

ED Records Schedule

SCHEDULE LOCATOR NO.: 167

REVISION DATE: 8/22/2007

TITLE: Payroll System Reports

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS - See disposition instructions

DESCRIPTION:

Payroll system reports

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. Error reports, ticklers, system operation reports [GRS 2 Item 22.a]

TEMPORARY

Destroy/delete when related actions are completed or when no longer needed, not to exceed 2 years.

- b. Reports and data used for Department workload and or personnel management purposes [GRS 2 Item 22.b]

TEMPORARY

Destroy/delete when 2 years old.

- c. Reports providing fiscal information on Department payroll [GRS 2 Item 22.c]

TEMPORARY

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

IMPLEMENTATION GUIDANCE:

Systems covered by this schedule are:

Federal Personnel Payroll System (FPPS)

ED Records Schedule

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:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

18-05-03 Federal Personnel Payroll System

LINE OF BUSINESS: Administration/Departmental