

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

<b>LEAVE BLANK</b>	
JOB NO  NC1-237-84-2	
DATE RECEIVED  October 12, 1983	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-13-83 <i>Date</i>	<i>John W. [Signature]</i> <i>Archivist of the United States</i>

**TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

**1 FROM (AGENCY OR ESTABLISHMENT)**  
Department of Transportation

**2 MAJOR SUBDIVISION**  
Federal Aviation Administration

**3 MINOR SUBDIVISION**  
Headquarters, Regions, Centers

**4 NAME OF PERSON WITH WHOM TO CONFER**  
Phillip Leach

**5 TEL EXT**  
426-8735

**6 CERTIFICATE OF AGENCY REPRESENTATIVE**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A Request for immediate disposal.**

**B Request for disposal after a specified period of time or request for permanent retention.**

<b>C DATE</b> 10/7/83	<b>D. SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Phillip Leach</i>	<b>E. TITLE</b> Records Officer-
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<b>7 ITEM NO</b>	<b>8 DESCRIPTION OF ITEM</b> (With Inclusive Dates or Retention Periods)	<b>9 SAMPLE OR JOB NO</b>	<b>10. ACTION TAKEN</b>
1	<p><u>Time and Attendance Report Files</u></p> <p>Time and Attendance (T&amp;A), documents such as; FAA Form 2730 or equivalent used in payroll preparation and processing.</p> <p>Destroy when 6 years old.</p> <p><u>Justification:</u> We need to extend the retention period of the T&amp;A records because of legal requirements. In addition, we need them to compute retroactive claims under the FLSA.</p> <p>Attached is a copy of the Decision of the Comptroller General of the United States, File B-206658, page 4, paragraph 1.</p>	<p>1350.15A 2730 (3) 68-1</p> <p>NC1-237-81-2</p>	