

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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
632-7714

LEAVE BLANK

JOB NO

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3/25/85
Date

Robert M. K...
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 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.

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

| | | |
|--------------------|--|--|
| C. DATE 3/21/85 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles R. Chesek</i> Charles R. Chesek | E. TITLE 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 | 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 listed the wrong disposition on the approved job number NCI-146-84-2, 2/13/84. | | |
| | | | 33 items |

To agency & NC
27 Mar 85
...

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.

| Item No. | Title and Description of Records | Disposition |
|----------|---|---|
| | Obligation copy of contract, requisition, purchase order, etc. | Dispose when funds are obligated. |
| 2. | Individual Earnings Record (OPM Form 781 or its equivalent). Not alphabetically by year. Start new file each year. | Transfer to the National Personnel Records Center, St. Louis, Missouri. Destroy 56 years after the date of the last entry on the card. |
| | Leave record cards maintained independently of pay and earnings records, including OPM Form 788, Time and Attendance Report, when used as a leave record: | |
| | a. Original card. | Destroy upon microfilming. |
| | b. Microfilmed cards showing accumulated leave on separation from Federal Service. | Destroy after GAO audit or when 3 years old, whichever is sooner. |
| | c. All other pay or fiscal copies. | Destroy after GAO audit or when 3 years old, whichever is sooner. |
| | Record of Leave Data (SF 1150). | |
| | a. Original copy of SF 1150. | File on right side of official personnel folder. |
| | b. Agency copy. | Destroy when 3 years old. |
| | Fiscal copy, Notification of Personnel Action (SF 503). | Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner. |
| 6. | Computer printouts. | |
| | Payroll register. | |
| | (1) Control of office. | Destroy after retention for 3 years. |
| | (2) Individual payroll of office. | Destroy after retention for 1 year. |

Item No.

Title and Description of Records

Disposition

b. New normal rates.

(1) Control office.

Destroy after retention for 3 years.

(2) Individual payroll office.

Destroy after retention for 1 year.

c. Other deduction register.

(1) Control office.

Destroy after retention for 3 years.

(2) Individual payroll office.

Destroy after retention for 1 year.

d. Bond balance listing.

(1) Control office.

Destroy after retention for 3 years.

(2) Individual payroll office.

Destroy after retention for 1 year.

e. Master Retirement Record (MRR) listing.

(1) Control office.

Destroy after retention for 3 years.

(2) Individual payroll office.

Destroy after retention for 1 year.

f. Master Employee Record (MER) listing.

(1) Control office.

Destroy after retention for 3 years.

(2) Individual payroll office.

Destroy after retention for 1 year.

g. Bond master file.

(1) Control office.

Destroy after retention for 3 years.

(2) Individual payroll office.

Destroy after retention for 1 year.

Payroll coding documents, i.e., OPM Forms 936, 938, and other coding documents not listed elsewhere in this schedule.

Dispose of after verification of data on related magnetic media.

B. Tax Withholding Documents:

a. Withholding Tax Exemption Certificate (such as IRS Form W-4).

Destroy 4 years after certificate is superseded or obsolete.

b. Returns on income taxes withheld (such as IRS Form W-2) and reports of Federal and State taxes and related items.

Destroy after retention for 4 years.

9c. Combined Federal Campaign (CFC) and union dues authorization file:

a. CFC

Destroy when superseded or after separation of employee. If employee transfers within the OPM or between agencies, these authorizations must also be transferred.

Item No.

Title and Description of Records

Disposition

85. ~~Budget Estimates on File by Funds by organization, without regard to activity.~~

~~September 30 copy - Destroy 3 years after end of fiscal year involved.~~

86. ~~Full-time Equivalent Work Year Civilian Employment Report - 1136.~~

~~September 30 copy - Destroy 3 years after end of fiscal year involved.~~

87. Payroll Reports:

a. Master Address File Action List.

(1) Control office.

~~Destroy when 3 years old.~~

(2) Individual payroll office.

~~Destroy when 1 year old.~~

b. Address Error List.

(1) Control office.

~~Destroy when 3 years old.~~

(2) Individual payroll office.

~~Destroy when 1 year old.~~

c. Washington MER - T&A card employee number comparison.

(1) Control office.

~~Destroy when 3 years old.~~

(2) Individual payroll office.

~~Destroy when 1 year old.~~

d. W.A.E. Days Worked.

(1) Control office.

~~Destroy when 3 years old.~~

(2) Individual payroll office.

~~Destroy when 1 year old.~~

e. Listing of Union Dues Revoked by the Employees.

(1) Control office.

~~Destroy when 3 years old.~~

(2) Individual payroll office.

~~Destroy when 1 year old.~~

f. Work Report and Payroll Control Sheet.

(1) Control office.

~~Destroy when 3 years old.~~

(2) Individual payroll 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.

~~Destroy when 3 years old.~~

(2) Individual payroll office.

~~Destroy when 1 year old.~~

Item No.

Title and Description of Records

Disposition

2.

i. 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) 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.

l. Per Annum Listing.

(1) Control office.

Destroy when 3 years old.

(2) Individual payroll office.

Destroy when 1 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.

7.

n. Payroll Listing of Employees by Organization.

(1) Control office.

Destroy when 3 years old.

(2) Individual payroll office.

Destroy when 1 year old.

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.

Item No.

Title and Description of Records

Disposition

11.

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.

(1) Control office.

Destroy when 3 years old.

(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.