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

	LEAVE	BLANK	
B NO			

Archivist of the United States

Date

•	,	30B NO	
TO GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		NC1-146-85-3  DATE RECEIVED 3-21-85  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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1. FROM (AGENCY OR ESTABLISHMENT) U.S. Office of Personnel Management			
2. MAJOR SUBDIVISION Office of Information Management			
3. MINOR SUBDIVISION Information Systems Plans & Policies Division			
4. NAME OF PERSON WITH WHOM TO CONFER Charles R. Chesek	5. TEL EXT	3/25/85 Poles & Was	

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 \_\_6\_\_\_ 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.

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

2/01/05	Charles R. Chesek hesek	n 1 11		
3/21/85		Records Management Offic	cer	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. Sample or Job No.	10. ACTION TAKEN
1	Adds item 87T through 87W to the Budget and Finance (BUF) Section of Administrative Manual Supplement 44-3, Disposition of Records. This item was omitted on approval of job number NCI-146-84-a, 2/13/84.			
2	Corrects item 6, e(2) BUF, that 1 disposition on the approved job m 2/13/84.			

STANDARD FORM 115 Revised April, 1975

Prescribed by General Services Administration FPMR (41 CFR) 101~11.4

## BUDGET AND FINANCE

This functional grouping of records consists of collections of documents, computer printouts, and files relating to: internal payroll; work reporting, and cost analysis; budget program; accounting; disbursing of funds, and other financial activities. Fiscal-and accounting records of accountable officers will be transferred to the Federal Records Center in accordance with the provisions of title 8 of the GAO Policy and Procedures Manual. Agency records will be disposed of in accordance with this schedule.

Title and Description of Records Disposition Obligation copy of contract in equisition; purchases order, Letc. Dispose when it unds are too wated Records Centernes & Louis, Missour Destroy 56 years after the date of the last entry on the card. ndlvldual=Earnings:Record:(OPM:Form:781;or=11s=equivalent). Fixeral phabet Icality by Iyear . Start new tile each year. Leave record cards maintained independently of pay and eaching records, Including OPM Form 1788, Ilme and Attendance Reports Destroy upon microfilming: a. Or iginal card. Microfilmed cards showing accumulated leave Destroy after GAO audition when separation from Lederal Service years old, which ever is sooner. Destroy after GAO and their when By years old with chever vis sooner. All cother pay or stiscal copies Record of Leave (Data (SF = 1150) Filteron Fright Side of official a. ... Or Ig! nats copy of St 1150. er sonnel folde b. Agency copy. Des troy when ne lated pay reco scalecopy, Not Heat Ion of Personnel Action (SF 50) aud Ned by GAO or when 3 years old Computer printouts. the Control of Con-

421 Individuals payrol from Ice.

stroy after Terention for A year

Item No.

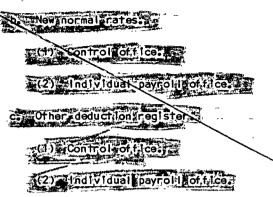
Title and Description of Records

Disposition

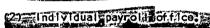
Destroy after retent long for 3 years

Destroy affer, retent lon for Divears

Destroy after retention for 1 year.



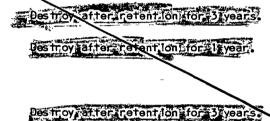




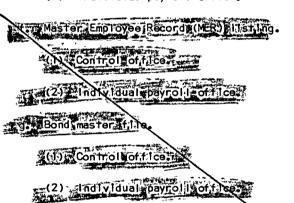
e. Master Retirement Record (MRR) listing.



(2) Individual payroll office.



Destroy after retention for 1 year.



Payrolliccoding documents: 1: et. JOMForms 336; 938; Eand other coding documents and Listed elsewhere in this schedule



Destroy after retent lon-for 1 years

Destroy 4 lyears after certuficate

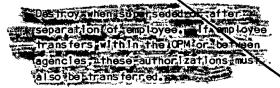
Dispose of arter verification or data: on related magnetic media



b. Returns on Income taxes withheld (such as MRS Form Destroy after natention for 44 wears.)
W=2) and reports of Federal and State taxes and related items.

W=2) and reports of Federal and State; taxes and related litems.

Combined: Federal Campaign (CFC) and run for dues author; tzation



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e Crcs

Jax Withholding Documents:

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## Title and Description of Nacords

## Disposition

Item No.	Title and Description of Nacords	Disposition
85	Budget Estimates on File by Funds by oronization, without regard to achieving.	September 30 copy Destroy 3 years afterwend of Miscal year lines went
26.	Report - 14367	Sentember 30 copy = Destroy 3 years
87.	Payroll Reports:	· ·
	a. Master Address File Action List	
	(b) Control office.	Sestroy when 3 years of
	"(2) Individual payroll office.	Destroy when 1 year old.
	bAddress Error List.	· · -
	(1) Control office.	Destroy when 3 years old.
	(2) Individual payrol office.	Destroy, when 1 year old.
	c. Washington MER - T&A card employee number comparison.	
	(1) Configol office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
	d. W.A.E. Days Worked.	
	(1) Control of Ice.	Destroy when years old.
	(2) Individual payroll office.	Destroy when year old
	e. Listing of Union Dues Revoked by the Employees.	
	(1) Control of file.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
	f. Work Report and Payroll Control Sheet.	
	(1) Confrol office.	Destroy when 3 years old.
	(2) Individual payrol office.	Destroy when 1 year old.
	g. State and City Tax Deduction Report.	
	(1) Control office.	Destroy when 4 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
	h. Employees Selected for F.L.S.A. Evaluation.	

(1) Control office.

Individual payroli office

Item No.	Title and Description of Records	Disposition
2.	1. Compensatory Time - Negative Balance.	
•	(1) Control office.	Destroy when 3 years old.
•	(2) Individual payroll office.	Destroy when 1 year old.
3.	j. Reemployed Annuitants.	
- 1	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
4	k. Report on Advanced Sick Leave.	·· -
	(1) Control office.	Destroy when 3 years old.
•	(2) Individual payroll office.	Destroy when 1 year old.
5.	I. Per Annum Listing.	Section and the section of the secti
	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when I year old.
6.	m. Lump Sum Payment List.	
_	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
<sup>1</sup> 7.	n. Payroil Listing of Employees by Organization.	
	(1) Control office.	Destroy when 3 years old.
_	(2) Individual payroll office.	Destroy when I year old. at among
8	o. OPM Bond Serial Number List.	
•	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
9,	p. Staff Years - Cost.	
	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.
10.	q. Employment Security Report.	
	(1) Control office.	Destroy when 3 years old.
	(2) individual payroll office.	Destroy when 1 year old.

I tem No.	Title and Description of Records	Disposition
//.	r. Value of Accrued Annual Leave.	
	(1) Control office.	Destroy when 3 years old.
•	(2) Individual payroll office.	Destroy when 1 year old.
12.	s. A-93 Report - Supplemental Information.	•
	(1) - Control office.	Destroy when 3 years old.
_	(2) Individual payroll office.	Destroy when 1 year old.
13.	t. Active GS Employees.	- Per
-	(1) Control office.	Destroy when 3 years old.
. 1	(2) Individual payroll office.	Destroy when 1 year old.
14,	u. Active GM Employees.	
	(1) Control office.	Destroy when 3 years old.
	(2) individual payroll office.	Destroy when 1 year old.
15,	v. Employees with Health Benefit Deductions.	
	(1) Control office.	Destroy when 3 years old.
. /	(2) Individual payroll office.	Destroy when 1 year old.
16.	w. Personnel Summary.	
	(1) Control office.	Destroy when 3 years old.
	(2) Individual payroll office.	Destroy when 1 year old.