

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2014-0008

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 fees while attending an approved institution of higher learning. In addition, students receive an annual stipend. 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0478-2014-0008

Sequence Number	
1	Master Files
1.1	Student contact information Disposition Authority Number: DAA-0478-2014-0008-0001
1.2	Additional Student, Agency and Principal Investigator information Disposition Authority Number: DAA-0478-2014-0008-0002

Records Schedule Items

Sequence Number	
1	Master Files
1.1	<p data-bbox="345 432 735 464">Student contact information</p> <p data-bbox="345 485 1154 516">Disposition Authority Number DAA-0478-2014-0008-0001</p> <p data-bbox="345 537 1495 726">Name and contact information for the students participating in the Scholarship for Services program. Fields that are covered under this item: Student first name, middle name, last name, suffix, current mailing address, country, current phone number, current fax number, other phone number, email address, alternate email address.</p> <p data-bbox="345 747 919 779">Final Disposition Temporary</p> <p data-bbox="345 800 854 831">Item Status Active</p> <p data-bbox="345 852 821 884">Is this item media neutral? Yes</p> <p data-bbox="345 905 805 1031">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="345 1052 1154 1115">GRS or Superseded Authority Citation DAA-0478-2012-0008-0001</p> <p data-bbox="345 1146 659 1178">Disposition Instruction</p> <p data-bbox="345 1199 1398 1283">Retention Period Destroy 10 years and 3 months after student completion of post-graduation commitment</p> <p data-bbox="345 1314 659 1346">Additional Information</p> <p data-bbox="345 1367 951 1409">GAO Approval Not Required</p>
1.2	<p data-bbox="345 1430 1260 1461">Additional Student, Agency and Principal Investigator information</p> <p data-bbox="345 1482 1154 1514">Disposition Authority Number DAA-0478-2014-0008-0002</p> <p data-bbox="345 1535 1495 1921">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. This item covers the following fields for each type of user: Students fields: Social Security Number, date of birth, university/college attending, discipline, degree program, 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</p>

name, last name, university/college, department/field, full address, phone number and extension, fax number, email address and website.

Final Disposition Temporary

Item Status Active

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

GRS or Superseded Authority Citation DAA-0478-2012-0008-0001

Disposition Instruction

Retention Period Destroy or delete 6 years after creation or upon fulfillment of service to the government, whichever is later.

Additional Information

GAO Approval Not Required

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
06/25/2014	Certify	Paul Houston	management Program Analyst	OPM - C IO
08/26/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
09/03/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/03/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/04/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist