

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-478-11- <i>6</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/2/11</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 - Service Credit Redeposit and Deposit System (SCRD)			
4 NAME OF PERSON WITH WHOM TO CONFER Kimberly Wilhelm	5 TELEPHONE NUMBER 202-606-0540	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 <i>5-25-11</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<del>The <b>Service Credit Redeposit and Deposit System (SCRD)</b> is used to support the mission of Retirement Services and the Chief Information Officer, Financial Services, Trust Funds There are two primary groups that perform operations in the service credit system a) the Refunds 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</del>		

	<p>by check to the U S Bank in St Louis The bank sends verification of payment information to OPM's Data Center</p> <p>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</p> <p>Information collected in the system includes Name, Service Credit Claim Number, Date of Birth, Social Security Number, Mailing address, Employment and Financial History</p> <p>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</p>		
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ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION	
1	<p><b>INPUTS.</b></p> <p>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</p> <p>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</p> <p>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</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>

**WITHDRAWN**

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

WITHDRAWN

2	<p><b>MASTER FILES.</b></p> <p>Information collected in the system includes Name, Service Credit Claim Number, Date of Birth, Social Security Number, Mailing address, Employment and Financial History</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 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 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</p>
3	<p><b>OUTPUTS.</b></p> <p>The information system outputs include individual accounts and balances, management information reports and information about employment history</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>

**WITHDRAWN**

5	<b>BACKUP TAPES.</b>  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	<b>TEMPORARY.</b>  (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
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