

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2013-0003

Schedule Status Returned Without Action

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 Retirement Services

Schedule Subject The Service Credit Redeposit and Deposit System (SCRD) is used to support the mission of Retirement Services and the Chief Information Officer, Financial Services, Trust Funds

Internal agency concurrences will be provided No

Background Information There are two primary groups that perform operations in the service credit system: a) the Records and Deposit in Boyers, Pennsylvania, who develop information about the type and periods of service of federal employees who have applied to make a deposit or redeposit and inputs data into the system to complete a calculation of the amount due; and b) the Trust Funds office who are responsible for managing the billing processes (producing bills and collecting payments). Receivables Management also utilizes the system to post payments or perform reverse payments.

Once the deposit or redeposit has been calculated, OPM sends the employee a bill to include principal and interest, if applicable. The employee may choose to submit payment through the Automated Clearinghouse (ACH) or by check to the U.S. Bank in St. Louis. The bank sends verification of payment information to OPM's Data Center. Designated employees are permitted to make changes to an employee's account. Legal Administrative Specialists (LAS) within Retirement Operations who process retirement cases via the Federal Annuity Claims Expert System (FACES) may view and print account balances but must receive special permission to make adjustments to the account.

Information collected in the system includes Name, Service Credit Claim Number, Date of Birth, Social Security Number, Mailing address, Employment and Financial History.

The legal authority is 5 United States Code (USC), Chapters 83 and 84. The authority for maintenance of the system includes the following with any revisions or amendments: Section 3301 and Chapters 83, 84, and 90 of Title 5, United States Code, and Executive Order 9397, as amended by 13478.

Withdrawing

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	5

GAO Approval

Withdrawn

Outline of Records Schedule Items for DAA-0478-2013-0003

Sequence Number	
1	Inputs Disposition Authority Number: DAA-0478-2013-0003-0001
2	Master Files Disposition Authority Number: DAA-0478-2013-0003-0002
3	Outputs Disposition Authority Number: DAA-0478-2013-0003-0003
4	System Documentation Disposition Authority Number: DAA-0478-2013-0003-0004
5	Backup Tapes Disposition Authority Number: DAA-0478-2013-0003-0005

Withdrawn

Records Schedule Items

Sequence Number

1

Inputs

Disposition Authority Number DAA-0478-2013-0003-0001

Information is collected from the employee's submission of the Standard Form 2803 (CSRS) or Standard Form 3108 (FERS), Application to Make Deposit or Redeposit, and subsequent certified employment information submitted by the Federal agency at which the employee is employed. The payment information is collected electronically either through pay.gov, usbank.com or directly paid to OPM. The information system outputs include individual accounts and balances, management information reports and information about employment history. Federal employees apply to make a deposit or redeposit by submitting the Standard Form 2803 or Standard Form 3108 depending on whether they are currently enrolled in the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). The employee completes part A of the application and then requests that the employing agency complete Part B of the application regarding the employment history. Federal agencies must provide certified information from the employee's records of federal service. The information in this system is obtained from the individual to whom the information pertains, agency pay records, the National Personnel Records Center and Official Personnel Folders. Payments for deposits and/or redeposits can be transmitted electronically to the secure bank through Pay.gov or usbank.com or paid directly to OPM. The secure bank: - Deposits the checks, at the Federal Reserve Bank, for credit into the Treasury General Account. - Processes the data and creates an electronic data file used to update OPM's systems. - Faxes a summary sheet providing summary totals for each category of receipt. The Federal Reserve Bank enters the deposit into CashLink under the Trust Fund's Agency Location Code (ALC). OPM accesses the data by logging on to CashLink. CashLink is an electronic Treasury system that receives deposit information, initiates fund transfers, and processes daily deposits made through multiple collection mechanisms into Treasury's account at the Federal Reserve Bank. It provides Federal agencies information via the Internet to verify deposits (Forms 215 and Debit Voucher Forms 5515), ACH and FEDWIRE Transfers, and adjustment information.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Paper records are kept in accordance with OPM Records Handbook 3.RET.01.

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

No

Disposition Instruction

Retention Period

System TEMPORARY 20 yrs. Records TEMPORARY The electronic information retention schedule is in accordance with the approved retention schedule for Electronic Records, General Records Schedule (GRS) 20, Items B and C. The paper document retention schedule applied is the OPM Records Management Handbook 3.RET.01.

Additional Information

GAO Approval

Not Required

Master Files

Disposition Authority Number

DAA-0478-2013-0003-0002

Information collected in the system includes name, service credit claim number, date of birth, social security number, mailing address, employment, and financial history.

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutral?

No

Explanation of limitation

Paper records are kept in retirement folder in accordance with OPM Records Management Handbook, 3.RET.02, Item No.5, for 115 years from date of employee's birth or 30 years after the date of employee's death, if no application for benefits is received.

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

No

Disposition Instruction

Retention Period

System TEMPORARY. Destroy or delete when superseded or obsolete or 20 yrs whichever comes first. Records TEMPORARY The retention schedule applied is the Electronic Records, General Records Schedule 20 (GRS) Items B and C for electronic data. Paper records are retained per the OPM

Withdrawing

Records Management Handbook, 3.RET.02, Item No.5, for 115 years from date of employee's birth or 30 years after the date of employee's death, if no application for benefits is received.

Additional Information

GAO Approval Not Required

Outputs

Disposition Authority Number DAA-0478-2013-0003-0003

The information system outputs include individual accounts and balances, management information reports and information about employment history.

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? No

Disposition Instruction

Retention Period Destroy or delete when superseded or obsolete or 5 years whichever comes first.

Additional Information

GAO Approval Not Required

System Documentation

Disposition Authority Number DAA-0478-2013-0003-0004

Operating and accreditation documents, individual user manuals, model descriptors, system data requirements, data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports.

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? No

Disposition Instruction

Withdrawn

3

4

5

Retention Period Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (GRS 20, 11a[1])

Additional Information

GAO Approval Not Required

Backup Tapes

Disposition Authority Number DAA-0478-2013-0003-0005

In addition to asynchronous data mirroring, all production volumes are copied to backup tapes and shipped to a remote, secure media storage facility daily, 7 days per week. These tapes are retained for 2 weeks.

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? No

Disposition Instruction

Retention Period (A) Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 20, 8b. (B) Destroy or delete when second back up is verified as successful or when no longer needed for system restoration, administrative, legal, or other audit purposes, whichever is later. GRS 20, 8b.

Additional Information

GAO Approval Not Required

Withdrawn

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
07/09/2013	Certify	Joel Westphal	Supervisory Records Officer	CIO - Records Management
05/07/2015	Return Without Action	David Weber	for	National Archives and Records Administration Records Management Services

Withdrawn