

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

*NO 2002/1/14*

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**National Aeronautics and Space Administration**

2 MAJOR SUBDIVISION  
**Headquarters and Field Centers**

3 MINOR SUBDIVISION  
**Payroll Offices**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Tiyette Rogers**

5 TEL EXT  
**755-2455**

LEAVE BLANK	
JOB NO	
<b>NC1-255-82-1</b>	
DATE RECEIVED	
<b>October 16, 1981</b>	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
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 7 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
10-9-81	<i>Carl Steinmetz</i> Carl Steinmetz	Head, Administrative Standards Section

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<del>See attached Proposed NASA Records Schedule 2, which is a revision of NASA Records Control Schedule 4 - Payrolling and Pay Administration Records</del>		<b>WITHDRAWN</b>

## PROPOSED NASA RECORDS SCHEDULE 2

### Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to Federal Government employees for personal services. With the exception of Item 25, all items in this schedule are based upon the General Records Schedule No. 2 issued by the National Archives and Records Service as mandatory for all Federal agencies' use.

The NASA pay accounts are prepared and maintained in accordance with 42 U.S.C. 2473; 44 U.S.C. 3101; 5 U.S.C. 5501 et seq.; 5 U.S.C. 6301 et seq.; General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 6; Treasury Fiscal Requirements Manual, Part III; Federal Personnel Manual; and NASA Financial Management Manual, Sections 9300 and 9600.

The payroll records are protected in accordance with the requirements and procedures which appear in the NASA regulations at 14 C.F.R. Part 1212. Uses of the information contained in these records are: (1) To furnish to a third party a verification of an employee's status upon written request of the employee; (2) To facilitate the verification of employee contributions and insurance data with carriers and collection agents; (3) To report to the Office of Personnel Management (a) withholdings of premiums for life insurance, health benefits and retirement, and (b) separated employees subject to retirement; (4) To furnish the U.S. Treasury magnetic tape reports on net pay, net savings allotments and bond transmittal pertaining to each employee; (5) To provide the Internal Revenue Service with detail of wages taxable under the Federal Insurance Contributions Act and to furnish a magnetic tape listing on Federal tax withholdings; (6) To furnish various financial institutions itemized listings of employee's pay and savings allotments transmitted to the institutions in accordance with employee requests; (7) To provide various Federal, state, and local taxing authorities itemized listing of withholdings for individual income taxes; (8) To respond to requests by State employment security agencies and the U.S. Department of Labor for employment, wage, and separation data on former employees for the purpose of determining eligibility for unemployment compensation; (9) To report to various Combined Federal Campaign offices total contributions withheld from employee wages; (10) To furnish leave balances and activity to the Office of Personnel Management upon request; (11) To furnish data to labor organizations in accordance with negotiated agreements; (12) To furnish pay data to the Department of State for certain NASA employees located outside the United States; and (13) Standard routine uses such as disclosure of information relevant to law enforcement.

Payroll records stored in one form (e.g., magnetic tape) which duplicate the same information stored in another form (e.g., paper) should be disposed of as soon as it can be determined that needs for such duplicate records have been met and that they will not likely be required for further use. GRS 20, Part I, Item 27 covers payroll records in a machine-readable form.

Microfilm copies of paper records are acceptable for GAO audit purposes, provided that the film meets generally accepted standards and that it is available to auditors when needed. Also, film copies are admissible as evidence in Federal courts and in many State courts. For further information, refer to GAO Manual for Guidance of Federal Agencies, Title 8.

ITEM NO.	DESCRIPTION OF RECORDS	RECOMMENDED DISPOSITION
1.	<u>Individual Accounts Files.</u>	
	a. Individual earning and service cards, such as Optional Form 1127, Individual Pay Card, or equivalent comprehensive payrolls (i.e., ADP Summary Individual Pay Listing or Year to Date Pay Listing).	Transfer to the National Personnel Records Center (NPRC), (Civilian Personnel Records), 111 Winnebago St., St. Louis, Missouri, 63118 one year after GAO audit or 3 years after close of year in which generated, whichever is sooner. (a) If filed in or adjacent to the official personnel folder (OPF), destroy with the OPF. (See GRS 1, Item 1.) (b) If not filed in or adjacent to the OPF, destroy 56 years after the date of the last entry on the card.
	b. Temporary working papers, such as Feeder Reports of Master Employee Account that become summary listings.	Destroy as soon as summary report received.
2.	<u>Payroll Correspondence Files.</u>	
	General correspondence files maintained by payroll units pertaining to payroll preparation and processing.	Destroy when 2 years old.
3.	<u>Time and Attendance Report Files.</u>	
	Forms such as Optional Form 1130, Time and Attendance Report, or equivalent.	
	a. Payroll preparation and processing copies.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	b. All other copies.	Destroy 6 months after the end of the pay period.
4.	<u>Individual Authorized Allotments Files.</u>	
	a. Authorization for Purchase and Request for Change: U.S. Series E.E. Savings Bond, Standard Form 1192 or equivalent, and authorization for individual allotment to the Combined Federal Campaigns.	Destroy when superseded or 3 years after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be

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transferred. See Treasury Fiscal Requirements Manual, para. 6020.20e for instructions relating to savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions relating to CFC authorizations.

b. All other authorizations, including union dues and savings.

Destroy when superseded or 3 years after separation of employee.

5. GRS item not applicable to NASA.

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7. Bond Purchase Files.

Forms and reports with related papers pertaining to deposits and purchases of bonds, such as SF 1183, Subscriber List for Issuance of United States Savings Bonds or equivalent Bond Issue List and Summary of Bond Schedules.

Destroy when 3 years old.

8. Leave Application Files.

Application for Leave, SF 71, or equivalent, and supporting papers relating to requests for and approval of taking leave.

Destroy after GAO audit or when 3 years old, whichever is sooner.

9. Leave Record Files.

Leave record cards maintained separately from pay and earnings records, including OF 1130 when used as a leave record.

a. Pay or fiscal copies.

Destroy when 3 years old.

b. Other copies.

Destroy 6 months after the end of the period covered.

10. Leave Data Files.

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.

File on right side of official personnel folder. See GRS 1, Item 1.

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b. Agency copy.

Destroy 3 years after separation of employee.

11. Notification of Personnel Action Files.

Pay or fiscal copies of SF 50, Notification of Personnel Action, or equivalent, not filed in the Official Personnel Folder.

Destroy 3 years after separation of employee.

12. Budget Authorization Reference Files.

Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.

Destroy when superseded.

13. Payroll Files.

Memorandum copies of payrolls, check issue lists, and related certification sheets, such as SF 1013, Payroll for Personal Services, SF 1128A, Pay for Personal Services - Payroll Certification and Summary, or equivalents.

a. If earning record card is maintained.

Destroy after GAO audit or when 3 years old, whichever is earlier.

b. If earning record card is not maintained.

Transfer to NPRC, St. Louis, Missouri when 3 years old. Destroy when 56 years old.

14. Payroll Control Files.

Payroll control registers.

Destroy after GAO audit or when 3 years old, whichever is sooner.

15. Payroll Change Files.

Payroll change slips, exclusive of those of the OPF, such as SF 1126, used where information is not keyed directly into computer terminal.

a. Copy used in GAO audit.

Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.

b. Disbursing officer copy used in preparing checks.

Destroy after preparation of check.

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c. All other copies.

Destroy 1 month after the end of the pay period.

16. Fiscal Schedules Files.

Memorandum copies of fiscal schedules used in the payroll process, such as SF 1166, Voucher and Schedule of Payments.

a. Copy used in GAO audit.

Destroy after GAO audit or when 3 years old, whichever is sooner.

b. All other copies.

Destroy 1 month after balancing total payroll with individual accounts.

17. Administrative Payroll Report Files.

Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.

Destroy when 3 years old.

18. Tax Files.

a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.

Destroy 4 years after form is superseded or with employee payfolder.

b. Returns on income taxes such as IRS Form W-2.

Destroy when 4 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 4 years old.

19. Income Tax Return Files.

See Item 18b of this schedule.

20. Tax Report Files.

See Item 18c of this schedule.

21. Retirement Files.

a. Reports and registers.

Reports, registers or other control documents, and other records relating to retirement, such as SF 2807, Register of Separations and Transfers

Destroy when 3 years old.

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- Civil Service Retirement System, or equivalent.

b. Assistance files.

Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.

Destroy 3 years after separation of employee.

c. Deduction files.

SF 2806, Individual Retirement Record, or equivalent and other records used to document retirement deductions of individual employees.

Send to Office of Personnel Management in accordance with FPM Supplement 831-1, Subchapter 522-3.

22. Insurance Files.

a. Copies of SF 2809, Health Benefits Registration Form - Federal Employees Health Benefits Program, and SF 2810, Notice of Changes in Health Benefits Enrollment.

Destroy 3 years after separation of employee.

b. Copies of life insurance forms.

Destroy 3 years after separation of employee.

c. Health insurance transmittal sheets.

Destroy 3 years after reconciliation with carrier.

d. Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.

Destroy when 3 years old.

23. Levy and Garnishment Files.

Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, workpapers, 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 separation of employee.

24. Wage Survey Files.

Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each

Destroy after completion of second succeeding wage survey.

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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).

25. Employee Payfolder.

Payroll folder which contains copies of SF 50, W-4's, state tax forms, bond authorizations, allotment authorizations, authorizations for mailing salary checks, tax levy and garnishment forms, court orders, records of leave data, such as SF 1150, and ~~life and health insurance forms.~~

Destroy 3 years after separation of employee.

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