

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-297-83-1	
DATE RECEIVED 8-12-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-15-84 <i>Date</i>	<i>2-15-84</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
Library of Congress

2. MAJOR SUBDIVISION
Central Services Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Elliott C. Finley

5. TEL. EXT.
75590

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 1 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 8-5-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Elliott C. Finley</i>	E. TITLE Records Officer and Chief, Central Services Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Time and Attendance Reports (Form LW 1/67)</u></p> <p>GRS 2, item 3a(2) authorizes disposal of copies of Time and Attendance Reports 6 months after the end of the pay period. Duplicate copies of this report are maintained in divisional offices throughout the agency. Internal audits have revealed that some Library employees have falsified Time and Attendance Reports that are sent to the Payroll Preparation Unit. These original copies are retained in accordance with GRS 2, item 3a(1). The divisional duplicate copies have provided an essential element in the audit trail to uncover this fraud. It is hereby requested that approval be granted to increase the retention period for these duplicate copies to 2 years to allow a longer period of time to be covered by internal audits on time and leave.</p>	Sample	

Agency sent 2-24-84 by DMW.