

**Schedule 2 - Payrolling and Pay Administration Records**

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**Introduction**

The Bureau of Reclamation is the payroll office for the Bureau of Land Management (BLM) and, as such, is the office of record for most BLM payroll records. The exceptions, which the BLM must maintain, are: (1) official copies of timesheets, overtime approvals, and leave slips, (2) retirement assistance records, and (3) wage survey files. The BLM personnel offices also maintain reference copies of employee pay history on microfiche.

Payrolling and pay administration records pertain to disbursement to civilian employees of the Government for personal services. This schedule applies to the pay records that are common to all agencies, but it EXCLUDES:

- (a) retirement records (SF-2806 or equivalent) that are maintained during employee duty and then transferred to the Office of Personnel Management (OPM);
- (b) files maintained in agency space for audit by the General Accounting Office (GAO) under 31 USC 3529(c);
- (c) records relating to tax withholding, savings bonds, fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Government-wide programs, and
- (d) Office of Management and Budget (OMB) files reflecting agency personnel needs and problems.

Any records created prior to January 1, 1921, must be offered to NARA for appraisal before an agency may apply these disposition instructions.

Payroll documents required by the Comptroller General (CG) for site audit are segments of the accountable officers' accounts (Schedule 6). In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the U.S. which have not been settled or adjusted by the GAO unless the BLM has written approval of the CG, as required by 44 USC 3309. Most civilian pay accounts are prepared and maintained in accordance with Title 6 - Pay, Leave, and Allowances and incorporated in the GAO Policy and Procedures Manual for Guidance of Federal Agencies.

In the payrolling process different types of records are accumulated. Under Title 6 of the GAO Manual these records are normally site-audited on a sample basis by GAO representatives who examine primarily the earnings record card, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signatures of the certifying officer, checklists prepared in lieu of the more formal payrolls by Department of the Treasury or local disbursing personnel, source personnel documents such as basic time and attendance reports, and copies of personnel action forms documenting changes in pay. In addition, pay registers and other accounting devices are maintained to check and balance the accounts.

All payroll systems require the maintenance of a leave record used to submit data to the payroll system. Information is posted to this record from more detailed records kept by time and attendance clerks located throughout the BLM. Depending on the type of system in operation, this leave record may be a hard-copy input form or it may be a wholly electronic input.

Other records incidental to the payroll process are employee requests for tax withholding; employee requests for Thrift Savings Plan deductions; savings bond records; and other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payroll function.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by the BLM in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

Item	Record Series Description	Disposition Authority
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<b>Item</b>	<b>Record Series Description</b>	<b>Disposition Authority</b>
<b>1</b>	<b>INDIVIDUAL EMPLOYEE PAY RECORD [1400-600].</b> Confidentiality: Nonpublic record category 3/Privacy Act System DOL-1. Location: All.	
	a. 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 records as required. GRS 2/1a.
	b. 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. Exclusions: copies in the individual OPFs (Schedule 1/1).	TEMPORARY. Transfer to National Personnel Records Center (NPRC). NPRC destroys when 56 years only. GRS 2/1b.
<b>2</b>	<b>NON-CURRENT PAYROLL FILES [1400-600].</b> Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine readable form. Confidentiality: Nonpublic record category 3/Privacy Act System DOL-1. Location: WO, Center, SO Personnel.	TEMPORARY. Cutoff end of pay year. Destroy 15 years after cutoff. GRS 2/2.
<b>3-5</b>	<b>Reserved</b>	
<b>6</b>	<b>LEAVE APPLICATION FILES [1400-600].</b> Requests and approvals of leave, including any supporting documentation. Forms: SF-71, or equivalent. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Location: All. Exclusions: Donated leave program files (Schedule 1/37). leave slips attached to timesheets (Schedule 2/7).	
	a. If Timecard, or Equivalent, Initialed by Employee.	TEMPORARY. Destroy at end of following pay period. GRS 2/6a.
	b. If Timecard, or Equivalent, Not Initialed by Employee.	TEMPORARY. Destroy after GAO audit or 3 years after cutoff, whichever is sooner. GRS 2/6b.
<b>7</b>	<b>TIME AND ATTENDANCE SOURCE RECORDS [1341].</b> All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards; 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 either machine readable or paper form. Forms: OF-288, 1130; BLM 1340-1, 2, 14, 15; 1341-1; 1400-64. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85, DOL-1. Vital: Rights and interests records. Location: All.	TEMPORARY. Destroy after GAO audit or when 6 years old, whichever is sooner. GRS 2/7.
<b>8</b>	<b>TIME AND ATTENDANCE INPUT RECORDS [1341].</b> Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor. Forms: OF-288, 1130; BLM 1340-1, 2, 14, 15; 1341-1; 1400-64. Confidentiality: Non-public record category 3; Privacy Act Systems Interior/OS-85, DOL-1. Vital: Rights and interests records. Location: All.	TEMPORARY. Destroy after GAO audit or when 6 years old, whichever is sooner. GRS 2/8.

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<b>Item</b>	<b>Record Series Description</b>	<b>Disposition Authority</b>
<b>9</b>	<b>LEAVE RECORD [1400-600].</b> Confidentiality: Non-public record category 3; Privacy Act Systems Interior/OS-85, DOL-1.	
	a. Record of Employee Leave prepared upon transfer or separation. Forms: SF-1150.	TEMPORARY. File on right side of OPF. See GRS 1/1. GRS 2/9a.
	b. Creating Agency Copy, when maintained.	TEMPORARY. Destroy when 3 years old. GRS 2/9b.
<b>10-12</b>	<b>Reserved</b>	
<b>13</b>	<b>TAX FILES [1341].</b> Confidentiality: Non-public record category 3; Privacy Act Systems Interior/OS-85, DOL-1.	
	a. Employee Withholding Allowance Certificate. Forms: IRS Form W-4 and state equivalents	TEMPORARY. Destroy 4 years after superseded or obsolete or upon separation of employee. GRS 2/13a.
	b. Agency copy of Employee Wages and Tax Statements maintained by agency or payroll processor. Forms: IRS Form W-2 and state equivalents.	TEMPORARY. Destroy when 4 years old. GRS 2/13b.
	c. Agency copy of Employer Reports of Federal Tax Withheld with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor. Forms: IRS Form W-3.	TEMPORARY. Destroy when 4 years old. GRS 2/13c.
<b>14</b>	<b>SAVINGS BOND PURCHASE FILES [1341].</b> Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85.	
	a. U.S. Savings Bond Authorization for Purchase and Request for Change. Forms: SB-2152, SF-1192 or equivalent.	TEMPORARY. Destroy when superseded or after separation of employee. GRS 2/14a.
	b. Bond Registration Files. Issuing agent's copies of bond registration stubs.	TEMPORARY. Destroy 4 months after date of issuance of bond. GRS 2/14b.
	c. Bond Receipt and Transmittal Files. Receipts for and transmittals of U.S. Savings Bonds.	TEMPORARY. Destroy 4 months after date of issuance of bond. GRS 2/14c.

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<b>15</b>	<b>COMBINED FEDERAL CAMPAIGN AND OTHER ALLOTMENT AUTHORIZATIONS [1341].</b> Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85.		
	a.	Authorization for Individual Allotment to the Combined Federal Campaign.	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2/15a.
	b.	Other Authorizations, such as union dues and savings.	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2/15b.
<b>16</b>	<b>THRIFT SAVINGS PLAN ELECTION FORM [1341].</b> Form authorizing deduction of employee contribution to the Thrift Savings Plan. Forms: TSP-1. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Location: WO, Center, SO Personnel Offices.		TEMPORARY. Destroy when superseded or after separation of employee. GRS 2/16.
<b>17</b>	<b>DIRECT DEPOSIT SIGN-UP FORM [1341].</b> Forms: SF-1199a. Location: WO, Center, SO Personnel Offices.		TEMPORARY. Destroy when superseded or after separation of employee. GRS 2/17.
<b>18</b>	<b>PAYROLL LEVY AND GARNISHMENT FILES [1345].</b> Official Notice of Levy or Garnishment, change slip, work papers, correspondence, release and other forms, and other records re. charge against retirement funds or attachment of salary for payment of back taxes or other debts of federal employees. Forms: SF-2805; IRS 668a. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Vital: Rights and interests records. Location: Finance (Centers).		TEMPORARY. Destroy 3 years after garnishment is terminated. GRS 2/18.
<b>19-21</b>	<b>Reserved</b>		
<b>22</b>	<b>PAYROLL SYSTEM REPORTS [1341].</b> Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85, DOL-1.		
	a.	Error Reports, Ticklers, System Operation Reports.	TEMPORARY. Destroy when related actions are completed or when no longer needed, not to exceed 2 years. GRS 2/22a.
	b.	Reports and Data Used for Agency Workload and/or personnel management purposes.	TEMPORARY. Destroy when 2 years old. GRS 2/22b.
	c.	Reports Providing Fiscal Information on Agency Payroll	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2/22c.

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<b>23</b>	<b>PAYROLL CHANGE FILES [1341].</b> Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85, DOL-1.		
	a.	Copies subject to GAO audit.	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2/23a.
	b.	All Other Copies.	TEMPORARY. Destroy 1 month after end of related pay period. GRS 2/23b.
<b>24</b>	<b>PAYROLL CORRESPONDENCE [1341].</b> Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments.		TEMPORARY. Destroy when 2 years old. GRS 2/24.
<b>25-27</b>	<b>Reserved</b>		
<b>28</b>	<b>RETIREMENT FILES [1400-831].</b> Reports, registers, and other control documents, and other records re. retirement. Forms: SF-2807 or equivalent. Exclusions: Retirement documents filed in the individual OPFs (Schedule 1/1).		TEMPORARY. For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary. GRS 2/28.
<b>29</b>	<b>PAYROLL MASTER PAY RECORD (MICROFORM) [1341].</b> Microfiche copies of employee pay history. Confidentiality: Non-public records category 3; Privacy Act System Interior/OS-85, DOL-1. Location: WO, Center, SO Personnel		TEMPORARY. Destroy when 10 years old. NARA Job NC1-49-76-1, G/2.
<b>30-35</b>	<b>Reserved</b>		

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<b>36</b>	<b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 2/31a.
	b.	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 2/31b.