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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0474-2018-0011

Request for Records Disposition Authority

Records Schedule Number DAA-0474-2018-0011
Schedule Status Returned Without Action
Agency or Establishment Federal Retirement Thrift Investment Board
Record Group / Scheduling Group Records of the Federal Retirement Thrift Investment Board
Records Schedule applies to Major Subdivision
Major Subdivision Office of Technology Services
Schedule Subject Technology Services Records
Internal agency concurrences will be provided No

Background Information This office oversees the development and operation of the automated record keeping system which is designed to establish and maintain participant Thrift Savings Plan (TSP) accounts and support TSP programs. The office is also responsible for the development, implementation, and maintenance of the Board data communication systems as well as office automation, administrative information systems support, and Web sites at the Federal Retirement Thrift Investment Board (FRTIB).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	7

GAO Approval

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Outline of Records Schedule Items for DAA-0474-2018-0011

Sequence Number	
1	Serena Business Manager (SBM) Disposition Authority Number: DAA-0474-2018-0011-0001
2	Application Life Cycle Management (HP ALM) Disposition Authority Number: DAA-0474-2018-0011-0002
3	Omni Plus (OPS data file – TSP Recordkeeping System) Disposition Authority Number: DAA-0474-2018-0011-0003
4	Service Now Disposition Authority Number: DAA-0474-2018-0011-0004
5	Tsp.gov and Frtib.gov Web Site Change Control Records Disposition Authority Number: DAA-0474-2018-0011-0005
6	Tsp.gov and Frtib.gov Web Site Migration Records Disposition Authority Number: DAA-0474-2018-0011-0006
7	TSP.GOV and FRTIB.GOV Web Site Feedback and Statistical Reports Disposition Authority Number: DAA-0474-2018-0011-0007

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Records Schedule: DAA-0474-2018-0011

Records Schedule Items

Sequence Number	
1	<p data-bbox="362 414 824 457">Serena Business Manager (SBM)</p> <p data-bbox="362 468 1144 500">Disposition Authority Number DAA-0474-2018-0011-0001</p> <p data-bbox="362 521 1502 712">Serena Business Manager is a process management platform that aims to improve productivity in all phases of process automation. Serena is a platform specially geared towards IT Development and Operations and it integrates processes across FRTIB such as software development, delivery and operations, compliance and governance, and reporting and auditing.</p> <p data-bbox="362 723 917 755">Final Disposition Temporary</p> <p data-bbox="362 776 917 808">Item Status Withdrawn</p> <p data-bbox="362 829 820 861">Is this item media neutral? Yes</p> <p data-bbox="362 883 820 1010">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="362 1021 820 1117">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="362 1149 665 1181">Disposition Instruction</p> <p data-bbox="362 1202 1282 1234">Cutoff Instruction Cutoff at the end of the calendar year.</p> <p data-bbox="362 1255 1209 1287">Retention Period Delete/purge data every 3 years.</p> <p data-bbox="362 1330 665 1361">Additional Information</p> <p data-bbox="362 1383 950 1415">GAO Approval Not Required</p>
2	<p data-bbox="362 1436 990 1478">Application Life Cycle Management (HP ALM)</p> <p data-bbox="362 1489 1144 1521">Disposition Authority Number DAA-0474-2018-0011-0002</p> <p data-bbox="362 1542 1461 1649">HP ALM (Application Life Cycle Management) is a web based tool that manages the application lifecycle for FRTIB applications including project planning, requirements gathering, and testing and development.</p> <p data-bbox="362 1670 917 1702">Final Disposition Temporary</p> <p data-bbox="362 1723 917 1755">Item Status Withdrawn</p> <p data-bbox="362 1776 820 1808">Is this item media neutral? Yes</p> <p data-bbox="362 1830 820 1887">Do any of the records covered by this item currently exist in</p>

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Delete/purge data every 3 years.

Additional Information

GAO Approval Not Required

Omni Plus (OPS data file – TSP Recordkeeping System)

Disposition Authority Number DAA-0474-2018-0011-0003

OmniPlus is the core application within the TSP system. It is the recordkeeping system for all of the TSP accounts. TSP executes a series of batch schedules that include the base OmniPlus programs that process contributions, withdrawals, loan payments, etc – all the various types of TSP transactions. The system is customized and enhanced by developers coding programs in an Omni-specific language called OmniScript.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year.

Retention Period Delete/purge data 65 years* after the death of an employee, member, or annuitant, or former employee or member.

Additional Information

GAO Approval Not Required

Service Now

Disposition Authority Number DAA-0474-2018-0011-0004

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Service Now is the Service Desk ticketing system designed to support IT service automation, resource management, and shared services. The system is delivered as Software-as-a-Service (SaaS) using a government community cloud computing environment.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Delete/purge data every 3 years.

Additional Information

GAO Approval Not Required

Tsp.gov and Frtib.gov Web Site Change Control Records

Disposition Authority Number DAA-0474-2018-0011-0005

Records that contain Web site change requests from Board staff, source code listing, and approvals.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-474-98-1, item 2

Disposition Instruction

Cutoff Instruction Review annually.

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Retention Period Destroy upon dissolution of the TSP.

Additional Information

GAO Approval Not Required

Tsp.gov and Frtib.gov Web Site Migration Records

Disposition Authority Number DAA-0474-2018-0011-0006

Electronic records that contain tsp.gov and frtib.gov Web site migration documentation, i.e., date and time of migration, list of change items, and steps for conducting the migration from the proof server to the production server.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-474-98-1, item 3

Disposition Instruction

Cutoff Instruction Review annually

Retention Period Destroy upon dissolution of the TSP.

Additional Information

GAO Approval Not Required

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TSP.GOV and FRTIB.GOV Web Site Feedback and Statistical Reports

Disposition Authority Number DAA-0474-2018-0011-0007

Electronic records that contain all comments and feedback from Web site users. There is also another set of reports which contains utilization statistics on the Web site, and other reports on the Internet and E-mail at TSP.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-474-98-1, item 4

Disposition Instruction

Cutoff Instruction Review annually.

Retention Period Destroy upon dissolution of the TSP.

Additional Information

GAO Approval Not Required

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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/19/2017	Certify	Diana Avery	Records and Information Manager	Resource Management - Resource Management
01/10/2018	Return Without Action	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1

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