



UNITED STATES  
 NUCLEAR REGULATORY COMMISSION  
 WASHINGTON, D. C. 20555-0001

JAN 28 1994

MEMORANDUM FOR: Dennis M. Crutchfield, Associate Director, ADAR  
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FROM: Richard H. Wessman, Chief  
 Planning, Program, and Management  
 Support Branch, PMAS

SUBJECT: RETENTION OF TIME AND ATTENDANCE (T&A) RECORDS

On May 17, 1993, the National Archives and Records Administration issued a revision to the disposition schedule of time and attendance source records maintained by T&A clerks. Previously the disposition schedule called for only a 6 month retention period. The authorized disposition schedule now calls for a 6 year retention period and reads:

DESCRIPTION OF RECORDS

Time and attendance source records.

All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Official Form 1130); flexitime records; leave applications for jury and military duty; 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.

AUTHORIZED DISPOSITION

Destroy after GAO audit or when 6 years old, whichever is sooner.

Records do not have to be stored within your Division for 6 years. Files maintained within the division level and below should be held on a fiscal year basis, i.e. October through September, in the originating office for 2 years, and then retired to the NRC Archival Facility (AF). The files will then be destroyed 6 years after the fiscal year cutoff. When boxing these records for retirement, only one fiscal year's records should be retired as one job. This change to the disposition schedule is effective immediately and should commence with FY 1994 records, October 1993 through September 1994.

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RETURN TO REGULATORY CENTRAL FILES

Multiple Addressees

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Instructions for preparing records for retirement to the NRC Archival Facility can be obtained from Doris Hoover. Ms. Hoover is located in 12H11 or reached on extension 504-1869, EMail DJH1. Please ensure this new requirement is disseminated to the appropriate staff in your respective organizations.



Richard H. Wessman, Chief  
Planning, Program, and Management  
Support Branch, PMAS

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original signed by

Richard H. Wessman, Chief  
Planning, Program, and Management  
Support Branch, PMAS

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OFFICE:	ADM/PMSB	IRM	ADM/PMSB	PMSB/PMAS
NAME:	DHoover	HSmith	KGreene	RWessman
DATE:	1/27/94*	1/27/94*	1/27/94	1/28/94

\*SEE PREVIOUS CONCURRENCE

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