

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*N1784-91-1*

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

DATE RECEIVED

*10-23-90*

1. FROM *(Agency or establishment)*

NOTIFICATION TO AGENCY

Railroad Retirement Board

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Charles Mierzwa

FTS 386-3363

*2/13/91*



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 \_\_\_\_\_ 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. ~~Has been requested.~~

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
10-19-90	<i>Chuck Mierzwa</i>	Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
10-29	<u>Bureau of Retirement Claims</u>  Field-address-suspension-termination (Fast) system.  Tape files and outputs (see attachments).	New	

*Copy sent to agency, 5/11/91, NWA, NCF, NNX 2/15/91*

RRB RECORDS SCHEDULE 10

BUREAU OF RETIREMENT CLAIMS

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
10-29	<u>FIELD-ADDRESS-SUSPENSION TERMINATION (FAST) SYSTEM</u>  On-line data base system that provides for the change of an annuitants address. Also provides for the suspension/termination of benefits.	
	(A) Monthly cumulative tape files of Change of Address (COA) and Suspension/Termination Activity	Destroy when 18 months old.
	(B) Outputs generated by FAST system.	
	(1) COA printouts	Send to FRC after file break. Destroy when 6 years 3 months old.  Break file: Every 6 months.
	(2) Suspension/Termination printouts.	Send to FRC after file break. Hold 2 years and destroy.  Break File: End of calendar year.

## EXPLANATORY NOTES

### ITEM 10-29 FIELD-ADDRESS-SUSPENSION-TERMINATION (FAST) SYSTEM

FAST is an on-line data base that allows headquarters and field office personnel to electronically change an annuitant's address. It also allows these personnel to suspend or terminate the payment of benefits to an annuitant. The system has been in use since August of 1987.

Part (A) consists of magnetic tape files that are generated to document cumulative Change of Address (COA) and Suspension/Termination activity that takes place within a given month.

Proposed Disposition: Meets administrative and disaster recovery needs of the bureau.

Part (B) consists of outputs that are produced by the system.

Subsection (1) of part (B) consists of system printouts that document the change of an annuitant's address. Printouts include information as to when and by what individual's authority such transactions took place.

Proposed Disposition: The proposed disposition for subsection (1) is slightly longer than item 10-17, Change of Address Source Documents (RRB Form G-607, NCI 184-89-3)\* which manually documents the change of an annuitant's address. It has been the experience of bureau personnel that the disposition for item 10-17 has adequately met the administrative needs of the bureau in the past. However, a longer disposition is requested for the new electronic printouts to provide for audit and investigation of potential fraud activities related to COA transactions.

Subsection (2) of part (B) consists of printouts that document the suspension/termination of an annuitant's benefits. The printouts list when and by what individual's authority such action took place.

Proposed Disposition: Reference activity for the series is approximately 10 inquiries a month. Though activity diminishes substantially after printouts are ninety days old, bureau personnel report that printouts are occasionally referenced up to two years after they are generated. Proposed disposition therefore, meets administrative needs of bureau.

\* Item 10-17 is still in use by the bureau, though its volume has decreased substantially. We do not wish to delete from the agency schedule at this time. We are evaluating whether to lengthen its current retention to coincide with the retention proposed for item 10-29 (B)(1).