

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER ⁴⁷⁸ N1- 466 -11- 3	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Planning & Policy Analysis- Actuary Group System (AGS)			
4 NAME OF PERSON WITH WHOM TO CONFER Steve Niu	5 TELEPHONE NUMBER 215-362-3154	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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	SIGNATURE OF AGENCY REPRESENTATIVE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Actuarial Group System (AGS) is owned by the Office of Personnel Management, Planning & Policy Analysis-Actuary AGS receives statistical extracts from the Federal Employees Retirement System (FERS), Civil Service Retirement System (CSRS), Federal Employee Health Benefits (FEHB), and Federal Employees Group Life Insurance (FGLI) to 1) protect the financial health of the various funds and 2) protect program changes		

WITHDRAWN
5/13/13

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p>INPUTS.</p> <p>AGS receives statistical extracts from the Federal Employees Retirement System (FERS), Civil Service Retirement System (CSRS), Federal Employee Health Benefits (FEHB), and Federal Employees Group Life Insurance (FEGLI) Financial data is provided by the Chief Financial Office, personnel and Postal Service information from Enterprise Human Resource Integration (EHRI) administrators Health insurers provide data during health rating season</p>	<p>System TEMPORARY</p> <p>20 yrs</p> <p>Records TEMPORARY</p> <p>as referred in GRS 1 items 4-7</p>
2	<p>MASTER FILES.</p> <p>AGS receives information from the Enterprise</p>	

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	<p>Human Resource Integrated System (EHRI) for actuarial matching AGS gathers three types of data files including the Health Benefit Data File, the Annuity Role Extract (which is extracted annually), and the Annuity Role Snapshot (which is extracted monthly) All of these files contain SSNs and the Date of Birth (DOB) The system uses the SSNs for actuarial matching SSNs are provided to the Social Security Administration (SSA) in order to accurately match and receive necessary Medicare information for the program</p> <p>The system also receives pertinent actuarial information such as age, salary, service, benefit plan, and more separated into the following categories Postal/Non-Postal, male-female, and CSRS/FERS These are provided in grouped array form</p> <p>AGS receives arrays from EHRI Arrays are spreadsheets (such as 60 by 60) that contain grouped data, for example number of employees and average salary for a specific age and years of service Arrays are then manipulated to reflect non-reported data Manipulated arrays are then used in actuarial valuations This data is typically for in-house reporting</p> <p>Information is shared with the Social Security Administration (SSA) in order for them to give program office necessary Medicare information</p>	<p>System TEMPORARY.</p> <p>Destroy or delete when superseded or obsolete or 20 yrs whichever comes first</p> <p style="text-align: center;"><i>RAWN</i> <i>5/13/13</i></p>
3	<p>OUTPUTS.</p> <p>Present value of liabilities is shared with the Retirement Services group for pricing purposes Present value of liabilities means, "as of the specific date that is the current value of liabilities for the specific group being evaluated" This information is shared with</p>	<p>Records TEMPORARY.</p> <p>Destroy or delete when superseded or obsolete or 5 yrs whichever comes first</p>

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	Office of Inspector General during their audit Also, this information may be shared with the Director's office in order for them to testify on Capitol Hill regarding the cost of the Federal Retirement System	
4	<p>SYSTEM DOCUMENTATION.</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>TEMPORARY.</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>BACKUP TAPES.</p> <p>The application resides on OPM General Support Systems (GSS) and therefore relies on the Enterprise Servers (ESI) GSS backup process</p> <p>Data residing on the ESI GSS is mirrored to the Sterling Forest, NY location in almost real time Backups are processed on a daily basis, are encrypted, and then sent to the First Federal Corporation facility</p> <p>First Federal Corporation receives the daily shipment of tapes and stores it at their facility for seven (7) days Upon completion of the seven (7) day cycle, tapes are returned to OPM OPM's mail facility then ships the case to the Iron Mountain Data Protection and Recovery Services facility in Boyers, PA for an additional seven (7) days</p>	<p>TEMPORARY.</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>

WTH
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