REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED: 30 JUL 1973	JOB NO: NN-174-32
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-1-73 (Date)	James B. Rhoads, *Archivist of the United States*

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

1. FROM (AGENCY OR ESTABLISHMENT): General Services Administration
2. MAJOR SUBDIVISION: National Archives and Records Service
3. MINOR SUBDIVISION: Office of Federal Records Centers
4. NAME OF PERSON WITH WHOM TO CONFER: Thomas Wadlow
5. TEL. EXT.: 13-35185
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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7/30/73 (Date) — Thomas Wadlow (Signature of Agency Representative) — Archives Specialist (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	General Records Schedule 2 is hereby amended to provide for the following new retention periods:		
1.	Item 3. Time and attendance reports. a. Copies used in payroll preparation and processing. (Where Standard Form 1130 is used for both time and attendance and leave posting purposes, the disposal provision for item 9 applies). Dispose after audit by GAO or after 3 years, whichever is earlier. b. All others. Dispose 6 months after end of pay period.		
2.	Item 9. Leave record cards, maintained independently of pay and earning records (including Standard Form 1130 when used as a leave record). a. Pay or fiscal copy. (1) Final individual card showing accumulated leave on separation. Transfer to National Personnel Records Center, St. Louis, MO., after audit by GAO or after 3 years, whichever is earlier. NPRC will destroy when 10 years old.		

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	(2) All other pay or fiscal copies. Dispose when 4 years old. b. Other copies. Dispose 3 months after the end of the period covered.		
3.	Item 10. Records of leave data (such as Standard Form 1150) prepared except as noted in the Federal Personnel Manual, 293-A-3. a. File original of Standard Form 1150 on right side of Official Personnel Folder. b. Agency copy Dispose of after 3 years.		
4.	Item 11. Notification of personnel action, exclusive of those in Official Personnel Folders. a. Pay or fiscal copy. Dispose after audit by GAO or after 3 years, whichever is earlier. b. Chronological file copies, including face sheets. Dispose after 2 years. c. All other copies. Dispose after 1 year.		
5.	Item 13. Memorandum copies of payrolls, check lists and related certification sheets (such as Standard Forms 1013, 1128, or equivalents). a. Where earning record card is maintained. Dispose after audit by GAO or after 3 years, whichever is earlier. b. Where earning record card is not maintained. Dispose when 10 years old. (Transfer to Federal Records Center, St. Louis, MO., when 3 years old)		

Standard Form No. 115a
Revised November 1951
Prescribed by General Services Administration
GSA Reg. 3-IV-106

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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
6.	Item 14. Payroll control registers (such as Standard Form 1125). Dispose after audit by GAO or after 3 years, whichever is earlier.		
7.	Item 15. Payroll change slips exclusive of those in Official Personnel Folders (such as Standard Form 1126). a. Copy used in General Accounting Office. Dispose of after audit by GAO or after 3 years, whichever is earlier. b. Copy used by disbursing officer in preparing checks. Dispose after preparation of check. c. All other copies. Dispose one month after end of pay period.		
8.	Item 16. Memorandum copies of fiscal schedules involved in payroll processing. a. Copy used in General Accounting Office audit. Dispose after audit by GAO or after 3 years, whichever is earlier. b. All other copies. Dispose 1 month after end of pay period.		

Approved for the General Accounting Office by:

Isadore Perlman
Records Consultant

7-30-73
Date