

ED Records Schedule

SCHEDULE LOCATOR NO.: 213

REVISION DATE: 12/31/07

TITLE: Employee Payroll Data

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Contains payroll data on each employee within the Department.

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. Individual employee pay record (GRS 2 Item 1)

1. Pay record for each employee as maintained in an electronic database. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.

TEMPORARY

Update elements and/or entire record as required.

2. Individual Pay Record, containing pay data on each employee within an agency. This record may be in paper or microform but not in machine-readable form.

TEMPORARY

Transfer, to National Personnel Records Center. Destroy when 56 years old.

ED Records Schedule

b. Noncurrent payroll files (GRS 2, Item 2)

Copy of noncurrent payroll data, as maintained by payroll service bureaus, in either microform or machine-readable form.

TEMPORARY

Cut off after close of pay year in which generated. Destroy/delete 15 years after cutoff.

IMPLEMENTATION GUIDANCE:

Records containing personal information should be shredded to protect confidentiality.

Electronic system includes:
Federal Personnel/Payroll System (FFPS)

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental