

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-309-87-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

This schedule was superseded by GRS 2.4 item 030 (DAA-GRS-2019-0004-0002).

Date Reported: 09/16/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE



APPENDIX 19

BUDGET AND ACCOUNTING  
RECORD GROUP 20

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition Instructions</u>
20:30	<p><u>Time and Attendance Reports</u> *</p> <p>Includes SBA Form 982, "Time and Attendance" together with supporting documents such as SF-71, "Application for Leave," SBA Form 454, "Authorization for Paid Overtime/and or Holiday Work and for Compensation Overtime," and doctor certificates.</p> <p>File alphabetically by calendar year.</p>	<p>Cutoff each calendar year.</p> <p><u>T&amp;A Clerk</u> maintain original with supporting documents for 3 years or until GAO audit, whichever is sooner.</p> <p><u>Data Entry Copy</u> destroy 1 month after the end of the pay period.</p> <p><i>See attached</i></p>

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	<p>a. Original copy of above record.</p>	<p>a. Cutoff at end of leave year. Destroy 3 years after cutoff or after GAO, <del>whichever is</del> <i>audit,</i> sooner.</p>
	<p>b. Data entry (yellow) copyr of SBA Form 982.</p>	<p>b. Transfer to agencyr payroll office at end of pay period. Enter data into database and destroy 6 months after end of pay period.</p>
	<p>c. Employee Detail Biweekly Time and Attendance Report.</p>	<p>c. Cutoff at end of leave year. Destroy 3 years after cutoff or after GAO audit, whichever is sooner.</p>

*GRS 2/30-*