

June 17, 1991

NARA Bulletin No. 91-5  
Attachment

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-NU-98-4	DATE RECEIVED 12-29-97
1. FROM (Agency or establishment) Department of the Navy		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION Human Resources Operations Center		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Ms. Nancy Duran	5. TELEPHONE 703-696-0317	DATE	ARCHIVIST OF THE UNITED STATE

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 12/11/97	SIGNATURE OF AGENCY REPRESENTATIVE Barbara Thompsen	TITLE Records Disposition Program Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAR USE ONLY)
	<p align="center"><u>SSIC 12610</u></p> <p><u>Hours Of Duty Records</u></p> <p>1. TIME AND ATTENDANCE. Documents used to report employee's time and attendance and maintained in payroll offices.</p> <p><u>DISPOSITION.</u> Destroy when 6 years old.</p>		<p align="center"><i>RECEIVED NARA 12-12-97</i></p>

*Withdrawn MMY*

FEB - 5 1998