 11/27/91	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE 12/28/92	ARCHIVIST OF THE UNITED STATES 

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 _____ 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 10/21/92	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Revision of General Records Schedules (GRS): GRS 2, Payrolling and Pay Administration See attached.		

Copies sent to Agency, GRS, NSR, NCF 1/5/92

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to civilian employees of the Government for personal services. This schedule applies to the pay records that are common to all agencies, but it excludes (a) retirement records (Standard Form 2806 or equivalent) that are maintained during employee duty and then transferred to the Office of Personnel Management; (b) files maintained in agency space for audit by the General Accounting Office under 31 U.S.C. § 3529(c); (c) records relating to tax withholding, savings bonds, or fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Government-wide programs; and (d) Office of Management and Budget files reflecting agency personnel needs and problems. The National Archives must be consulted for any records created prior to January 1, 1921 before applying these disposition instructions.

Documents required by the Comptroller General to be maintained for site audit are segments of accountable officer's accounts. In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office unless the agency concerned has written approval of the Comptroller General, as required by 44 U.S.C. § 3309. Most Federal civilian pay accounts are prepared and maintained in accordance with Title 6--Pay, Leave, and Allowances and incorporated in the GAO Policy and Procedures Manual for Guidance of Federal Agencies.

In the payrolling process different types of records are accumulated. Under Title 6 of the GAO Manual these records are normally site-audited on a sample basis by GAO representatives who examine primarily the earnings record card, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signatures of the certifying officer, checklists prepared in lieu of the more formal payrolls by Department of the Treasury or local disbursing personnel, source personnel documents such as basic time and attendance reports, and copies of personnel action forms documenting changes in pay. In addition, pay registers and other accounting devices are maintained to check and balance the accounts.

All payroll systems require the maintenance of a leave record which is used to submit data to the payroll system. Information is posted to this record from more detailed records kept by time and attendance clerks located throughout an agency. Depending on the type of system in operation, this leave record may be a hard copy input form or it may a wholly electronic input.

Other records incidental to the payrolling process are employee requests for tax withholding; employee requests for Thrift Savings Plan deductions; savings bond records; other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payrolling function.

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration Records

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>AUTHORIZED DISPOSITION</u>	<u>SUPERSEDED SCHEDULE</u>
PAYROLLS			
1.	<u>Individual employee pay record.</u>		
a.	Pay record for each employee as maintained in an electronic data base. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.	Supersede or update elements and/or entire record as required.	None
b.	Individual Pay Record, containing pay data on each employee within an agency. This record may be in paper or microform but not in machine readable form.	Transfer to National Personnel Records Center. Destroy when 56 years old.	GRS 2, item 1; NC1-64-77-7
2.	<u>Non-current payroll files.</u>		
	Copy of non-current payroll data as maintained by payroll service bureaus in either microform or machine readable form.	Destroy 15 years after close of pay year in which generated.	GRS 2, item 13a; NC1-64-77-7
Items 3 through 5. Reserved			
TIME AND ATTENDANCE			
6.	<u>Leave application files.</u>		
	SF 71 or equivalent plus any supporting documentation for requests and approvals of leave.		
a.	If employee initials time card or equivalent.	Destroy at end of following pay period.	GRS 2, item 8a; NC1-64-77-7
b.	If employee has not initialed time card or equivalent.	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, item 8b; NC1-GRS-78-4

ITEM NO.	DESCRIPTION	AUTHORIZED DISPOSITION	SUPERSEDED SCHEDULE
7.	<u>Time and attendance source records.</u> All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flexitime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine readable or paper form.	Destroy after GAO audit or when 6 years old, whichever is sooner.	GRS2, item 3; NC1-64-77-7
8.	<u>Time and attendance input records.</u> Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.	Destroy after GAO audit or when 6 years old, whichever is sooner.	GRS 2, item 3; NC1-64-77-7
9.	<u>Leave record.</u>		
	a. Record of employee leave, such as SF 1150, prepared upon transfer or separation.	File on right side of OPF. See GRS 1, item 1.	GRS 2, items 9 and 10a; NC1-64-77-7
	b. Creating agency copy, when maintained.	Destroy when 3 years old.	GRS 2, items 9 and 10b; NC1-64-77-7

Items 10 through 12. Reserved

ITEM NO.	DESCRIPTION	AUTHORIZED DISPOSITION	SUPERSEDED SCHEDULE
DEDUCTIONS, ALLOTMENTS, AND ELECTRONIC FUNDS TRANSFERS			
13.	<u>Tax files.</u>		
a.	Employee withholding allowance certificate such as IRS Form W-4 and state equivalents.	Destroy 4 years after superseded or obsolete or upon separation of employee.	GRS 2, item 18a; NC1-64-77-1
b.	Agency copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor.	Destroy when 4 years old.	GRS 2, item 18b; NC1-64-77-1
c.	Agency copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor.	Destroy when 4 years old.	GRS 2, item 18c; NC1-64-77-1
14.	<u>Savings Bond Purchase files.</u>		
a.	U.S. Savings Bond Authorization, SF 1192 or equivalent.	Destroy when superseded or after separation of employee.	GRS 2, item 4a; NC1-64-77-7
b.	Bond registration files: issuing agent's copies of bond registration stubs.	Destroy 4 months after date of issuance of bond.	GRS 2, item 5; NC1-64-77-7 (2 years)
c.	Bond receipt and transmittal files: receipts for and transmittals of U.S. Savings Bonds.	Destroy 4 months after date of issuance of bond.	GRS 2, item 6; NC1-64-77-7 (3 months)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>AUTHORIZED DISPOSITION</u>	<u>SUPERSEDED SCHEDULE</u>
15.	<u>Combined Federal Campaign and other allotment authorizations.</u>		
	a. Authorization for individual allotment to the Combined Federal Campaign.	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, item 4a; NC1-64-77-7
	b. Other authorizations, such as union dues and savings.	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, item 4b; NC1-64-77-7
16.	<u>Thrift Savings Plan Election Form.</u>		
	Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.	Destroy when superseded or after separation of employee.	None
17.	<u>Direct Deposit Sign-up Form (SF 1199A)</u>	Destroy when superseded or after separation.	None
18.	<u>Levy and Garnishment Files.</u>		
	Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Destroy 3 years after garnishment is terminated	GRS 2, item 21; NC1-64-77-7, item 23

Items 19 through 21. Reserved.

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>SUPERSEDED AUTHORIZED DISPOSITION</u>	<u>SCHEDULE</u>
PAYROLL ADMINISTRATION			
22.	<u>Payroll system reports.</u>		
a.	Error reports, ticklers, system operation reports.	Destroy when related actions are completed or when no longer needed, not to exceed 2 years.	None
b.	Reports and data used for agency workload and or personnel management purposes.	Destroy when 2 years old.	GRS 2, item 17a; NC1-64-77-7
c.	Reports providing fiscal information on agency payroll.	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, item 17b; NC1-64-77-7
23.	<u>Payroll change files.</u>		
	Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.		
a.	Copies subject to GAO audit.	Destroy after GAO audit of when 3 years old, whichever is sooner.	None
b.	All other copies.	Destroy 1 month after end of related pay period.	
24.	<u>Payroll correspondence.</u>		
	Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments.	Destroy when 2 years old.	GRS 2, item 2; NC1-64-77-7
Items 25-27. Reserved.			
28.	<u>Retirement files.</u>		
	Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.	GRS 2, item 19; NC1-64-77-7