

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 NI-103-94-1	DATE RECEIVED 9-29-93
1. FROM (Agency or establishment) Farm Credit Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Data Administration and Records Management Branch			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER John von Reyn	5. TELEPHONE (703) 883-4120	DATE 6-13-94	ARCHIVIST OF THE UNITED STATES <i>Cheryl Thomas</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 1 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,

is not required; is attached; or has been requested.

DATE 9/21/93	SIGNATURE OF AGENCY REPRESENTATIVE Cheryl Thomas <i>Cheryl Thomas</i>	TITLE Chief, Data Administration and Records Management Branch
-----------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Personnel Database. (see attachment)	n/a	

Copy sent to Agency @ 10/21/94

Personnel Database

The Personnel Database (referred to as the "Personnel Table") is a relational database table containing select personnel information on FCA employees. The data are used by other FCA databases to verify personnel information and as an information system for FCA supervisors. (This information system, known as the "Personnel Listing System," is actually a view of the Personnel Table/Database.) Data includes name of employee, social security number, date of birth, position title, pay plan, grade salary, leave balances, service computation date, and appointment date. The database currently contains data on current FCA employees and those that have left the agency, dating back to 1986.

Storage/Disposition:

System data: Revise, correct and update as necessary. Delete data on individual employees from system 6 years after separation or transfer of employee.

Justification: In order to retrieve data concerning an employee from the FCA's Agency Time Tracking System, certain data about the employee must be in the Personnel Database. The data in the Agency Time Tracking System must be retained for 6 years per GRS 2, item 7. Therefore, data in the Personnel Database must also be retained for 6 years after an employee separates.