


REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO. NI-AU-89-10

TO: GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED 5/9/89

1. FROM (Agency or establishment) <u>Department of the Army</u>	NOTIFICATION TO AGENCY IAW 44 U.S.C 3303a the disposal request,
2. MAJOR SUBDIVISION <u>U.S. Army Information Systems Command</u>	including amendments, is approved except for
3. MINOR SUBDIVISION <u>DCSOPS (ASOP-MR)</u>	items that may be marked "disposition not
4. NAME OF PERSON WITH WHOM TO CONFER <u>Walter J. Bras</u>	approved" or "withdrawn" in column 10. If no
5. TELEPHONE EXT. <u>(602) 538-7448</u>	records are proposed for disposal, the signa- ture of the Archivist is not required.
	DATE <u>5/30/89</u> ARCHIVIST OF THE UNITED STATES 

6. CERTIFICATE OF AGENCY REPRESENTATIVE: I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or X is unnecessary.

B. DATE <u>24 Apr 89</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE <u>Chief, Policy and Management Division</u>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
1	<p><u>Individual Retirement Record Controls - FN 37-105c AR 37-105</u></p> <p><u>Description:</u></p> <p>Control documents kept in connection with the retirement records of individual civilian employees, such as DA Form 103, Civil Service Retirement Control; SF 2807, CSRS Register of Separations and Transfers; SF 3103, FERS Register of Separations and Transfers; copies of SF 2806, SF 2806-1, SF 3100, SF 3101 for employees who separated or transferred; Register of Prior Year Adjustments; SF 2812, Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement; biweekly, quarterly, annual retirement listings; year to date earnings report for active and inactive employees and other related comparable listings and adding machine tapes; copies of OPM Form 1525, CSRS Annual Summary Retirement Fund Transactions, and OPM Form 1564, FERS Annual Summary Retirement Fund Transactions.</p> <p><u>Disposition:</u></p> <p>Destroy 6 years and 3 months after the date the SF 2806 or machine listings have been balanced with the retirement controls.</p> <p><i>OK - Walter K... 8-24-89 78M</i></p>		

Copy sent to agency 9/15/89

7. ITEM NO:	8. DESCRIPTION OF ITEM	9. GRS OR	10. ACTION
	(With Inclusive Dates or Retention Periods)	SUPERSEDED	TAKEN
		JOB CITATION:	(NARS USE)
1	<p><u>Background:</u></p> <p>In many cases Army payroll offices do not retain documents of employees separated or transferred which are required to balance retirement amounts and prepare the CSRS and FERS Annual Summary Retirement Transactions reports for OPM. An example of such documents are the SF 2806 and SF 3100 for employees who have separated or transferred. The Army has experienced difficulty in the reconstruction of retirement records in those cases where these documents are lost or destroyed. The lengthy delays resulting from the reconstruction of retirement records cause further delays in the adjudication of employee annuity payments and/or the processing of refunds of retirement deductions. This situation has worsened with the expansion of the Civil Service Retirement Plan in the early 1980's which now includes 22 different options.</p> <p>The recommended disposition change to a time/event with an increased retention period will assist the Army payroll offices in the balancing of retirement amounts and in the preparing of the CSRS/FERS Annual Retirement Transactions report for OPM.</p>		

Four copies, including original to be submitted to the National Archives and Records Administration.