

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<u>PAYR</u>	<u>PAYROLL RECORDS</u>		
FIN 14	PAYR – 1	Leave Application Correspondence, Reports, SF 71 and other forms documenting the requests and approvals of leave.	<u>TEMPORARY:</u> Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, Item 6(b)
FIN 14	PAYR – 2	Time and Attendance Correspondence, Reports OF 1130 and Timesheets All time and attendance records upon which leave input data is based (either paper or machine readable), such as time or sign-in sheets; time cards; flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based.	<u>TEMPORARY:</u> Destroy after GAO audit or when 6 years old, whichever is sooner.	GRS 2, Item 7, 8
FIN 14	PAYR – 3 ✦	Final Separation Correspondence, Reports, and SF1150	<u>TEMPORARY:</u> Destroy 1 year after date of separation or transfer.	GRS 2.5, Item 020
FIN 14	PAYR – 4	Tax Files Correspondence, Reports, W-2, W-3, W-4, and state form	<u>TEMPORARY:</u> Destroy 4 years after superseded or obsolete or upon separation of employee.	GRS 2, Item 13(a), 13(b), 13(c)
FIN	PAYR – 5	Savings Bond Purchase Authorization Correspondence, Reports, U.S. Savings Bonds. SB 2152	<u>TEMPORARY:</u> Destroy when superseded or after separation of employee.	GRS 2, Item 14(a)
FIN	PAYR – 6	Savings Bond Registration and Receipt Correspondence, Reports, Registrations, Receipts and Transmittals	<u>TEMPORARY:</u> Destroy 4 months after date of issuance of bond.	GRS 2, Item 14(b), 14(c)
FIN	PAYR – 7	Combined Federal Campaign (CFC) Correspondence, Reports, Allotment and Authorization	<u>TEMPORARY:</u> Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, Item 15(a), 15(b)

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FIN	PAYR – 8	Thrift Savings Plan Election Form (TSP) Correspondence, Reports, TSP-1	<u>TEMPORARY:</u> Destroy when superseded or after separation of employee.	GRS 2, Item 16
FIN	PAYR – 9	Direct Deposit Sign-Up Correspondence, Reports, SF 1199A	<u>TEMPORARY:</u> Destroy when superseded or after separation of employee.	GRS 2, Item 17
FIN	PAYR – 10	Levy and Garnishment Correspondence, Reports, IRS Form 668A, Change Slip, Work Papers, and Income Tax Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	<u>TEMPORARY:</u> Destroy 3 years after garnishment is terminated.	GRS 2, Item 18
FIN 14	PAYR – 11	Payroll System Reports Correspondence, Reports, Error Reports, System Operations Reports, and Workload Reports	<u>TEMPORARY:</u> Destroy when 2 years old.	GRS 2, Item 22(a), 22(b)
FIN 14	PAYR – 12	Agency Payroll Fiscal Reports Correspondence and Reports	<u>TEMPORARY:</u> Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, Item 22(c)
FIN 14	PAYR – 13	Payroll Changes Correspondence, Reports, Pay Changes, Updated, GAO Audit and Pay Correction Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.	<u>TEMPORARY:</u> Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2, item 23(a)
FIN 14	PAYR – 14	Payroll Correspondence Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments.	<u>TEMPORARY:</u> Destroy when 2 years old.	GRS 2, Item 24
FIN	PAYR – 15 ★	Retirement Files Correspondence, Reports, Registers, Control Documents, SF 2807 and other documents relating to retirement.	<u>TEMPORARY:</u> Destroy 2 years after date of program closure.	GRS 2.5, Item 011

