

INACTIVE-ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0478-2012-0008

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2012-0008

Schedule Status Modified Approved Version

Agency or Establishment Office of Personnel Management

Record Group / Scheduling Group Records of the Office of Personnel Management

Records Schedule applies to Major Subdivision

Major Subdivision Human Resource Solutions

Minor Subdivision Scholarship for Services

Schedule Subject Scholarship for Service (SFS) system. The SFS system collects and maintains information regarding students that are a part of the SFS program. The SFS program was established by the National Science Foundation in accordance with the Federal Cyber Service Training Initiative as described in the President's National Plan for Information System Protection and posted on June 16, 2005 in the Federal Register. The Scholarship for Service program serves Federal agencies, colleges and universities, and students attending these agencies. The SFS program provides scholarships that fully fund the typical costs that students pay for books, tuition, and room and board while attending an approved institution of higher learning. Additionally, participants receive stipends of up to \$8,000 for undergraduate students and \$12,000 for graduate students. While still in school, students funded for more than a year will also serve a paid internship at a Federal agency.

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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Records Schedule: **DAA-0478-2012-0008**

Outline of Records Schedule Items for DAA-0478-2012-0008

Sequence Number	
1	Master Files
1.1	Student, Agency and Principal Investigator information Disposition Authority Number: DAA-0478-2012-0008-0002

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Records Schedule Items

Sequence Number	
1	Master Files
1.1	Student, Agency and Principal Investigator information
	Disposition Authority Number DAA-0478-2012-0008-0002
	<p>The system collects application information for students that have been accepted into the SFS program. The system maintains contact information and resume information to allow the agency to contact students eligible for employment. The system collects the following for each type of user: Students complete a registration form which includes the following fields: first name, middle name or initial, last name, suffix, Social Security Number, date of birth, university/college attending, discipline, degree program, current mailing address, country, current phone number, current fax number, other phone number, email address, alternate email address, expected graduation date, date available for internship and mother's maiden name. Agency officials complete a registration form which includes the following fields: agency, sub agency, first name, last name, full address, phone number and extension, fax number, email address and website. Principal investigators complete a registration form which includes the following fields: first name, last name, university/college, department/field, full address, phone number and extension, fax number, email address and website.</p>
	Final Disposition Temporary
	Item Status Inactive
	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? No
	Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0478-2014-0008-0002 New schedule extended retention from 4 years to 6 years.
	Disposition Instruction
	Retention Period Destroy or delete 4 years after creation or upon fulfillment of service to the government, whichever is later.
	Additional Information

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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
07/27/2012	Certify	Tanya Bennett	Chief of Records Management and Data Policy	Office of the Chief Information Officer - Records Management and Data Policy
02/08/2013	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
02/14/2013	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/21/2013	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
04/30/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/01/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/03/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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