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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0478-2013-0006

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2013-0006
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
Minor Subdivision Retirement Operations
Schedule Subject Services Online is a portal system that allows users to access their records contained in the Annuitant Role System. All records are passed through Services Online to the Annuitant Role System daily.

Services Online is used to support the mission of Retirement Services. SOL provides civil service retirees and survivor annuitants the ability to access their annuity payment information and can make request and or changes listed below.

Approximately two and a half million customers have access to Services Online. It receives approximately 150,000 visits per day. The system processes over 10,000 transactions per month. Annuitants also use SOL to view their annuity statements. Services Online provides the following retirement services on demand to authorized users:

- change Federal income tax withholdings;
- change state income tax withholdings;
- view/print/request duplicate Form 1099-R's;
- establish allotment to an organizations;
- change mailing addresses;
- sign up for direct deposit of annuity payments;
- set up checking or savings allotments;
- view annuity statements
- view history

Internal agency concurrences will be provided No

Background Information Since it resides on the same server as SOL, the Student Self-Certification System (SSCS) is included in this system. SSCS is a self-certification tool. Using a secure web-based service delivery system, students receiving recurring annuity benefits can certify whether they are eligible for continuing benefits based full-time school attendance. The SSCS is used instead of completing the paper form

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Retirement & Insurance (RI) Form 25-14, "Self-Certification of Full-Time School Attendance for the School Year," Note: to be eligible, an applicant must be a surviving child of a former Federal employee or annuitant and an unmarried, full-time student between the ages of 18 and 22.

Student submissions are compiled on a daily basis and transferred to change legacy retirement system's in batch processing. Information displayed on the website is updated on a daily basis with batch file transfers reflecting current school certification records.

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, 87, 89 and 90 of title 5, United States Code, Pub. L. 83-598, 84-356, 86-724, 94-455, and 106-265; and Executive Order 9397.

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	6

GAO Approval

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Outline of Records Schedule Items for DAA-0478-2013-0006

Sequence Number	
1	Inputs Disposition Authority Number: DAA-0478-2013-0006-0001
2	Master File Disposition Authority Number: DAA-0478-2013-0006-0002
3	Outputs Disposition Authority Number: DAA-0478-2013-0006-0003
4	System Documentation Disposition Authority Number: DAA-0478-2013-0006-0004
5	Backup Tapes
5.1	Daily Incremental (differential incremental') on a daily basis Disposition Authority Number: DAA-0478-2013-0006-0005
5.2	Weekly Full back up on Friday Disposition Authority Number: DAA-0478-2013-0006-0006

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Records Schedule DAA-0478-2013-0006

Records Schedule Items

Sequence Number	
1	<p data-bbox="362 421 451 453">Inputs</p> <p data-bbox="362 470 1127 502">Disposition Authority Number DAA-0478-2013-0006-0001</p> <p data-bbox="362 523 1450 959">Civil service retirees and survivor annuitants using the SOL system can make changes to their withholdings from annuity payments. These changes are used to update OPM's legacy retirement systems for benefit payments. Student survivor annuitants use SSCS to submit their school enrollment information which is needed to determine their continuing eligibility for benefits. Forms used for the collection of information include the following: RI 16-28 Authorization for Direct Payments RI 25-14 Self-Certification of Full-Time School Attendance for the School Year – Read More at: RI 25-27, RI 90-12, Get Instructions: RI 25-14A, OMB No. 3206-0032 RI 25-15 Notice of Change in Student's Status – Read More at: RI 25-27, RI 90-12, OMB No. 3206-0032 RI 25-49 Verification of Full-Time School Attendance – Read More at: RI 25-27, RI 90-12, OMB No. 3206-0215 RI 38-128 It's Time to Sign-up for Direct Deposit, OMB 3206-0226</p> <p data-bbox="362 974 906 1006">Final Disposition Temporary</p> <p data-bbox="362 1023 906 1055">Item Status Withdrawn</p> <p data-bbox="362 1072 813 1104">Is this item media neutral? Yes</p> <p data-bbox="362 1121 797 1249">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="362 1283 659 1315">Disposition Instruction</p> <p data-bbox="362 1332 1450 1406">Retention Period Destroy immediately after transfer to Annuitant Role System</p> <p data-bbox="362 1440 656 1472">Additional Information</p> <p data-bbox="362 1489 935 1521">GAO Approval Not Required</p>
2	<p data-bbox="362 1555 516 1587">Master File</p> <p data-bbox="362 1604 1127 1636">Disposition Authority Number DAA-0478-2013-0006-0002</p> <p data-bbox="362 1653 1464 1759">As Services Online is a portal system that passes all inputs to the Annuitant Role System, the master file for SOL only contains audit data related to user IP address, change events, and time stamps.</p> <p data-bbox="362 1776 906 1808">Final Disposition Temporary</p> <p data-bbox="362 1825 906 1857">Item Status Withdrawn</p> <p data-bbox="362 1874 813 1906">Is this item media neutral? Yes</p>

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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 20 yrs whichever comes first.

Additional Information

GAO Approval

Not Required

Outputs

Disposition Authority Number

DAA-0478-2013-0006-0003

All outputs are materials from the Annuitant Role System. The information system outputs requested from SOL include individual's monthly annuity statements and duplicate Internal Revenue Form (IRS)1099R's. SCS outputs a certification of full-time enrollment document.

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

Outputs from Services Online are duplicates of outputs from the Annuitant Role System. Delete immediately from Services Online.

Additional Information

GAO Approval

Not Required

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System Documentation

Disposition Authority Number

DAA-0478-2013-0006-0004

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

Final Disposition

Temporary

Item Status

Withdrawn

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	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 upon authorized deletion of the related master file or database. (GRS 20, 11a[1])
	Additional Information	
	GAO Approval	Not Required
5	Backup Tapes	
5.1	Daily Incremental (differential incremental') on a daily basis	
	Disposition Authority Number	DAA-0478-2013-0006-0005
	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 by a full backup, or when no longer needed for system restoration, whichever is later. GRS 24, 4a2.
	Additional Information	
	GAO Approval	Not Required
5.2	Weekly Full back up on Friday	
	Disposition Authority Number	DAA-0478-2013-0006-0006
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

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

Disposition Instruction

Retention Period

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 24, 4a1.

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
08/13/2013	Certify	Joel Westphal	Supervisory Records Officer	CIO - Records Management
08/20/2013	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
09/03/2013	Submit For Certification	Joel Westphal	Supervisory Records Officer	CIO - Records Management
09/03/2013	Certify	Joel Westphal	Supervisory Records Officer	CIO - Records Management
01/14/2014	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
03/13/2014	Submit For Certification	Joel Westphal	Supervisory Records Officer	CIO - Records Management
03/13/2014	Certify	Joel Westphal	Supervisory Records Officer	CIO - Records Management
09/23/2014	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
10/21/2014	Submit For Certification	Steven Pierce	Government Information Specialist	CIO - Records Management
09/11/2015	Certify	Alicia Hoefke	Agency Records Officer	Chief Information Officer - Records Management
09/11/2015	Return Without Action	David Weber	for	National Archives and Records Administration - Records Management Services

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