

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-478-11- 1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/5/11	
1 FROM (Agency or establishment) Office of Personnel Management		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Chief Information Officer			
3 MINOR SUBDIVISION Retirement Services – Annuity Roll System (ARS)			
4 NAME OF PERSON WITH WHOM TO CONFER Kimberly Wilhelm	5 TELEPHONE NUMBER 202-606-0540	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6 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 on the attached <u>4</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 5-20-11	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patricia Capers</i> Patricia Capers		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The Annuity Roll Systems (ARS) is a part of the US Office of Personnel Management (OPM) Retirement and Benefits office. The Annuity Roll Systems are used to support the mission of Retirement and Benefits. Legal Administrative Specialists in the Retirement and Benefits office enter data from paper records in the system or view information in the system to calculate and maintain retirement benefits under the CSRS and the FERS. The Annuity Roll Systems also receive benefits management information from calculations made in the Federal Annuity Claims Expert System (FACES). Legal Administrative Specialists in the Retirement and Benefits office also enter data from paper records in the FACES system to calculate retirement benefits under the CSRS and the FERS.		WITHDRAWN

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p><b>INPUTS.</b></p> <p>Information is collected from the annuitant's paper-based application for benefits and employment records submitted by the Federal agency at which the former employee was employed Federal agencies must provide certified information from the records of the former employees' history of federal service</p> <p>Information is not collected from commercial aggregators</p> <p>The information system outputs include individual annuity calculations and statements, management information reports, and information about retirement coverage or employment history</p> <p>Federal human resources personnel enter data regarding individual employee's record of Federal employment in the Coverage Determination Application to make a coverage determination The output is the retirement coverage determination</p> <p>Information is uploaded in mass transfers from servicing Federal payroll centers to the Electronic Individual Data Capture Closeout Solution (e-IRR) Once information is uploaded, designated agency users may edit IRR data to correct data errors The output is an Individual Retirement Record from the virtual version in the database</p> <p>Information is also transmitted from the OPM's Federal Annuity Claims Expert System (FACES) and from Services Online</p> <p>Forms used for the collection of information include the following</p> <p>Note Forms with an '*' besides indicates that they are not subject to the Paper Reduction Act</p> <p><u>Standard Forms</u></p> <p>SF-50, Notification of Personnel Action, *</p> <p>SF-2800, Application for Death Benefits (Civil Service Retirement System), OMB No 3206-0156</p> <p>SF-2800A, Documentation and Elections in Support of Application for Death Benefits When Deceased Was an Employee at the Time of Death, OMB No 3206-0156</p>	<p><b>System TEMPORARY</b></p> <p>20 yrs</p> <p><b>Records TEMPORARY</b></p> <p>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</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">WITHDRAWN</p>

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
	<p>SF-2801, Application for Immediate Retirement (CSRS), *</p> <p>SF-2802, Application for Refund of Retirement Deductions (CSRS), OMB No 3206-0128</p> <p>SF-2803, Application to Make Deposit or Redeposit, OMB No 3206-0134</p> <p>SF-2804 and SF 2804-A, Application to Make Voluntary Contributions (CSRS), *</p> <p>SF-2805, Request for Recovery of Debt due the United States. *</p> <p>SF-2806, Individual Retirement Record, *</p> <p>SF-2807, Register of Separations and Transfers (CSRS), *</p> <p>SF-2809, Employee Health Benefits Registration Form, OMB No 3206-0160</p> <p>SF-2810, Notice of Change in Health Benefits Enrollment, *</p> <p>SF-2817, Life Insurance Election Federal Employees' Group Life Insurance Program, OMB No 3206-0230</p> <p>SF-2818, Continuation of Life Insurance Coverage as an Annuitant or Compensation, *</p> <p>SF-2821, Agency Certification of Insurance Status, *</p> <p>SF-2822, Request for Insurance, *</p> <p>SF-3101, Notice of Correction of Individual Retirement Record, *</p> <p>SF- 3100, Individual Retirement Record (FERS), *</p> <p>SF-3104 and SF-3114, Application for Death Benefit (FERS), OMB No 3206-0172</p> <p>SF-3104B, Documentation and Elections in Support of Application for Death Benefits when Deceased was an Employee at the Time of Death (FERS), OMB No 3206-0172</p> <p>SF-3106, Application for Refund of Retirement Deductions (Federal Employees Retirement System) (SF 3106A, Current/Former Spouse's Notification for Refund Retirement Deductions is included with this form ), OMB No 3206-0170</p> <p>SF-3107 and SF 3113, Application for Immediate Retirement (Federal Employees Retirement</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">WITHDRAWN</p>

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
	<p>System), *</p> <p>SF-3109, Election of Coverage (Federal Employees Retirement System)</p> <p>SF 3110, Former Spouse's Consent to FERS Election, *</p> <p>SF-3111, Request for Waiver, Extension, or Search in Connection with Election of FERS Coverage, Federal Employees Retirement System, *</p> <p><u>OPM Forms</u></p> <p>OPM 1482, Agency Certification of Status of Reemployed Annuitant - Federal Employees' Group Life Insurance Program, *</p> <p>OPM 1496A, Application for Deferred Retirement, Civil Service Retirement System (Separations on or after October 1, 1956), OMB No 3206-0121</p> <p>OPM 1510 Certification of Agency Officer of Position and Required Documentation for Discontinued Service Retirement under CSRS or FERS, *</p> <p>OPM 1514 Military Deposit Worksheet, *</p> <p>OPM 1515 Military Service Deposit Election, *</p> <p>OPM 1519 Survivor's Military Service Election - Deceased Employee Covered by Civil Service Retirement System (CSRS) or CSRS Offset, *</p> <p>OPM 1522 Request for Offset for Health Benefits Premiums from Monies Payable Under the Civil Service Retirement System or the Federal Employees Retirement System (in lieu of SF 2805), *</p> <p><u>Retirement Forms</u></p> <p>RI 10-125 Federal Employee Retirement Coverage Corrections Act (FERCCA) Election Form, *</p> <p>RI 16-28 Authorization for Direct Payments</p> <p>RI 20-7 Representative Payee Application - Read More at RI 20-59, OMB No 3206-0140</p> <p>RI 20-64 Letter Reply to Request for Information, OMB No 3206-0235</p> <p>RI 20-64A Former Spouse Survivor Annuity Election - Read More at RI 20-64B, OMB No</p>	<p style="text-align: center; font-size: 2em; font-family: cursive;">WITHDRAWN</p>

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
	<p>3206-0235</p> <p>RI 20-97 Estimated Earnings during Military Service – Read More at RI 83-2, *</p> <p>RI 20-120 Request for Change to Unreduced Annuity – Read More at RI 20-59, OMB No 3206-0245</p> <p>RI 20-122 Certification for Physicians Comparability Allowances (PCA), *</p> <p>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</p> <p>RI 25-15 Notice of Change in Student's Status – Read More at RI 25-27, RI 90-12, OMB No 3206-0032</p> <p>RI 25-41 Initial Certification of Full-Time School Attendance – Read More at RI 25-27, RI 90-12, OMB No 3206-0099</p> <p>RI 25-49 Verification of Full-Time School Attendance – Read More at RI 25-27, RI 90-12, OMB No 3206-0215</p> <p>RI 30-1 Request for Information – Read More at RI 30-13, RI 90-8, OMB No 3206-0143</p> <p>RI 30-10 Disabled/Dependent Questionnaire – Read More at RI 20-59, RI 90-8, RI 25-27, RI 90-12, OMB No 3206-0179</p> <p>RI 34-1 Financial Resources Questionnaire, OMB No 3206-0167</p> <p>RI 38-31 We Need More Information about Your Missing Payment, OMB No 3206-0187</p> <p>RI 38-45 We Need the Social Security Number of the Person Named Below, OMB No 3206-0144</p> <p>RI 38-107 URGENT - Reply Required Within 30 Days to Avoid Interruption of Your Payments</p> <p>RI 38-122 Alternative Annuity and Rollover Election – Read More at RI 38-123, RI 37-22, *</p> <p>RI 38-124 Voluntary Contributions Election – Read More at RI 38-125, RI 37-22, *</p> <p>RI 38-128 It's Time to Sign-up for Direct Deposit, OMB 3206-0226</p>	<p style="text-align: center; font-size: 2em;">WITHDRAWN</p>

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
	<p>RI 38-133 Certification for Title 38 Physicians and Dentists, *</p> <p>RI 76-10 Assignment of Federal Employee's Group Life Insurance - Read More at RI76-10 asp, *</p> <p>RI 79-9 Health Benefits Cancellation/Suspension Confirmation- Read More at RI 79-2, *</p> <p>RI 92-19 Application for Deferred or Postponed Retirement - Federal Employees Retirement System (FERS) – Read More at RI 92-19A, OMB No 3206-0190</p> <p>RI 92-22 Annuity Supplement Earnings Report – Read More at RI 90-8, OMB No 3206-0194</p>	
2	<p><b>MASTER FILES.</b></p> <p>Information collected in the system is the annuity calculation, including the Name, Claim Number, Date of Birth, Social Security Number, mailing and email addresses, employment history, financial information, marital status, and health and life and long term care insurance information</p>	<p><b>System TEMPORARY.</b></p> <p>Destroy or delete when superseded or obsolete or 20 yrs whichever comes first</p> <p><b>Records TEMPORARY</b></p> <p>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</p> <p style="text-align: center; font-size: 2em; font-family: cursive;">WITHDRAWN</p>

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
3	<p><b>OUTPUTS.</b></p> <p>Outputs from the system include annuity payment calculations, management information reports, and reports to other interested parties such as unions regarding dues withholdings from payments, and Federal and State Tax authorities</p> <p>Information may be disclosed to Retirement and Benefits employees by the paper based annuity records or by access to the data in the Annuity Roll Systems on a case-by-case basis. The Chief Information Officer's employees and contractors may access the data in the Annuity Roll Systems</p>	<p><b>Records TEMPORARY.</b></p> <p>Destroy or delete when superseded or obsolete or 5 yrs whichever comes first</p>
4	<p><b>SYSTEM DOCUMENTATION.</b></p> <p>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</p>	<p><b>TEMPORARY.</b></p> <p>Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database (GRS 20, 11a[1])</p>
5	<p><b>BACKUP TAPES.</b></p> <p>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</p> <p>These tapes are retained for 2 weeks</p>	<p><b>TEMPORARY.</b></p> <p>(A) Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later GRS 20, 8b</p> <p>(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</p>

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