

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Office of Resources Management

3. MINOR SUBDIVISION
Financial Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
David O. Stephens

5. TEL. EXT.
755-0830

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JUL 20 1976 NC 1-412-76-13	JOB NO.
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 "with-drawn" in column 10.	
Date	Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7-15-76

Harold R. Masters

Harold R. Masters, Chief, Administrative Management Branch

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
EPA Sch. No. 1R(1), item 5	This is to request an amendment in the approved retention and disposition period for Employee Pay Folders. The current schedule (see job number (NC 412-76-2) provides for a 4 year retention in the office after termination of employment. Because of limited office storage space, we wish to retain these files in the Federal Records Center for 3 years after a 1 year period of office custody.		
EPA Sch. No. 1R(1), item 2a	This is to request an amendment in the approved retention period for official copies of Time and Attendance Reports. The current schedule (job number NC 412-76-2) provides for a maximum retention of 3 years, although disposal may occur earlier if GAO has audited these records. Since audits are not frequently being conducted, we wish to transfer these records to the Records Center since our office storage space is limited. Our proposed retention period is: "Break file at end of year. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 2 years, then destroy." <i>2 1/2 years 9/5/76</i> <i>Change approved by David O. Stephens for Harold R. Masters.</i>		