

Records retained and transferred by timekeepers

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While the HHS Guide for Timekeeping dictates that all time and attendance (T&A) files are kept for six years, [NIH Policy Manual Chapter 1743 \(Keeping and Destroying Records\)](#) states that some records may have a shorter disposition period.

The following table identifies the T&A records to be retained by NIAID timekeepers (TKs), along with the authorized disposition period for each. Unless otherwise noted, records must be retained only for the current year plus **six** years and then properly destroyed.

This table also indicates if a TK should transfer these records when an employee leaves the organization or when there is a change in the TK. Equivalent functions and ITAS reports are also listed. ITAS reports are retained by the NIH Center for Information Technology, who will forward them to the gaining NIH organization

Form Name	Form Number	Equivalent Function and/or ITAS Report	Transfer?	Authorized Disposition Period
Administrative Time and Leave Record (ATLR)	NIAID Workbook; HHS-564; NIH-2386-3	<ul style="list-style-type: none"> ITAS ATLR Report, if it is accurate and complete 	Yes, reconciled copy for the current leave year to other NIAID TKs only	Six years
Memorandum for Advanced Leave	N/A	<ul style="list-style-type: none"> Leave balances function (AO must advance sick leave upon approval) Balance Adjustments Report 	Only upon request	Current year plus three
NIAID Overtime Request and Approval Record	NIH 1962-5 (Otreq.frp in FormFlow)	N/A	Only upon request	Six years
NIAID Overtime and Credit Hours Attendance Report	Ot-chlog.frp in FormFlow	<ul style="list-style-type: none"> Sign-in/out functions Sign-In/Out Report 	Only upon request	Six years
LTP Memo to Become LTP Recipient	Application for transfer of leave	<ul style="list-style-type: none"> NIAID LTP coordinator creates LTP account in ITAS upon approval VLTP Recipient Report 	Only upon request	Current year plus three
LTP Manual Log	NIAID ATLR with VLTP Manual Log; HHS-564	<ul style="list-style-type: none"> VLTP Recipient Report ITAS ATLR Report does not reflect set-aside accounts 	Only upon request	Six years

Form Name	Form Number	Equivalent Function and/or ITAS Report	Transfer?	Authorized Disposition Period
Time and Attendance Report (a.k.a Manual Timecard)	N/A	<ul style="list-style-type: none"> Printable Timecard 	Only upon request and if it replaces ITAS timecard	Six years
Earnings and Leave Statement (ITAS)	OS-340	<ul style="list-style-type: none"> Pre-DFAS Payslip Report 	Only upon request	Current year plus three
Leave and Earnings Statement (DFAS)	N/A	<ul style="list-style-type: none"> LES Report (in myPay only) 	Only upon request	If provided by the employee, current year plus three
Request for Leave or Approved Absence	OPM-71 or equivalent; Process Leave Request (ITAS)	<ul style="list-style-type: none"> Leave request function Approved Leave Report Leave Request Report 	Only upon request and if not available in ITAS	Current year plus three
Doctor's Certificate	Memo from doctor on official stationary	N/A	Only upon request	Current year plus three
Exposure Certificate	Forms vary depending on department providing certificate	N/A	Only upon request	Six years
Federal Employee's Notice of Traumatic Injury	CA-1	N/A	Only upon request	Six years
Leave Error Notice	HHS-411B	N/A	Only upon request	Current year plus three
Pay Error Notice	HHS-411A			

Form Name	Form Number	Equivalent Function and/or ITAS Report	Transfer?	Authorized Disposition Period
Court Order, Subpoena, or Summons, and Certificate of Attendance	N/A	N/A	Only upon request	Six years
Military Orders	N/A	N/A	Only upon request	Six years
Notification of Personnel Action, or equivalent, for Time Off Award	SF-50	<ul style="list-style-type: none"> • Leave request function • AO prints SF-50 from EHRP; employee can also provide copy • AO updates leave balance screen upon final HR approval 	Only upon request	Current year plus three