

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 166

**REVISION DATE:** 8/22/2007

**TITLE:** Payroll Change Files

**PRINCIPAL OFFICE:** Office of Management

**NARA DISPOSITION AUTHORITY:** GRS – See disposition instructions

### **DESCRIPTION:**

Records used to direct a change or correction of an individual pay transaction whether created and maintained by the Department or payroll processor.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

### **DISPOSITION INSTRUCTIONS:**

- a. Copies subject to GAO audit [GRS 2 Item 23.a]

#### **TEMPORARY**

Destroy/delete after GAO audit or when 3 years old, whichever is sooner.

- b. All other copies [GRS 2 Item 23.b]

#### **TEMPORARY**

Destroy/delete 1 month after end of related pay period.

### **IMPLEMENTATION GUIDANCE:**

Systems covered by this schedule are:

Federal Personnel Payroll System (FPPS).

Follow the disposition instructions in ED 086 Information System Supporting Materials for system software; input/source records; other output and reports; and system documentation.

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

## **ED Records Schedule**

**PREVIOUS DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

Privacy Act 18-05-03 Federal Personnel Payroll System

**LINE OF BUSINESS:** Administration/Departmental