REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER
	NI-016-05-1
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 9/2/05

	NOTIFICATION TO AGENCY
1. FROM (Agency or establishment) US Department of Agriculture	
2. MAJOR SUBDIVISION National Finance Center	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION National Finance Center	

4. NAME OF PERSON WITH WHOM TO CONFER Jerri Reeves	4. TELEPHONE NUMBER (504) 426-0229	DATE	ARCHIVIST OF THE UNITED STATES

5. 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 __7___ page(s) are not needed now for the business for 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 August 26, 2005	SIGNATURE OF AGENCY REPRESENTATIVE *Colleen C. Snyder*	TITLE Departmental Records Officer

This request involves creating a schedule for the following system:

1. Payroll and Personnel System (PPS)

The Payroll and Personnel System (PPS) provides automated payroll and accounting services for federal agencies and their employees. Each two week pay period, agencies submit electronic time and attendance (T&A) reports using either an NFC-developed GOTS, other agency GOTS, or COTS T&A system interfacing with PPS. Pay is then computed overnight and salary data is transmitted to the Department of the Treasury for disbursement. At the close of the pay period, PPS generates a number of statistics and detailed reports such as billings, benefits, agency aggregates, and accounting and project cost data needed for interfacing with the customers' financial accounting systems. PPS also sends more than 50 reports to NFC's Web-based Reporting Center tool, and HR data is also transmitted to customer HR systems for point-in-time reporting.

PPS is a customized suite of 11,000 interrelated program modules coded in COBOL and ADS/O. Four IBM mainframe servers and a series of UNIX, Novell, and NT servers provide centralized processing and migrate data securely to NFC's Web-based applications. Data is maintained in several formats including optical storage, electronic tape, microfiche, CD-ROM, IDMS, Oracle 8i, and DB2 databases.

The disposition instructions apply to records regardless of physical form or characteristics.

Most of PPS' data is covered by GRS 2 (Payrolling and Pay Administration Records), and GRS 24 (Information Technology Operations and Management Records).

a. System Electronic Data Input

As described in the background, data comes from customer agencies in order to calculate payroll and withholdings for customers' employees.

1. Time and Attendance Source Records

All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flexi-time records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.

TEMPORARY. GRS 2, Item 7. Destroy after GAO audit or when 6 years old, whichever is sooner.

2. Individual Employee Pay Record

Pay record for each employee as maintained in an electronic data base. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.

TEMPORARY. GRS 2, Item 1a. Update elements and/or entire record as required.

b. System Content and Data Master Files

PPS uses various types of payroll, personnel, HR, and accounting data. Data is maintained in several formats including optical storage, electronic tape, microfiche, CD-ROM, and IDMS, Oracle 8i, and DB2 databases. NFC has a disruption plan and currently uses a "cold storage" backup system, where data is stored on tapes and shipped to an off-site location. NFC has taken steps to ensure the authenticity, reliability, integrity, and usability of its electronic records throughout the information life cycle.

1. Noncurrent Payroll Files.
Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine-readable form.

TEMPORARY. GRS 2, item 2. Destroy 15 years after close of pay year in which generated.

2. Payroll System Reports.

Error reports, ticklers, system operation reports. Reports and data used for agency workload and or personnel management purposes.

> **TEMPORARY.** GRS 2, Item 22 a&b. Destroy when related actions are completed or when no longer needed, not to exceed 2 years.

> 3. *Reports providing fiscal information on agency payroll.*

> > **TEMPORARY.** GRS 2, Item 22c. Destroy after GAO audit or when 3 years old, whichever is sooner.

c. <u>PPS Data Outputs</u>

> 1. *Individual Employee Pay Record*
> Pay record for each employee as maintained in an electronic data base. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.

> > **TEMPORARY.** GRS 2, Item 1a. Update elements and/or entire record as required.

> 2. *Payroll System Reports.*
> Reports providing fiscal information on agency payroll.

> > **TEMPORARY.** GRS 2, Item 22c. Destroy after GAO audit or when 3 years old, whichever is sooner.

d. <u>PPS Documentation</u>

Includes software requirement documentation, software design documents, version description documents, software inventory lists, data migration utility documentation, software user manuals, and system operations manuals.

Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.

TEMPORARY. GRS 24, Item 3.b(1). Destroy/delete 1 year after termination of system.

e. <u>Data Master Back-Up Files</u>

These tapes are of backup files for all of NFC daily file activities on the mainframe system managed by the Operations Branch.

Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

TEMPORARY. GRS 24, Item 4a(1). Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later.

2. Electronic Mail and Word Processing Records

   Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, or disseminating.

   a. Copies of records covered by above items that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to procure the recordkeeping copy.

      TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

   b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

      TEMPORARY. Destroy/delete when disseminating, revising, or updating is completed.