

For: FFAS National Offices

**Time and Attendance (T&A) Diskettes**

Approved by: Deputy Administrator, Management



**1 T&A Data on Diskettes**

**A Background**

Some FFAS National Offices may be storing T&A data on 3.5 inch diskettes maintained from outdated computer-based T&A systems that were replaced several years ago. While most offices have given custody of T&A back-up diskettes to MSD, some National Offices continue to maintain the diskettes. Procedure under outdated T&A systems required storing copies of T&A data by pay period on diskettes. Since the official record copy of T&A's is paper; MSD will collect the diskettes for proper disposal or retirement. T&A data is sensitive because it contains personal information, such as names and Social Security numbers; and therefore, requires special disposal according to the Privacy Act.

**B Purpose**

This notice provides instructions for collecting T&A back-up diskettes used to store data from outdated computer software for retirement or disposal according to approved NARA guidelines.

**C Action**

National Offices with T&A data stored on diskettes shall hand-carry the diskettes to MSD, IMB, Room 5736-S or contact Jonathan Jones at 202-690-1870 to make arrangements for pick-up by **February 8, 2007**. With each delivery provide:

- Agency and office name
- contact name and telephone number
- the number of diskettes and calendar years covered by the data, if known.

**Note:** Do **not** use the internal mail system to deliver diskettes to MSD, IMB.

**D Contact**

Contact Jonathan Jones at 202-690-1870 for any questions about this notice.

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2007	All FAS, FSA, and RMA National Offices