

INDIAN AFFAIRS RECORDS SCHEDULE

2600 Series
PAYROLL

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2600-P5 Program Correspondence and Policy/Directives Files

NARA JOB #
N1-075-05-1
Approved
3/31/2005

a. Program Correspondence Files – Official Files

Program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Payroll program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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b. Program Policy/Directives Master Set with Case History Files – Official Files

Files created and related to the internal program policy, guidance and regulations of daily operations for the Payroll program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2601-T3

Garnishment Case Files

NARA JOB #

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Refer to GRS 2/18 – Levy and Garnishment Files

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2602a-T5 Student Trainee Payroll Files (Printout/paper copies used as record copy)

NARA JOB # Refer to GRS 2/7 Time and Attendance Source Records
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2602b-T0 Student Trainee Payroll Files (Magnetic tape data)

NARA JOB # Refer to GRS 2/7 Time and Attendance Source Records
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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2603a-T3 [Firefighter Payroll History File \(Printout/paper copies used as a record copy\)](#)

NARA JOB # Refer to GRS 2/7 [Time and Attendance Source Records](#)
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2603b-T0 [Firefighter Payroll History File \(Magnetic tape data\)](#)

NARA JOB # Refer to GRS 2/7 [Time and Attendance Source Records](#)
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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2604a-T0 Employee Address File (Printout/paper copies used as record copy)

NARA JOB # No longer used
N1-075-05-1
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2604b-T0 Employee Address File (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
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Payroll

2605a-T0 [Timekeeper Address File \(Printout/paper copies used as a record copy\)](#)

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2605b-T0 [Timekeeper Address File \(Magnetic tape data\)](#)

NARA JOB # To Be Determined for Scheduling
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Payroll

2606a-T0 [Financial Institution Address File \(Printout/paper copies used as a record copy\)](#)

NARA JOB # Refer to GRS 2/17 [Direct Deposit Sign-up Form \(SF-1199A\)](#)
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2606b-T0 [Financial Institution Address File \(Magnetic tape data\)](#)

NARA JOB # Refer to GRS 2/17 [Direct Deposit Sign-up Form \(SF-1199A\)](#)
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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2607a-T3 [Time and Attendance Files \(Printout/paper copies used as a record copy\)](#)

NARA JOB # Refer to GRS 2/7 [Time and Attendance Source Records](#)
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2607b-T1 [Time and Attendance Files \(Magnetic tape data\)](#)

NARA JOB # Refer to GRS 2/7 [Time and Attendance Source Records](#)
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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2608a-T5 [Year-To-Date Pay History File \(Printout/paper copies used as a record copy\)](#)

NARA JOB # Refer to GRS 2/22b [Payroll System Reports](#)
N1-075-05-1
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2608b-T0 [Year-To-Date Pay History File \(Magnetic tape data\)](#)

NARA JOB # Refer to GRS 2/22b [Payroll System Reports](#)
N1-075-05-1
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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2609-T3

IRS Levies

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Refer to GRS 2/18 Levy and Garnishment Files

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2610-T3

Waiver of Claims

NARA JOB #

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Refer to GRS 6/11 Waiver of Claims Files

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2611-T3

Firefighter W-2's

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Refer to GRS 2/7 Time and Attendance Source Records

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2612-T0

[Check Issue Listing](#)

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Refer to GRS 2/22c [Payroll System Records](#)

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2600

Payroll

2613-P3

Employee Conversion Case File

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Refer to GRS 2/23 Payroll Change Files

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