

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-101-05-2 <sup>6</sup>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7-18-2006	
1 FROM (Agency or establishment) Office of the Comptroller of the Currency		NOTIFICATION TO AGENCY	
		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Financial Management			
3 MINOR SUBDIVISION Records Management Program			
4 . NAME OF PERSON WITH WHOM TO CONFER Mary Donovan	4 TELEPHONE NUMBER 202-874-4782	DATE 11/31/07	ARCHIVIST OF THE UNITED STATES <i>Allen W...</i>
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 2 page(s) are not needed now for the business for 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 7/3/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>Juan L. Galloway</i>		TITLE Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	OCC Retiree Files OCC Retiree Database  (see attached)		
<i>cc Agency DB DWMT DWME DWMW</i>			

## Retiree Files and Retiree Database

This schedule applies to all formats and media in which records are created and maintained at the OCC, including paper, microfilm, and electronic records.

### **Item 1, OCC Retiree Files**

Forms, correspondence and other records of OCC retirees relating to OCC's retirement programs, such as life insurance, dental coverage, vision coverage, and long-term disability insurance. The typical file also includes a copy of the retiree's Office of Personnel Management retirement application. Records created after 2004 are filed chronologically by year; thereunder, alphabetically by name of retiree.

Disposition: Temporary. Upon death of retiree, move file to inactive retiree file. Destroy 7 years after death of retiree, or 115 years after birth of retiree, whichever is sooner.

### **Item 2, Retiree Database**

General Description and Purpose of the System. The Retiree Database is a web-based application containing a subset of information about OCC retirees and their OCC retirement benefits.

Access to the system is limited to select Workforce Effectiveness Unit staff members. They use the system to conduct day-to-day retirement program operations within OCC, and with retirees and vendors (for example, insurance companies). It is used to provide timely customer service by allowing staff members to access a segment of retiree information, rather than retrieving the hardcopy retiree file.

#### **a. Masterfile:**

The Retiree Database is a web-based application containing data relating to OCC's retirees and their OCC retirement benefits. The system, containing one record for each OCC retiree, is updated every two weeks. Data elements include name, address, phone number, age, social security number, retirement date, adjusted salary, OCC Life Insurance coverage amount, FEGLI coverage amount, dental election, date of retiree death, primary beneficiary name, primary beneficiary address, primary beneficiary date of death, and secondary beneficiary date of death.

Disposition: Temporary. Delete 15 years after death of retiree, or 115 years after birth of retiree, whichever is sooner.

**b. Inputs:** Select electronic data shared from HR HUB and HR MART, and manual data entry from Retiree Data Form.

Disposition: Destroy Retiree Data Form after data entered and verified

**c. Outputs:** Preformatted reports such as Age reports, Benefit Plan reports, Retiree by State reports, and Retiree Type reports.

~~Disposition: Follow records disposition instructions for acquisition file or project file.~~

#### **d. System Documentation:**

Record layouts, code books, technical descriptions of the files, user guides, and other records required for maintenance of system and access/use of data.

Disposition: Temporary. Destroy or delete when system is obsolete or superceded, or when no longer needed to access or interpret system data, whichever is later.