INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule was superseded by GRS 2.4 item 030 (DAA-GRS-2019-0004-0002).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

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)				JOB NO N1 -309 -87 - 1				
GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408				DATE RECEIVE	-(/	-87		
SMALL BUSINESS ADMINISTRATION				NOTIFICATION TO AGENCY				
2 MAJOR SUBDIVISION				In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not				
Office of Administrative Services MINOR SUBDIVISION				approved" or '	'withdra	wn" in column al, the signature o	10 If no records	
Records Management & Micrographics Section NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE EXT.			E EXT.	not required DATE ARCHIVIST OF THE UNITED STATES				
Cleo Verbillis		653-6446	653-6446 43 /87 6				SQ	
6 CERTIFICAT	E OF AGENCY REPRESENTATIVE							
agency or w Accounting (attached A GAO cond	·	ds specified Title 8 of the	, and	that written	concu	irrence from	the General	
B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE		D TITLE Records Office Management & Microgra			er, Chief, Records		
4/3/87	Cleo Verbillis	- 112		————	ograp			
7 ITEM NO	8 DESCRIPTION (With Inclusive Dates or Re		riods)			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)	
	The attached disposition schedu attendance reports for the Smal is a deviation of GRS 2, item 3	1 Busines			n	KXMBAX XXMBAX		
	All changes to this proposed sche	edule have	been	approved	by:			

APPENDIX 19

BUDGET AND ACCOUNTING RECORD GROUP 20

<u>Ite</u>m No.

Description of Records

Disposition Instructions

20:30

Time and Attendance Reports *



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

File alphabetically by calendar ear.

Cu off each calendar year

T&A Clerk maintain original with supporting documents for 3 years or until GAQ audit, whichever is sooner

Data Entry Copy destroy 1 month atter the end of the pay period.

See attached

APPENDIX 19

BUDGET AND ACCOUNTING RECORD GROUP 20

<u>Item</u> No.	Description of Records	Disposition Instructions	
20:30	Time and Attendance Reports		gRS 2/30-
	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.		
	File alphabetically by calendar year.		
	a. Original copy of above recor	d. a. Cutoff at end of leave year. Destroy 3 years after cutoff or after GAO, whichever is sooner.	audits
	b. Data entry (yellow) copyr of SBA Form 982.	b. Transfer to agencyr payroll office at end of pay period. Enter data into database and destroy 6 months after end of pay period.	
	c. Employee Detail Biweekly Time and Attendance Report.	c. Cutoff at end of leave year. Destroy 3 years after cutoff or after GAO audit, whichever is sooner.	