

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-146-87-2

DATE RECEIVED

8-3-87

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  
3. MINOR SUBDIVISION

Information Systems Plans and Policies Division  
4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

Charles R. Chesek  
6. CERTIFICATE OF AGENCY REPRESENTATIVE

632-7720

DATE

10/22/87

ARCHIVIST OF THE UNITED STATES

*Frank A. Burke*

NOTIFICATION TO AGENCY  
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 <b>7/29/87</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>William C. Duffy</i> William C. Duffy	D. TITLE Chief, Information Systems Plans and Policies Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>Amend item 12 (Retirement Annuity Roll Questionnaire), of Administrative Manual Supplement 44-3, Disposition of Records, as per attached.</p> <p>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.</p> <p>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.</p> <p>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.</p>	NCI-146-84-3	

*copies to agency, NNF*