



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
 National Human Resources Management Center
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In Reply Refer To:
 1220, 1341 (HR-200) P

November 6, 2003

EMS Transmission 11/07/2003
 Instruction Memorandum No. HR-2004-005

To: Center Directors and Timekeepers

From: Director, National Human Resources Management Center

Subject: Shipping of CY2001 and CY2002 Time & Attendance Records to the Federal Records Center

Purpose: This Instruction Memorandum (IM) provides guidance to Center timekeepers for retiring transfer-eligible CY2001 and CY2002 Time & Attendance (T&A) records to the Federal Records Center (FRC) in accordance with the National Archives & Records Administration (NARA) General Records Schedule/BLM Combined Records Schedule.

Policy/Action: The following employees have been designated to coordinate with their respective Center timekeepers to ensure all of their Centers T&A's are accounted for:

National Business Center (NBC)	- Deana Miller
National Human Resources Management Center (NHRMC)	- Luron Porter
National Information Resources Management Center (NIRMC)	- Linda Graham
National Science & Technology Center (NSTC)	- Helen Sweeney

Retirement Procedures:

- Submit one file, containing input records for all 26 pay periods, for each employee. Be sure to keep each CY separate. If you do not have a full year for CY 2002 please submit what you have.
- Arrange files for the entire Center (not by division) in alphabetical order for each CY.
- Submit T&A's in white, NARA-approved boxes only, with **no outside markings**.

REMINDER: When your duties require handling records subject to the Privacy Act, such as T&A's, you must always take care to protect the integrity, security, and confidentiality of these records.

Timeframe: Each of the above-identified coordinators must submit consolidated boxes of their respective Centers' CY2001 and CY2002 T&A's to HR-200 no later than close of business, November 21, 2003.

Budget Impact: Minimal.

Background: NARA's GRS/BLM Combined Records Schedule 2, Item 8 - Time and Attendance Input Records, requires all federal agencies to maintain original T&As for six (6) years before destroying them. Internally, BLM regulations require timekeepers to maintain both the current and previous years' T&As locally **prior to** transfer to the FRC.

Manual/Handbook Sections Affected: BLM Manual 1220, Records and Information Management; BLM Manual 1341, Time, Attendance, and Leave Reporting.

Coordination: None.

Contact: If you have any questions, or require assistance regarding the disposition of T&A records, please contact Robert Martinez, Records Administrator, at (303) 236-6362.

Signed by:
Linda D. Sedbrook
Director, NHRMC

Authenticated by:
Luron Porter
Staff Assistant

Distribution
ST-150, BLM Library
HR-200, Master Records