

CIVILIAN LEAVE RECORDS AND TIME CARD HISTORY

The Defense Finance and Accounting Service (DFAS) has a data repository for civilian pay, leave and time history, however this program was not started until 1996 and goes through to current year. This data repository has captured all the data for each of our three payroll offices and their multiple databases. As mentioned in the memorandum, National Archives and Records Administration's requirements allow for the destruction of civilian leave and time history after 6 years. If DFAS, you or your former agency do not have civilian leave and time history, then the claim may be denied. Provided below is the civilian leave and time history available through DFAS:

DFAS PAYROLL OFFICES	LEAVE and TIME HISTORY AVAILABILITY
CHARLESTON PRO	1996 through current (data repository)
DENVER PRO	1996 through current (data repository) Corps of Engineers 1980 through current
PENSACOLA PRO	1996 through current (data repository)