

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2 MAJOR SUBDIVISION

National Archives and Records Service

3 MINOR SUBDIVISION

Office of Federal Records Centers

4 NAME OF PERSON WITH WHOM TO CONFER

Ronald L. Heise

5. TEL EXT

724-1698

LEAVE BLANK

JOB NO

NC 1-64-77 - 8

DATE RECEIVED

10 MAR 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-11-77 James B. Rhoades
Date Archivist of 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 8 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

3/10/77

D. SIGNATURE OF AGENCY REPRESENTATIVE

Carmelita S. Ryan

E. TITLE

Acting Director, Records Disposition Division

7.
ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO

10.
ACTION TAKEN

**GENERAL RECORDS SCHEDULE #2
(Revised)**

Payrolling and Pay Administration Records

The attached schedule supersedes GRS 2, Payrolling and Pay Administration Records, approved in 1957, as revised.

35 items

~~January 1, 1977~~

GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to civil 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 (Form 2806 or equivalent) that are maintained during employee duty and then transferred to the Bureau of Retirement, Insurance, and Occupational Health of the Civil Service Commission; (b) files physically transmitted to the General Accounting Office or maintained in agency space for audit under section 117(b) of the Budget and Accounting Procedures Act of 1950; (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; (d) or to Office of Management and Budget files reflecting agency personnel needs and problems. Any record created prior to January 1, 1921, must first be offered to the National Archives and Records Service, before applying these disposition instructions.

Papers required by the Comptroller General to be maintained for site audit or to be physically transferred to the General Accounting Office for centralized 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 82 Stat. 1301 (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 Manual for Guidance of Federal agencies.

In the payrolling process different types of records are accumulated. In many cases the records will be a machine readable form, as the payrolling process has been almost universally converted to electronic data processing throughout the Federal government. 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.

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DISCARD AFTER _____ CENTER PAGE _____ NUMBER OF PAGES _____ PAGES
 Used on first page of order ONLY. _____ CHAPTER of a Handbook page

Insert DATE and QDC (NO) at top on all odd pages other than page 1

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GSA FPMR 101-11.4

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GENERAL RECORDS SCHEDULE 2

All payroll systems require the maintenance of a leave card, to which information is posted from more detailed records kept by time and attendance clerks located throughout an agency. Two basic forms or variations of them are used by most agencies: (a) Standard Form 1137, which shows leave taken by an employee over a two-year period; and (b) Standard Form 1130, which is a combination time and attendance and leave record designated to be maintained in agencies in which the time-keeping function is decentralized. One Standard Form 1130 is maintained for each employee each pay period, and the current leave status figure is accumulated from pay period to pay period.

Other records incidental to the payrolling process are withholding tax and savings bond records, reports made to Treasury Department units and the Civil Service Commission on income tax and retirement transactions, and other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payrolling function.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Individual Accounts Files.</u> Individual earning and service cards, such as Standard Form 1127 or equivalent.	Transfer to the National Personnel Records Center (NPRC), St. Louis, Missouri. (a) If filed in official personnel folder (OPF) or in individual pay folder adjacent to the OPF, Destroy with the OPF. (See GRS 1, Item 1.) (b) If not in or filed adjacent to the OPF, Destroy 56 years after the date of the last entry on the card.
2.	<u>Payroll Correspondence Files.</u> General correspondence files maintained by payroll units pertaining to payroll preparation and processing.	Destroy when 2 years old.

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COPY PAGE 2 OF 2

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GENERAL RECORDS SCHEDULE 2

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* Chap if a handbook page

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GSA GEN 1578 (Rev. 7-1-41)

GENERAL RECORDS SCHEDULE 2

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
8.	<u>Leave Application Files.</u> Application for Leave, SF 8 or equivalent, and supporting papers relating to requests for and approval of taking leave.	Destroy when 1 year old.
9.	<u>Leave Record Files.</u> Leave record cards maintained separately from pay and earnings records, including SF 1130 when used as a leave record. a. Pay or fiscal copies. b. Other copies.	Destroy when 3 years old. Destroy 3 months after the end of the period covered.
10.	<u>Leave Data Files.</u> Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3. a. Original copy of SF 1150. b. Agency copy.	File on right side of official personnel folder. See GRS 1, item 1. Destroy when 3 years old.
11.	<u>Notification of Personnel Action Files.</u> Copies of SF 50 or equivalent noted filed in the Official Personnel Folder. a. Pay or fiscal copy. b. All other copies.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is earlier. See GRS 1, item 14.

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GENERAL RECORDS SCHEDULE 2

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12.	<u>Budget Authorization Reference Files.</u> Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.	Destroy when superseded.
13.	<u>Payroll files.</u> Memorandum copies of payrolls, check lists, and related certification sheets, such as SF 1013, SF 1128A, or equivalents. a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices, with related papers. b. All other copies. (1) If earning record card is maintained. (2) If earning record card is not maintained.	Destroy when Federal Records Center receives second subsequent payroll or check list covering the same payroll unit. Destroy after GAO audit or when 3 years old, whichever is earlier. Transfer to NPRC, St. Louis, Missouri when 3 years old.
14.	<u>Payroll Control Files.</u> Payroll control registers such as SF 1125.	Destroy after GAO audit or when 3 years old, whichever is earlier.
15.	<u>Payroll Change Files.</u> Payroll change slips, exclusive of those of the OPF, such as SF 1126. a. Copy used in GAO audit.	Destroy when related pay records are audited by GAO or when 3 years old whichever is earlier.

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GSA GEN 1632 (Rev. 1-74)

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GENERAL RECORDS SCHEDULE 2

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Disbursing officer copy used in preparing checks.	Destroy after preparation of check.
	c. All other copies.	Destroy 1 month after the end of the pay period.
16.	<u>Fiscal Schedules Files.</u> Memorandum copies of fiscal schedules used in the payroll process.	
	a. Copy used in GAO audit.	Destroy after GAO audit or when 3 years old whichever is earlier.
	b. All other copies.	Destroy 1 month after the end of the pay period.
17.	<u>Administrative Payroll Report Files.</u> Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	
	a. Reports and data used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other reports and data.	Destroy when 3 years old.
18.	<u>Tax Files.</u> a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.	Destroy 3 years after form is superseded or obsolete.
	b. Returns on income taxes such as IRS Form W-2.	Destroy when 3 years old.
	c. Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.	Destroy when 3 years old.

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GENERAL RECORDS SCHEDULE 2

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GENERAL RECORDS SCHEDULE 2

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

income taxes or other debts of Federal employees.

24.

Wage Survey Files.

Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

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