

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-048-08-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>3/15/08</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION National Business 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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Federal Personnel/Payroll System and Services			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>2/15/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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>2</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 February 28, 2008	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	7551. Federal Personnel/Payroll System (FPPS) 7551.1 Master Data Files 7551.2 Change Management Software Application Requests (SARs) 7551.3 Predict Files 7552 Quicktime Time and Attendance System 7552.1 Time and Attendance Data Files 7552.2 Change Management Software Application Requests (SARs) 7553 Retirement Subsystem 7553.1 Retirement Subsystem Files 7553.2 Change Management Software Application Requests (SARs) 7554 RESERVED 7555 FPPS Backup Files [See Attached List of Records Descriptions and Requested Disposition Authority.]	N/A	

7551 – Federal Personnel and Payroll System (FPPS). The purpose of the FPPS application is to process personnel and payroll transactions including time and attendance data used to generate salary payments and perform required reporting. This system supports personnel/payroll processing for numerous unique client agencies, including independent agencies, government corporations, commissions, panels, councils and foundations.

7551.1 – Master Data Files. Integrated Personnel and Pay Records containing data for both NBC personnel and for clients served by NBC. Information is maintained in multiple databases. Data includes personnel; position; payroll; time & attendance; debt collection; retirement; health insurance; benefits; transactions through employee self-service entities, such as TSP, Employee Express, Benefeds, FSAFeds, and others; external reporting (Treasury, OPM, IRS); and other personnel and payroll information.

Disposition: Temporary. Records are maintained electronically within the system until transfer or migration to new system. Data is copied to tape each pay period and transferred to offsite records storage facility. Cut off at end of the pay year. Destroy/Delete 56 years after cutoff.

7551.2 – Change Management Software Application Requests (SARs). Configuration and change management documentation tracked in the QuickSAR system. Contains detailed documentation that identify, request, analyze possible changes; authorize changes; document implementation of changes, and release management.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy 7 years after cutoff.

7551.3 – Predict Files. Record layouts and data elements pertaining to FPPS which are included within the system itself.

Disposition: Temporary. Cut off when system is terminated or superseded. Destroy 1 year after cutoff.

7552 – Quicktime Time and Attendance System. The Quicktime system is used to input, validate, and certify time and attendance data for transmission to the FPPS payroll system. Quicktime permits employees to enter time and leave requests, allows timekeepers to enter time and attendance data, and requires certifiers to certify the data.

~~**7552.1 – Time and Attendance Data Files.** Includes cost structure information based on employee work effort during a pay period, and employee leave and profile data. Data in Quicktime is manipulated and used to update FPPS (and the Financial and Business Management System – FBMS).~~

~~Disposition: Temporary. Delete/Destroy after GAO audit or when 6 years old, whichever is sooner. (GRS 2-8)~~

7552.2 – Change Management Software Application Requests (SARs).

Configuration and change management documentation tracked in the QuickSAR system. Contains detailed documentation that identify, request, analyze possible changes; authorize changes; document implementation of changes, and release management.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy 7 years after cutoff.

7553 – Retirement Subsystem. The Retirement Sub System falls within the Federal Personnel Payroll System (FPPS) C&A boundary. It retains personnel and payroll transactions from an interface with the Federal Personnel and Payroll System (FPPS), which are used to generate and store retirement card information. The information is then passed to the Office of Personnel Management (OPM) upon the employee's retirement.

7553.1 – Retirement System Files. Includes personnel and payroll transactions, which are used to generate and store retirement card information for individual employees. The information is transferred to the Office of Personnel Management (OPM) upon the employee's retirement.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy after information is transferred to OPM, and when no longer needed for agency business.

7553.2 – Change Management Software Application Requests (SARs).

Configuration and change management documentation tracked in the QuickSAR system. Contains detailed documentation that identify, request, analyze possible changes; authorize changes; document implementation of changes, and release management.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy 7 years after cutoff.

7554 – RESERVED.

~~**7555 – FPPS Backups.** Copies of the master data files contained in the above mentioned systems (items 7551 through 7554), retained in case the master file or database is damaged or inadvertently erased.~~

Disposition: Temporary. Delete when replaced by a subsequent backup file. Follow established backup protocols. Transfer tapes to offsite storage and rotate every 6 pay periods (every 12 weeks). *GRS 20, item 8 b.*