

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-048-06-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>3.14.2006</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Human Resources		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>11/2/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Wenzel</i>
5. AGENCY INFORMATION 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 <u>8</u> page(s) are not needed now 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.  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE March 9, 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached List of Record Descriptions and Requested Disposition Authorities.	N/A	
<i>cc Agency NA NARA NARA</i>			

# SF 115 Supplementary Cover Sheet

## **Summary:**

This action establishes 1 new Office of the Secretary series entitled: “Firefighter and Law Enforcement Retirement Team (FLERT) Files.”

## **Reason for submission:**

- (1) This action provides for the disposition of records created by the Office of Human Resources, within the Office of the Secretary.
- (2) This action also *incorporates the series into the numbering pattern of the Office of the Secretary’s new records schedule*. See attachment.

## **3701 Firefighter and Law Enforcement Retirement Team (FLERT) Files**

The Firefighter and Law Enforcement Retirement Team (FLERT) was established by the Department of the Interior in 1997 to review and make recommendations concerning the eligibility of individual claims and position descriptions for special Firefighter and Law Enforcement Officer (FF/LEO) retirement coverage for the Bureau of Land Management, the National Park Service, the U.S. Fish and Wildlife Service, the Bureau of Indian Affairs, the Aircraft Management Directorate of the National Business Center, the Bureau of Reclamation, the Office of the Inspector General, and the Office of the Secretary. FLERT manages the FF/LEO Special Retirement Program for the Department's Office of Human Resources.

3701.1 FLERT Policy and Guidance Files. These files contain records documenting the Department of the Interior's policy concerning the eligibility of individual claims and of position descriptions for FF/LEO retirement coverage. They contain copies of applicable laws, statutes and regulations; directives and case law issued or generated by other Federal agencies, such as the Office of Personnel Management and the Merit Systems Protection Board; and policy directives and technical guidance issued by FLERT.

3701.1a Directives Issued by Other Agencies/Bodies. These files contain *copies* of rules, regulations and case law governing eligibility for special FF/LEO coverage.

Disposition: TEMPORARY. Delete/destroy when superseded or revoked, or when no longer needed to support agency business.

3701.1b Directives Issued by FLERT. These files contain the record copy of final policy directives issued by FLERT.

Disposition: PERMANENT. Cut off when superseded or revoked. Transfer to the National Archives and Records Administration five (5) years after cut-off.

3701.1c Technical Guidance Issued by FLERT. These files include copies of materials reviewed, comments and guidance given to bureaus and offices served by FLERT, and any related communications via e-mail, letter and memo.

Disposition: TEMPORARY. Cut off at end of fiscal year in which guidance was issued. Delete/destroy three (3) years after cut-off.

3701.1d Draft Directives and Technical Guidance Developed by FLERT. These files include policy drafts, as may be issued for review and comment during the development cycle, transmittal cover sheets, which may include distribution information and instructions, comments and their resolution for the various drafts, along with correspondence regarding the resolution and/or interpretation of comments, minutes of meetings, and notes from telephone calls, teleconferences, and emails relating to policy development or revision.

Disposition: TEMPORARY. Cut off when final directives or guidance issued. Delete/destroy three (3) years after cut-off.

3701.2 Special Retirement Claims for Firefighters and Law Enforcement Officers Files. Firefighter and Law Enforcement Officers (FF/LEO) covered by the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS) are eligible for voluntary retirement or an immediate annuity upon meeting certain requirements defined in 5 U.S.C. 8331 (21); 8335(b); 8336(c); 8401 (14); 8412(d); 8425. These files document the status of claimants' requests for coverage and retirement under special provisions for FF/LEOs covered by the above laws. They contain requests for coverage, correspondence, memoranda, final administrative determinations by DOI, and, in some instances, correspondence and documents relating to further judicial proceedings and appeals that result from a denial of a claim.

Note: these records are subject to the provisions of the Privacy Act

3701.2a Case Files. Original papers documenting the status of claimant's request, judicial proceedings, and appeal status including: all correspondence, memoranda, final administrative determinations and documents relating to further judicial proceedings.

Disposition: TEMPORARY. Cut off case files at end of the fiscal year in which they are closed. Transfer to Federal Records Center 5 years after cut-off. Destroy 5 years after claimant's death or 50 years after cut-off, whichever occurs first.

3701.2b Electronic Case Files. Electronic copies of DOI administrative decisions and any correspondence relating to these decisions.

Disposition: TEMPORARY. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

3701.2c Appeals Files. Case files of denied claims that have been appealed but not overturned. In addition to the original case file documents, these files contain correspondence and documents relating to further judicial proceedings and appeals that result from the denial of a claim.

Disposition: TEMPORARY. Cut off appeal case files at the end of the fiscal year in which appeals are closed. Transfer to Federal Records Center 5 years after cut-off. Destroy 5 years after claimant's death or 50 years after cut-off, whichever occurs first.

3701.2d Court Decisions Files. Electronic copies of judicial proceedings regarding individual case files.

Disposition: TEMPORARY. Cut off court decisions case files at the end of the fiscal year in which final court decisions are issued. Transfer to Federal Records Center 5 years after cut-off. Destroy 5 years after claimant's death or 50 years after cut-off, whichever occurs first.

3701.3 FF/LEO Position Description Files. These files contain correspondence and other records relating to the development of approved position descriptions for jobs within Department of the Interior covered by the provisions of special retirement provisions for FF/LEOs. They include background information, job descriptions and duties, and documentation acknowledging their official approval by FLERT.

3701.3a Standard Position Descriptions Files. Standard job descriptions that apply for persons covered under the provisions of special retirement for FF/LEOs.

Disposition: TEMPORARY. Destroy 2 years after position is abolished or description is superseded.

3701.3b Non-Standard Position Descriptions Files. Approved submissions by bureaus and offices within the Department of the Interior covering non-standard job descriptions for work covered by the special retirement provisions for FF/LEOs.

Disposition: TEMPORARY. Destroy 2 years after position is abolished or description is superseded.

3701.3c Denied Position Descriptions Files. Job descriptions submitted by bureaus and offices within the Department of the Interior that have been disapproved by FLERT.

Disposition: TEMPORARY. Destroy 3 years after position is denied or when no longer needed for agency business, whichever is longer.

3701.4 FLERT Newsletters Files. “Quarterly” newsletter, entitled “*The Extra ½%*,” providing information on FLERT programs including issues, decisions, and training programs available to FF/LEOs.

3701.4a FLERT Newsletters, Paper Copies.

Disposition: PERMANENT. Cut off at end of fiscal year. Transfer to the National Archives and Records Administration five (5) years after cut-off.

3701.4b FLERT Newsletters, Electronic Copies.

Disposition: TEMPORARY. Destroy when no longer needed for agency business.

3701.5 Firefighter and Law Enforcement Retirement System (FLERS) Files. FLERS is an electronic database that captures statistical data documenting the activities related to the operation of the FLERT office. The database is used to compile statistical data on the claimants and on the job descriptions processed. It is composed of two parts: the claimants' records and the list of positions for which the special retirement provisions for FF/LEOs apply. The FLERS database system is a custom application of a commercial, off-the-shelf database system.

Note: These records are subject to the provisions of the Privacy Act.

3701.5a FLERS Inputs. Data is entered directly into the system by users in the FLERT office and consists of information culled from copies of documents created or received in the course of business.

Disposition: TEMPORARY. Delete/destroy input documents after input and verification of data into master files or when no longer needed to support the reconstruction of the master files, whichever is later.

3701.5b FLERS Master File. The master file is composed of claimants' records and the list of positions for which the special retirement provisions apply. The claimant section contains personal information about individual claimants (name, Social Security Number, birth date, address, etc.) and their status within the FF/LEO Retirement System (eligibility, retirement date, agency, CSD number, retirement plan, other claims, etc.) The position description section contains detailed information about specific positions within FLERS including: position name, official title, organization title, pay plan, job series, grade, position status, retirement group, retirement plan, bureau, subunit, coverage, approved by, and position reference file.

3701.5b(1) FLERS Master File Personal Data (in Claimant Records).

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which claimant's records are first input into the system. Destroy five (5) years after claimant's death or 50 years after cut-off, whichever occurs first.

3701.5b(2) FLERS Master File Statistical Data and Position Data.

Disposition: TEMPORARY. Retain for the life of the FF/LEO Special Retirement Program plus 5 years.

3701.5c FLERS Outputs. Summary reports providing statistical data used for administrative purposes.

Disposition: TEMPORARY. Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

3701.5d FLERS System Documentation. These files contain all records needed to interpret (read and understand) the data in the system. They include, but are not limited to: the system's program code and code translation tables (codebooks), data element definitions and dictionary, table descriptions, file specifications, and record layout, along with user instructions/manual.

Disposition: TEMPORARY. Retain for the life of the system plus 5 years.

3701.6 FLERT Advisory Board Files. These files contain records created by and for the FLERT Advisory Board. The FLERT Advisory Board is composed of Members from each serviced bureau/office within the Department of the Interior, e.g., the Bureau of Land Management, the National Park Service, the U.S. Fish and Wildlife Service, the Bureau of Indian Affairs, the Aircraft Management Directorate of the National Business Center, the Bureau of Reclamation, the Office of the Inspector

General, and the Office of the Secretary. The FLERT Advisory Board provides program guidance to the Firefighter and Law Enforcement Retirement Team and makes decisions on organizational and operational issues.

3701.6a FLERT Advisory Board Decisions Files. These files contain records documenting significant decisions made on organizational and operational issues, and other records constituting the official record of the FLERT Advisory Board.

Disposition: PERMANENT. Cut off at end of fiscal year. Transfer to the National Archives and Records Administration five (5) years after cut-off.

3701.6b FLERT Advisory Board Administrative Files. These files contain records documenting meetings and other activities/actions of the FLERT Advisory Board. They include, but are not limited to: routine correspondence, agendas and minutes of meetings, records documenting routine decisions on organizational and operational issues, scheduling and attendance records, and Board Member appointment records.

Disposition: TEMPORARY. Cut off at end of fiscal year. Delete/destroy five (5) years after cut-off.

3701.7 FLERT Training Files. These files contain records relating to training provided by the Firefighter and Law Enforcement Officers Retirement Team to human resources offices and fire and law enforcement managers in the Department of the Interior.

3701.7a FLERT Training Administration Files. These records include information regarding the availability, planning, scheduling, logistics and attendance at training. Records include, but are not limited to: memoranda, e-mails, correspondence, flyers or announcements, sign-in sheets, reports, and trainees' feedback.

Disposition: TEMPORARY. Cut off files at end of fiscal year. Delete/destroy five (5) years after cut-off.

3701.7b FLERT Training Course Products Files. These files include the actual products of any formal or informal training courses, and any training materials developed for FLERT's internet website, e.g., its Special Retirement DOIU On-line Training (in electronic form) and FLERT Training Resource Materials. The contents of these files include, but are not limited to: instructions, tips, pamphlets, lesson plans, agendas or outlines, Power Point training slides; supplemental handout materials, and other educational materials.

Disposition: TEMPORARY. Cut off on the date on which products are substantively superceded or become obsolete. Delete/destroy one (1) year after cut-off or when no longer needed for agency business, whichever is sooner.

3701.8 FLERT Internet Website Files. These files contain electronic copies of records (covered elsewhere in this schedule) prepared for and promulgated on the Firefighter and Law Enforcement Retirement Team's website at flert.nifc.gov to acquaint the public with the policies, decisions, and services provided by the FF/LEO Special Retirement Program.

Disposition: TEMPORARY. Delete or update information within 60 days after it has become obsolete or out of date, as appropriate.

3701.9 Electronic Mail and Word Processing System Copies. 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 schedule, and electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY. Destroy or delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.

# Crosswalk

## New OS Records Schedule

## Old OS Records Schedule

---

**1000 Administration, Planning and Performance**

**A. Office Administration (100)**

**1200 Strategic Planning & Performance Assessment Files**

**B. Management and Planning (200)**

**1300 Management Improvement Files**

**2000 Budget and Financial Management**

**C. Budget and Finance (300)**

**3000 Human Resources Management**

**D. Personnel (400)**

**3701 Firefighter and Law Enforcement Retirement Team (FLERT) Files**

**3701.1 FLERT Policy and Guidance Files**

3701.1a Directives Issued by Other Agencies/Bodies

3701.1b Directives Issued by FLERT

3701.1c Technical Guidance Issued by FLERT

3701.1d Draft Directives and Technical Guidance Developed by FLERT

**3701.2 Special Claims for Firefighters and Law Enforcement Officers Files**

3701.2a Case Files

3701.2b Electronic Case Files

3701.2c Appeals Files

3701.2d Court Decisions Files

**3701.3. FF/LEO Position Description Files**

3701.3a. Standard Position Descriptions Files

3701.3b Non-Standard Position Descriptions Files

3701.3c Denied Position Descriptions Files

**3701.4. FLERT Newsletters Files**

3701.4a FLERT Newsletters, Paper Copies

- 3701.4b FLERT Newsletters, Electronic Copies
- 3701.5 Firefighter and Law Enforcement Retirement System (FLERS) Files
  - 3701.5a FLERS Inputs
  - 3701.5b FLERS Master Files
    - 3701.5b(1) FLERS Master File Personal Data ( in Claimant Records)
    - 3701.5b(2) FLERS Master File Statistical and Position Data
  - 3701.5c FLERS Outputs
  - 3701.5d FLERS System Documentation
- 3701.6 FLERT Advisory Board Files
  - 3701.6a FLERT Advisory Board Decisions Files
  - 3701.6b FLERT Advisory Board Administrative Files
- 3701.7 FLERT Training Files
  - 3701.7a FLERT Training Administration Files
  - 3701.7b FLERT Training Course Products Files
- 3701.8 FLERT Internet Website Files
- 3701.9 Electronic Mail and Word Processing System Copies

**Not covered by old schedule.**

- |   |  |
|---|--|
| <b>4000 Information Management</b>              | <b>I. Public Relations (900)</b>             |
| <b>5000 Procurement and Property Management</b> | <b>E. Procurement and Property (500)</b>     |
| <b>6000 Law Enforcement and Security</b>        | <b>F. Security and Law Enforcement (600)</b> |
| <b>7000 Legal and Legislative</b>               | <b>H. Legal and Legislative (800)</b>        |
| <b>8000 Audit and Investigation</b>             | <b>G. Audit and Investigation (700)</b>      |
| <b>9000 Office of the Secretary Programs</b>    | <b>J. Research and Development (1000)</b>    |
|   | <b>K. Program/Projects (1100)</b>            |