ED Records Schedule

SCHEDULE LOCATOR NO.: 123

REVISION DATE: 7/15/2010

TITLE: Leave, Time, and Attendance Records

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Records relating to payroll processing and preparation, leave and leave application, and time and attendance.

DISPOSITION INSTRUCTIONS:

a. Time and Attendance Source Records (GRS 2 Item 7)
   
   All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.

   TEMPORARY

   Cut off annually. Destroy/delete after GAO audit or 6 years after cutoff, whichever is sooner.

b. Time and Attendance Input Records (GRS 2 Item 8)
   
   Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.

   TEMPORARY

   Cut off annually. Destroy/delete after GAO audit or 6 years after cutoff, whichever is sooner.

c. Leave Application Files (GRS 2 Item 6)
   
   Includes the SF 71 or equivalent plus any supporting documentation of requests and approvals of leave.

   1. If employee initials time card or equivalent
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TEMPORARY

Destroy/delete at end of following pay period.

2. If employee has not initialed time card or equivalent

TEMPORARY

Cut off annually. Destroy/delete after GAO audit or 3 years after cutoff, whichever is sooner.

d. Leave Record (GRS 2 Item 9)

1. Record of employee leave, such as SF 1150, prepared upon transfer or separation

TEMPORARY


2. Creating agency copy, when maintained

TEMPORARY

Cut off annually. Destroy/delete 3 years after cutoff.

e. Duplicate Copies Regardless of Medium Maintained for Reference Purposes and That Do Not Serve as the Record Copy

TEMPORARY

Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

Related schedules: ED 206 Donated Leave Program Case Files, ED 198 Official Personnel Folders (OPF) – Civilian

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration