

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-146-84-3</i>	
DATE RECEIVED <i>3-22-84</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6-20-84</i> Date	<i>[Signature]</i> Archivist of the United States

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
Information Management Division

3. MINOR SUBDIVISION
Information Systems Plans and Policies Branch

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

5. TEL EXT
632-7714

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>3/15/84</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> William C. Duffy	E. TITLE Chief, Information Systems Plans and Policies Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	Amend the Retirement (RET) section of Administrative Manual Supplement 44-3, Disposition of Records, as per attached.		
2	Amend the Insurance (INS) section of Administrative Manual Supplement 44-3, Disposition of Records, as per attached. Also attached is copy of GAO letter dated February 29, 1984.		

Agency of NMF sent 6-27-84 by DMW.

RETIREMENT

This grouping of records consists of documents relating to the administration of the civil service retirement system.

Item No.	Title and Description of Records	Disposition
1.	Retirement Record Case Files ("2806 Files").	Destroy 115 years from date of employee's birth or 30 years after date of employee's death, if no application for benefits is received.
2.	Closed Annuity Files (completed "2806 Files").	Destroy 115 years from date of employee's birth or 30 years after date of employee's death, if no application for benefits is received.
3.	Closed Death Claim File.	Destroy 115 years from date of employee's birth or 30 years after date of employee's death (if a lump sum payment was made) or the survivor's death (if a survivor annuity was paid), if no further application for benefits is received.
4.	Closed Annuity and Death Claim Index File.	Destroy 115 years from date of employee's birth or 30 years after date of death if no application is received.
5.	Retirement General Index.	Destroy 115 years from date of employee's birth or 30 years after date of death if no application for benefits is received.
6.	Statistical Annuitant File.	Destroy 115 years from date of employee's birth or 30 years after date of death if no application for benefits is received.
7.	Register of Separations and Transfers, SF 2807, or equivalent.	Destroy after annual summarization of retirement transaction has been reconciled.
8.	Designation of Beneficiary, SF 2808, or equivalent.	Transfer to Claim File upon receipt.

Item No.	Title and Description of Records	Disposition
9.	Voluntary Contribution Account Card, BRI Form 49-75, or equivalent.	Transfer to Claim File upon receipt of application for refund, annuity, or death benefits.
10.	Service Credit Account Card, BRI Form 49-159, or equivalent.	Transfer to Claim File upon receipt of application for refund, annuity, or death benefits.
11.	Annuity Award Correspondence File.	Break annually. Destroy 1 year after break.
12.	Retirement Annuity Roll Questionnaires.	
	a. Report of Income, BRI Form 49-160, or equivalent.	Break annually. Destroy 6 years after break.
	b. Marital Status Card, BRI Form 49-175, or equivalent.	Break annually. Destroy 6 years after break.
13.	Report of Withholdings and Contributions, SF 2812, or equivalent.	Break annually after reconciliation procedures are completed. Destroy 3 years after break.
14.	Retirement Expenditure Accounting Records.	
	a. General accounts ledgers showing debit and credit entries and reflecting expenditures in summary.	Break annually. Destroy 10 years after break.
	b. Records used as posting and control media, subsidiary to general ledgers and not otherwise provided for in the schedule.	Break annually. Destroy 3 years after break.
15.	Voucher and Schedule of Payments for Retirement Claims, BRI Forms 49-86 and 86a, or equivalents.	Break annually. Destroy after GAO audit or 3 years after break, whichever is earlier.
16.	Disability Retirement Case Files.	Destroy 115 years from date of employee's birth or 30 years after date of employee's death if no application for benefits is received.
17.	Card indexes for temporary disability retirement cases, BRI Form 80-1, or equivalent.	Destroy when applicant is deceased, converted to permanent, or reaches age 59, whichever occurs first.
18.	DELETED (control index).	
19.	DELETED (Regional Disability Retirement Files).	
20.	Standard Form 1199(A), Authorization For Deposit of Federal Recurring Payments.	File by date of receipt. Destroy after the retention of 4 years.
21.	Income Tax Withholding Cards, W4-P.	Destroy 4 years after certificate is superseded or obsolete.

6 years, 3 months CKC
10 years DWZ
 5/30/84

Item No.	Title and Description of Records	Disposition
22.	Financial Management Block Control Ledgers Books.	Break annually. Destroy 3 years after break.
23.	Summary of Today's Changes. Computer listings of daily summary due later.	Break by fiscal year. Destroy 1 year after close of fiscal year.
24.	Special Payments Error and Trigger Listings. Computer printouts.	Destroy after retention of 6 months.
25.	Report on Budget Status. Material on budget estimates.	Break by fiscal year. Destroy 1 year after break.
26.	Investment Treasury Ledger Books.	Break annually. Destroy 10 years after break. <i>6 years, 3 months</i> <i>CRC DW 5/30/84</i>
27.	Register Vouchers	Break annually. Destroy 10 years after break. <i>6 years, 3 months</i> <i>CRC DW 5/30/84</i>
28.	Head Count Summary. Computer listing of head count.	Break by fiscal year. Destroy 1 year after break.
29.	Quality Assurance Adjudication and Review Records.	Destroy when 6 years old or upon issuance of succeeding report, whichever is earlier.
30.	Canal Zone Summary Journals.	Break annually. Destroy 4 years after break.
31.	Canal Zone General Ledgers.	Break annually. Destroy 10 years after break. <i>6 years, 3 months</i> <i>CRC DW 5/30/84</i>

INSURANCE

This grouping of records consists of documents relating to the administration of Federal Employees' Group Life Insurance and Health Benefits Programs.

Item No.	Title and Description of Records	Disposition
1.	Legal and Legislative Reference Files, maintained by office responsible for technical advice on legislative and policy matters affecting the retirement, health benefits, and life insurance programs.	Break every 5 years or earlier if volume warrants. Transfer to FARC 15 years after break or when administrative use has ceased, whichever occurs first. Destroy when 25 years old.
	a. Legal Subject Files; reference material and corresponding indexes relating to documentation of precedent decisions and policy determinations affecting the pay, leave, hours of duty, retirement, health benefits, and life insurance programs, and to review cases forwarded to the Merit Systems Protection Board.	
	b. Legislative Subject Files; reference material and corresponding indexes relating to proposed and enacted legislation affecting the pay, leave, hours of duty, retirement health benefits, and life insurance programs.	Break by term of Congress. Transfer to FARC 15 years after break or when administrative use has ceased, whichever occurs first. Destroy when 25 years old.
2.	Health Benefits and Life Insurance Contract Files; consisting of official contracts with carriers for Federal employee health benefits and life insurance plans, together with correspondence and other documentation relating to the negotiation and interpretation of rates and benefits.	PERMANENT. Break completed contracts annually. Ten years after break: (1) Destroy portion of files relating to compilation of Federal employee brochures, and (2) transfer remainder of files to Boyers. Offer to NARS when 20 years old.
	a. Office responsible for negotiation of agreements with carriers.	
	b. Other offices.	Break completed contracts annually. Destroy 3 years after break.
3.	DELETED (official contracts).	
4.	Claims Correspondence; correspondence with individuals' or carriers' representatives on interpretation of contracts and settlement of Federal employee claims under health benefits and life insurance plans.	

Item No.	Title and Description of Records	Disposition
	a. Disputed claims under 5 CFR 890.105	Break annually. Destroy 2 years after break.
	b. Enrollment reconsiderations under 5 CFR 890.104.	Break annually. Destroy 5 years after break or when administrative needs have been served, whichever occurs first.
5.	Constitutions and bylaws of Federal employee organizations.	Destroy when superseded or obsolete.
6.	Accounting Statements.	
	a. Instructions to carriers regarding preparation of accounting statements with related documentation.	Break annually. Transfer to Boyers 5 years after break. Destroy 20 years after break.
	b. Carrier reports; interim and annual accounting statements of health benefits carriers, together with documents relating to analyses of carrier reports.	Break annually. Transfer to Boyers 5 years after break. Destroy 20 years after break.
7.	Financial schedules; forms and charts summarizing fiscal operations of life insurance, health benefits, and retirement programs.	Break annually. Destroy 20 years after break or when updated or obsolete, whichever occurs first.
8.	Audit reports of health benefits and life insurance carriers, and backup documents together with correspondence relating to resolution of findings.	Break closed files annually. Transfer to FARC 3 years after break. Destroy 10 years after break.
9.	Correspondence relating to conduct of audits.	Break annually. Destroy 3 months after break.
10.	Utilization reports on health benefits program; consisting of statistical analyses used for the conduct of actuarial studies and derived from carrier reports on operation of health benefits programs.	
	a. Hard copies.	Destroy after filming. If not filmed, break annually and destroy 30 years after break or when administrative needs have been served, whichever occurs first.
	b. Microfilm copies.	Break annually. Destroy 30 years after break or when administrative needs have been served, whichever occurs first.

Item No.

Title and Description of Records

Disposition

~~11. Statistical reports and annuitant evaluations of retirement and life insurance programs; consisting of statistical analyses used for the conduct of actuarial studies and based on the operation and projected costs of retirement and life insurance programs.~~

~~a. Hard copies~~

~~Destroy after filming. If not filmed, break annually and destroy 30 years after break or when administrative needs have been served, whichever occurs first.~~

~~b. Microfilm copies.~~

~~Break annually. Destroy 30 years after break or when administrative needs have been served, whichever occurs first.~~

~~c. Auxiliary tabulations.~~

~~Destroy when accuracy of summary pages has been determined.~~

12. Medical Changes; mass transaction listings

Break annually. Destroy 3 years after break.

~~13. Disbursement and life insurance general ledgers.~~

~~Break annually. Destroy 10 years after break.~~ *6 years, 3 months*
CRC
DWR
5/30/94

14. C.D. mechanical listings distribution of monies.

Destroy after retention for 4 years.