

IRS responsibilities include, but are not limited to: preparation, submission, and validation of corrections to the National Finance Center, for retirement code errors.

The following table outlines the order of events and responsible parties for each step in the processing of a FERCCA case:
Events and Responsible Parties Action -Responsibility

- (1) Process and mail election package -Agency
- (2) Offer and provide counseling to aid employee in making an election decision -Agency
- (3) Return form with retirement plan election -Employee
- (4) Make retirement plan corrections and updates files (including any make-up contribution schedules)-Agency

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0058-2016-0016

Sequence Number	
1	IRS Employee FERCCA Case Files Disposition Authority Number: DAA-0058-2016-0016-0001

Records Schedule Items

Sequence Number					
1	<p>IRS Employee FERCCA Case Files</p> <p>Disposition Authority Number DAA-0058-2016-0016-0001</p> <p>All documents necessary to have an employee's retirement history corrected are handled in this area. Case files on current and past employees contain various payroll documents such as payroll listings, Individual Retirement Records, SF-50(notices of Personnel Action), Social Security Statements, Certified Retirement Summary, Thrift Savings Plan Histories etc. In addition, this Business Unit prints from the TIMIS Payroll Data Base any applicable system corrects and maintains in the case file (the data base only corrects the past 25 pay periods). All work processed by National Finance Center is validated, printed and maintained in the case file. The case is closed out once the Payroll has verified that all corrections requested of NFC have been done.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>RCS 39, Item 23 C</td> <td>Record Control Schedule for Payrolling and Pay Administration Records</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-GRS-92-004 / 23/A</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year the case was closed.</p> <p>Transfer to Inactive Storage Retire to FRC 3 years after cutoff.</p> <p>Retention Period Destroy 25 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	RCS 39, Item 23 C	Record Control Schedule for Payrolling and Pay Administration Records
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RCS 39, Item 23 C	Record Control Schedule for Payrolling and Pay Administration Records				

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/08/2016	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
08/11/2016	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/17/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/17/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist