

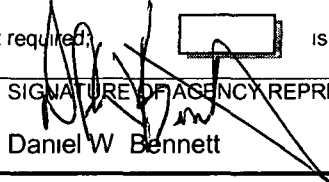


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|---|--|---|--|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | | |
| | | JOB NUMBER <p style="text-align: center; font-size: 1.2em;">N1-58-11- 27</p> | | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | | DATE RECEIVED <p style="text-align: center; font-size: 1.2em;">9/30/11</p> | | |
| 1 FROM (Agency or establishment) Department of the Treasury | | NOTIFICATION TO AGENCY | | |
| 2 MAJOR SUBDIVISION Internal Revenue Service (IRS) | | 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10 | | |
| 3 MINOR SUBDIVISION Human Capital Office | | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Stephanie Welch (Records POC) Barbara Zavala | | 5 TELEPHONE 703-565-3120 512-499-5136 | DATE  | ARCHIVIST OF THE UNITED STATES  |
| 5 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>2</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 <p style="font-size: 1.2em;">9/28/2011</p> | SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W Bennett | | TITLE IRS Records Officer National Office, OS A RE L RIM Washington, DC 20224 | |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) | |
| | RCS 1.15.38 for General Records Schedule for Personnel Records Adds new IRS Item 46 for WebAssist Sub-Items a. Inputs b. Outputs c. System Data d. System Documentation See attached. | | | |

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

VE BLANK (NARA use only)

JOB NUMBER

N1-58-11-

Background:

The WebAssist system is used by IRS retirement specialists to compute various Federal Benefit estimates, including retirement annuity estimates, needed in assisting employees with their retirement decisions. The system saves computations and employee profiles and data is provided to the Office of Personnel Management, Office of Federal Employees Group Life Insurance, and the USDA

Inputs:

Information in WebAssist is received from the Department of Treasury's Integrated Management Information System (TIMIS). Information may include employee's personnel and payroll data needed to compute retirement estimations such as

- 1 Employee Identification Data - name, social security number, date of birth, sex, race, awards received, work schedule, type of appointment, education, training, courses attended, veterans preference, and military service
- 2 Employment Data - service computation for leave, date probationary period began, date of performance rating, and date of within-grade increases
- 3 Position and Pay Data - position identification number, pay plan, step, salary and pay basis, organization location, and accounting classification.
- 4 Payroll data - earnings and time and attendance data
- 5 Employee retirement and Thrift Savings Plan data

Disposition: TEMPORARY. Delete/Destroy cache when no longer needed by end user

System Data:

Information includes computations derived from information received from TIMIS regarding employee retirement estimations. Computations include those related to full and part-time retirement annuity estimates, Social Security estimates, Service Computation Dates, and Average Salary Computations (High-3 salary, breaks in service, Part-time employment, etc.)

Disposition: TEMPORARY. Cut off upon retirement. Delete/Destroy 75 years after cut off

Outputs:

WebAssist provides daily, weekly, monthly, and annual retirement estimation reports depending upon

ERS 20.2

