

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

File on right side of the Official Personnel Folder (OPF). See ED 198 Official Personnel Folders (OPF) – Civilian.

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