

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1483-93-20	DATE RECEIVED 3-29-93
1 FROM (Agency or establishment) Office of Thrift Supervision/Department of Treasury		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Regional Operations		DATE ARCHIVIST OF THE UNITED STATES  WITHDRAWN	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  Nancy McMillan	5. TELEPHONE  (916) 339-5026		

**6. AGENCY CERTIFICATION**  
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;
  is attached; or
  has been requested.

DATE 3/19/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cohen Horne</i>	TITLE director Directives Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Time Activity Reporting  See Attached		WITHDRAWN

OFFICE OF THRIFT SUPERVISION  
TIME ACTIVITY REPORT SYSTEM (TARS)

ITEM

DESCRIPTION OF ITEM

TARS is used for the collection of employee's time by type of activity which supports 1) payment of OTS' employees biweekly paychecks, and 2) OTS' management decisions regarding administration of examination and staff, and supervision and regulation of thrifts.

TARS data originates with the OTS employees' biweekly Time & Attendance Report.

All records are on magnetic tape and/or electronic disks unless otherwise noted.

1. TARS DATABASE

1992 to Present

DISPOSITION: Temporary. Retain all 26 biweekly final pay period files. Six months after the end of the calendar year, summarize the information for the preceding calendar year for each employee and for each institution/docket. Destroy the detail information. Destroy the employee summary when most recent records are 4 years old. Destroy the institution/docket summary information when most recent records are 5 years old.

Privacy Act System: Yes  
Sensitive Information: Yes  
Volume: Less than one cubic foot  
Annual Growth: N/A

2. TARS SYSTEM ACTIVITY REPORTS

1992 to present

(These are ad hoc administrative workload-oriented reports requested by the user which are used in ongoing monitoring and quality control activities. These reports can be recreated from the database at any time and exclude those data-entry/ edit reports required to audit the payroll/time and attendance function.)

DISPOSITION: Temporary.  
Destroy when no longer needed.  
Privacy Act Considerations: Yes  
Media: Paper  
Sensitive Information: Yes  
Volume: Less than one cubic foot.  
Annual Growth: Negligible