REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   U.S. Office of Personnel Management

2. MAJOR SUBDIVISION
   Office of Information Management

Information Systems Plans and Policies Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Charles B. Chesek

5. TELEPHONE EXT.
   632-7720

6. CERTIFICATE OF AGENCY REPRESENTATIVE
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: □ is attached; or □ is unnecessary.

B. DATE
   7/29/87

C. SIGNATURE OF AGENCY REPRESENTATIVE
   William C. Duffy

D. TITLE
   Chief, Information Systems Plans and Policies Division

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<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARS USE ONLY)</th>
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<td>1</td>
<td>Amend item 12 (Retirement Annuity Roll Questionnaire), of Administrative Manual Supplement 44-3, Disposition of Records, as per attached.</td>
<td>NCI-146-84-3</td>
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Forms RI 25-14 and 25-15 are designed to collect information about marital status, current school attendance, and future plans for school attendance by student survivor annuitants between the ages of 18 and 22. This information is used to determine the students entitlement to continue to receive survivor benefits from the Civil Service Retirement System.

Form RI 25-14 is a self-certification form which is mailed annually to the payee 6-weeks prior to the beginning of the school year. The form asks the payee to provide information about the student for the upcoming year.

Form RI 25-15 is a follow-up survey form mailed each spring to the payee to verify the students eligibility for benefits paid based on his/her prior certification. In addition, this form is used to determine the students intention for the next school year so that benefits will not be interrupted for the summer period.