

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 056-09- /	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 10/2/08	
2. MAJOR SUBDIVISION Departmental Offices		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Evangela C. Wimbush-Jeffrey	(202) 622-6120	2/3/09	Adrienne Thomas
6. 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 <u>3</u> 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, 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
9-30-08	Evangela C. Wimbush-Jeffrey	Departmental Offices Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>New Item 1:</p> <p>D.C. Pensions System to Administer Retirement (STAR)</p> <p>Description:</p> <p>STAR supports the end-to-end business process for retirement, streamlines the administration and payment of pension benefits to annuitants, and provides information to manage pension funds. STAR includes retirement service history records of employee service in the District of Columbia government, the Federal Government, and other entities upon which Federal and District of Columbia benefit payments may be based. At a minimum, the system contains an employee's name, address, date of birth, social security number, retirement data, income, payment, and health/insurance benefit management information. It may also contain information regarding payment events, representative payees, survivor and former spouse compensation, and direct transfers.</p> <p>STAR does not directly interface with any other system. STAR is available to the District of Columbia Retirement Board (DCRB) through a secure web-based interface. In addition to STAR information shared within the Office of D.C. Pensions (ODCP) and the Bureau of the Public Debt (BPD) for system hosting and payroll processing, certain information output from STAR is shared with the following internal Treasury organizations:</p> <ul style="list-style-type: none"> • Internal Revenue Service (IRS) for tax reporting, • BPD/Administrative Resource Center (ARC) for financial transactions, and • Financial Management Services (FMS) for payment disbursement. <p>Certain information output is also shared with the following non-Treasury organizations:</p> <ul style="list-style-type: none"> • State/D.C. tax offices for tax reporting, and • Health Insurance plan providers for premium payments. 		

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION	JOB NUMBER	PAGE
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	056-09-	2 OF 3
<p>Background:</p> <p>Under provisions in Title XI of the Balanced Budget Act of 1997 (BBA), as amended, the Secretary of the Treasury assumed certain responsibilities for a specific population of annuitants under the following District of Columbia (District) retirement plans: the Police Officers' and Firefighters' Retirement Plan, the Teachers' Retirement Plan and the Judges' Retirement Plan. Specifically, the Secretary is responsible for administering the retirement benefits earned by District teachers, police officers and firefighters based upon service accrued prior to July 1, 1997, and retirement benefits earned by District judges, regardless of when service accrued. The District of Columbia is responsible for District teachers, police officers, and firefighter's benefits for service accrued after June 30, 1997.</p> <p>To carry out these responsibilities, ODCP engages in a wide range of, benefit administration, information technology, and financial management activities, and receives legal support from the Treasury Department's Office of the General Counsel. ODCP led the development, implementation and operation of an integrated pension/payroll system. ODCP has successfully deployed STAR through a series of five (5) incremental Releases. The Release 5 functionality completed in 2007 marked the last of the major STAR development currently planned.</p> <p>a. <u>Inputs: Masterfile</u></p> <p>The information is received from multiple District of Columbia Human Resource Offices, depending on the annuitant's occupation (Police Officers/Firefighter, Teacher, or Judge). Personally identifiable information was originally obtained from the individuals.</p> <p>STAR is used by employees within the District of Columbia government and the Department of the Treasury as noted below:</p> <ol style="list-style-type: none"> 1. Personnel at the ODCP, located in Washington, DC, input data into STAR related to retired D.C. judges and uses the system to manage pension benefits for these retirees. 2. Personnel at the DCRB, located in the District of Columbia, input data into STAR related to retired D.C. teachers, police officers, and firefighters, and use the system to manage the pension benefits of these retirees. 	<p>9. GRS OR SUPERSEDED JOB CITATION</p> <p><i>per email of 10/31 RF</i></p>	<p>10. ACTION TAKEN (NARA USE ONLY)</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION	JOB NUMBER	PAGE
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	056-09-	3 OF 3
<p>3. In Parkersburg, West Virginia, personnel from the Pension Fund Operations Branch (PFOB) of the Administrative Resource Center (ARC), Bureau of the Public Debt (BPD) use the system to provide payroll services for all annuitants within STAR.</p> <p>4. In Parkersurg, West Virginia, personnel from D.C. Pensions Technical Support Branch (DCPTSB) of the Bureau of the Public Debt (BPD) serve as the STAR system administrators and use the system to track and manage STAR operations and development issues with assistance from ODCP.</p> <p>Disposition: Temporary. Destroy 115 years from the date of the former police officer's, firefighter's, teacher's or judge's birth, or 30 years after the date of his/her death, if no application for benefits is received. If a survivor or former spouse receives a benefit payment, such record is destroyed after his/her death.</p> <p>b. Outputs:</p> <p>Information is input into STAR for the purpose of calculating and making benefit payments to annuitants. The data also is retrieved for actuarial purposes to determine current and future liabilities of the District of Columbia and the Federal governments. Payment information is shared with the Financial Management Services (FMS) for payment disbursements after certification by ARC at the BPD. Earnings information is shared with the Internal Revenue Service (IRS) and state/DC tax offices for income tax purposes. Health Insurance plan providers are provided information regarding premium/plan payments. Information is also shared with auditors while performing audits of the pension funds and operations.</p> <p>Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed, whichever is later.</p> <p>c. System Documentation:</p> <p>Technical documentation (requirements analysis, design, code, test data) and operations (training, system security, operational analysis) is maintained for the lifecycle of the system. However, this information is not maintained within STAR.</p> <p>Disposition: Temporary. Delete/destroy when superseded or obsolete.</p>	<p>9. GRS OR SUPERSEDED JOB CITATION</p>	<p>10. ACTION TAKEN (NARA USE ONLY)</p> <p>Destroy 115 years from the birthdate of the former police officer, firefighter, teacher, or judge (annuitant). If no application for benefits is received, destroy 30 years from annuitant's deathdate. If a survivor or former spouse receives a benefit payment, such record is destroyed after recipient's death.</p> <p>-RF</p>