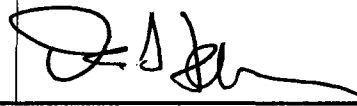
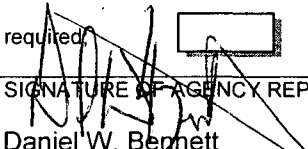


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER NI-590-12-1	
1. FROM (Agency or establishment) Department of the Treasury <i>Joint Board for the Enrollment of Actuaries</i>		DATE RECEIVED 3/19/12	
2. MAJOR SUBDIVISION Internal Revenue Service (IRS), Return Preparer Office (RPO)		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Joint Board for the Enrollment of Actuaries			
4. NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor (Records Office) Patrick McDonough (RPO) Elizabeth Van Osten (RPO) Earl Prater (Office of Profes. Responsibility)		5. TELEPHONE 202-435-6308 202-622-8225 202-622-8257 202-622-8018	DATE 05 Apr 14
5. 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>9</u> page(s) are not now needed for the business of 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.		ARCHIVIST OF THE UNITED STATES 	
DATE 3/14/2012	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W. Bennett		TITLE IRS Records Officer National Office, OS:A:RE:RIM Washington, DC 20224
7. ITEM NO.	8. DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	RG-220 Records of Temporary Committees, Commissions and Boards New Schedule for the Joint Board for the Enrollment of Actuaries (JBEA, or Joint Board) The Employee Retirement Income Security Act of 1974 (ERISA, section 3041) established the Joint Board for the Enrollment of Actuaries (JBEA, or Joint Board). The Joint Board is advised and assisted by an Executive Director, who, pursuant to the Joint Board's Bylaws, is appointed by the Secretary of the Treasury. The Executive Director and his staff are employees of, and are located within, the Internal Revenue Service's Return Preparer Office (RPO), which regulates individuals who prepare tax returns for compensation. The Executive Director operates independently with respect to the Joint Board's enrollment and disciplinary programs, but reports to the RPO Director for administrative purposes (such as personnel and budgeting). It is within this context (and as stipulated in the Board's Bylaws) that Federal Records Center storage	NEW	

REQUEST FOR RECORDS DEPOSITION AUTHORITY
(See Instructions on reverse)

VE BLANK (NARA use only)

JOB NUMBER

N1-590-12-1

expenses will be paid for by the IRS (billed to the Washington, DC Territory for storage at the Washington National Records Center). It is also within this context that RPO staff approached the IRS Records Office to assist in the drafting of this Schedule and its submission to the National Archives on behalf of the Joint Board. The Joint Board reviewed and approved of this Schedule.

**Proposed Records Retention Schedule for the
Joint Board for the Enrollment of Actuaries
February 2012**

Background/Administrative History:

The Employee Retirement Income Security Act of 1974 (ERISA, section 3041) established the Joint Board for the Enrollment of Actuaries (JBEA, or Joint Board). The Joint Board is responsible for the enrollment of individuals who wish to perform actuarial services under ERISA. The Joint Board is composed of five members, three appointed by the Secretary of the Treasury and two appointed by the Secretary of Labor. A non-voting representative of the Pension Benefit Guaranty Corporation participates in the Joint Board's discussions.

The U.S. Government Manual lists the Joint Board as one of the Federal organizations "which were established by congressional or Presidential action, whose functions are not strictly limited to the internal operations of a parent department or agency and which are authorized to publish documents in the *Federal Register*." The Joint Board's listing in the 2009-2010 edition of the U.S. Government Manual may be accessed by entering "actuaries" in the search box at <http://www.gpoaccess.gov/gmanual/index.html>.

An Enrolled Actuary is an individual who is qualified (under JBEA regulations) to perform certain calculations for defined benefit plans. In preparing an actuarial valuation, an enrolled actuary is, in essence, calculating the current and future funding needs of a pension plan. This highly technical process involves estimating plan liabilities (that is, benefits payable under the plan), estimating plan assets, and discounting the estimates to current value. Under ERISA, only enrolled actuaries in active status may perform these services. The Joint Board may, after notice and an opportunity for a hearing, suspend or terminate the enrollment of an individual if the Joint Board finds that such individual has failed to discharge his or her duties under ERISA or does not satisfy the requirements for enrollment that were in effect at the time of enrollment.

The Joint Board, in carrying out its responsibilities under ERISA, is advised and assisted by an Executive Director, who, pursuant to the Joint Board's Bylaws, is appointed by the Secretary of the Treasury. The Executive Director and his staff are employees of, and are located within, the Internal Revenue Service's Return Preparer Office (RPO), which regulates individuals who prepare tax returns for compensation. Although the Executive Director reports to the Director, RPO, for administrative purposes, such as personnel and budgeting, the Executive Director operates independently with respect to the Joint Board's enrollment and disciplinary programs.

Joint Board Records:

This schedule covers Joint Board records not otherwise covered by items in the General Records Schedules (GRS).

1. Organization Files.

Files documenting the Joint Board's establishment, membership, policies, and organization. Records include bylaws, letters of appointment of members and the executive director, and memoranda of understanding with actuarial associations concerning examinations.

Disposition: PERMANENT.

Cut off files at the end of the calendar year.

Transfer to the National Archives 30 years after cutoff.

2. Meeting Minutes.

Minutes documenting the discussions and decisions made by the Board during convened meetings.

Disposition: PERMANENT.

Cut off files at the end of the calendar year.

Transfer to the National Archives 30 years after cutoff.

3. Enrolled Actuary Disciplinary Files.

Records cover current and former subjects and potential subjects of disciplinary actions and proceedings relating to enrolled actuaries, including those who received disciplinary sanctions.

Records include information sent to, or collected by, the Executive Director concerning potential violations of the Joint Board's regulations; records pertaining to the Executive Director's investigation and evaluation of such information; records of disciplinary proceedings brought by the Executive Director before administrative law judges, including records of appeals from decisions in such proceedings; petitions for reinstatement as an enrolled actuary; and the Executive Director's and the Joint Board's decisions and correspondence relating to disciplinary matters.

Disposition: Temporary.

A. Disciplinary Case Files.

Cut off files at the end of the calendar year in which they were closed.

Retire to Records Center 5 years after cutoff.

Destroy 15 years after cutoff.

B. Files of records that did not generate an open disciplinary case.

Cut off files at the end of the calendar year in which the last record was added to the file.

Retire to Records Center 5 years after cutoff.

Destroy 15 years after cutoff.

4. Enrolled Actuary Enrollment Files.

Records cover individuals currently or formerly enrolled as enrolled actuaries; applicants for such enrollment, including those who have appealed proposed denial of enrollment; and individuals who may not apply for enrollment even though they have requested a waiver of the requirement to take the basic actuarial examination or have taken actuarial examinations.

Records include applications for enrollment to perform actuarial services required by ERISA (Forms 5434); requests for waiver of the requirement to take the basic actuarial examination; reports that individuals have engaged in misconduct in connection with taking actuarial examinations; records pertaining to the Joint Board's investigation and evaluation of individuals' eligibility for enrollment; appeals from proposed denials of enrollment; records relating to actuarial examinations; applications for renewal of enrollment (Form 5434-A); training course materials collected during continuing-education compliance audits; requests for waiver of the continuing education requirements; requests for reinstatement of enrollment following termination for failure to renew enrollment; administrative records pertaining to enrollment status, including effective dates; and the Executive Director's and the Joint Board's decisions and correspondence relating to enrollment or renewal of enrollment.

Disposition: Temporary.

A. Enrolled Actuary Files

Cut off files at the end of the calendar year in which enrollments were granted.

Retire to Records Center 1 year after cutoff.

Destroy 40 years after cutoff.

[Note: Beginning in 2014, paper applications for renewals of enrollment will not be filed with retired records. Enrollment status, i.e., active, inactive, retirement, terminated, will be reflected only in e-trak.]

B. Files of individuals who were never enrolled

Cut off files at the end of the calendar year in which the last record was added to the file.

Destroy 10 years after cutoff.

C. Training course materials collected during continuing-education compliance audits

Cut off files at the end of the calendar year in which the Executive Director issued a decision on the enrolled actuary's continuing-education compliance.

Destroy 1 year after cutoff.

5. Correspondence and Miscellaneous Records.

Records cover individuals who correspond with the Joint Board, (including quality and improvement surveys), and individuals who are the subject of correspondence; individuals who request information, including requests pursuant to the Freedom of Information Act or the Privacy Act; and individuals who serve as point of contact for organizations (including organizations that apply for recognition as a sponsor of continuing education for enrolled actuaries). Records do not cover individuals whose records would be covered under Enrolled Actuary Disciplinary Files or Enrolled Actuary Enrollment Files.

Records include correspondence (including, but not limited to, letters, faxes, telegrams and emails) sent and received; mailing lists of, and responses to, quality and improvement surveys of individuals; requests for information; requests for recognition as a sponsor of continuing education for enrolled actuaries; and the Executive Director's and the Joint Board's decisions and correspondence that are not related to disciplinary or enrollment matters.

Disposition: Temporary.

A. Requests for recognition, or continued recognition, as a sponsor of continuing education for enrolled actuaries.

Cut off after expiration of the last sponsor enrollment cycle in which the sponsor received recognition.

Destroy 6 years after cutoff.

B. All other correspondence.

Cut off at end of calendar year (in which the Executive Director or the Joint Board responded, or if no response was required, in which correspondence was received).

Destroy 3 years after cutoff.

6. Inventory Reports.

The Executive Director's reports to the Joint Board and IRS management concerning the processing and disposition of (1) applications for initial enrollment or renewal of enrollment and (2) disciplinary cases.

Disposition: Temporary.

Cut off files at the end of the calendar year in which the report was submitted to the Joint Board.

Destroy 20 years after cutoff.

7. Advisory Committee Reference Files.

The Joint Board, in order to fulfill its statutory duty to enroll qualified individuals as enrolled actuaries to perform services required by ERISA, renews the charter for the Advisory Committee on Actuarial Examinations every two years. Advisory Committee records maintained by the Joint Board are for reference purposes only, and include copies of Advisory Committee charters, advisory committee membership lists, membership applications and related correspondence, advisory committee agenda and minutes, Federal Register notices announcing meetings, Chief Counsel opinions on closed meetings, Federal Advisory Committee Act (FACA) annual reports to GSA, and correspondence from the general public.

Disposition: Temporary.

Cut off files at the end of the renewal period (every 2 years).

Destroy 6 years after cutoff.

Note: Recordkeeping copies of Advisory Committee on Actuarial Examinations records (as created and/or maintained by the Advisory Committee) are permanent under IRM 1.15.63, *General Records Schedule for Temporary Commissions, Boards, Councils and Committees*.

8. e-TRAK Practitioner Tracking System (Electronic Data).

Description:

The e-TRAK Practitioner Tracking System is an electronic relational database for the storage and retrieval of case inventory information. It is a module of the e-trak system, which is used by a number of IRS offices. e-trak Practitioner supersedes the National Office Actuary Tracking System (NOATS) as the Joint Board's primary database for storing and retrieving information concerning the enrollment of enrolled actuaries and disciplinary actions against enrolled actuaries. The Joint Board shares the system with the Office of Professional Responsibility, which uses the system to store and retrieve information concerning its enrollment and disciplinary programs, which are mandated by Treasury Department Circular No. 230.

~~**A. Inputs:** (1) Disciplinary information concerning the investigation, evaluation, and resolution of alleged violations of the Joint Board's regulation by enrolled actuaries, which is obtained from enrolled actuaries' clients, professional associations, the Executive Director's staff, and from enrolled actuaries themselves; (2) individuals' applications/enrollment information, which is obtained from the Executive Director's staff, the Society of Actuaries, and Forms 5434, application for enrollment, and Form 5434-A, application for renewal of enrollment; (3) information concerning requests for recognition, or continued recognition as a sponsor of continuing education for enrolled actuaries, including the sponsors' contact information and the content and scheduling of~~

their offered courses, which is obtained via correspondence from the sponsors themselves.

Disposition: Hard copies of records, with the exception of enrollment renewal applications, are maintained as described in Item 3 for disciplinary records, Item 4 for enrollment records, and item 5 for sponsor information. Paper applications for renewals of enrollment (beginning in 2014, with next renewal cycle) are to be destroyed after capture and verification of ingest into e-TRAK Practitioner.

GRS 20:
Items 2a
and 2a4

B. Data: The data in e-trak generally align with paper records: (1) disciplinary data, including status of disciplinary actions against enrolled actuaries, name and contact information, type of sanction, if any, and effective dates; (2) enrollment data, including individual status information pertaining to current or former applicants for enrollment, and current or former enrolled actuaries, name and contact information, and dates relating to enrollment (if applicable); (3) sponsor data (to be added later), including requests for recognition, or continued recognition, as a sponsor of continuing education for enrolled actuaries, including names and contact information, and effective dates.

Disposition: Temporary.

(1) Disciplinary data

(a) Disciplinary case files

Cut off files at the end of the calendar year in which they were closed.

Delete 15 years after cutoff.

(b) Files of records that did not generate an open disciplinary case

Cut off files at the end of the calendar year in which the last record was added to the file.

Delete 15 years after cutoff.

(2) Enrollment data

(a) Enrolled actuary files

Cut off files at the end of the calendar year in which enrollments were terminated.

Delete 5 years after cutoff.

(b). Files of individuals who were never enrolled

Cut off files at the end of the calendar year in which the last record was added to the file.

Delete 10 years after cutoff.

(3) Sponsor Data

Requests for recognition, or continued recognition, as a sponsor of continuing education for enrolled actuaries.

Cut off after expiration of the last sponsor enrollment cycle in which the sponsor received recognition.

Delete 6 years after cutoff.

~~**C. Outputs:** Include rosters of enrollment status, rosters of disciplinary action status, and enrollment and disciplinary inventory reports.~~

~~**Disposition: Temporary.**~~

~~**Destroy/Delete** when superseded, obsolete or no longer needed, whichever is later.~~

GRS 20:
Item 4

~~**D. System Documentation:**~~

~~Includes data system specifications, interface control document, records layout, and user guide.~~

~~**Disposition: Temporary.**~~

~~**Destroy/Delete** when superseded or 5 years after the system is terminated, whichever is later.~~

GRS 20:
Item 11a

9. National Office Actuary Tracking System (Electronic Data).

Description:

The National Office Actuary Tracking System (NOATS) is the Joint Board's legacy database of enrollment information and disciplinary actions. In 2008, due to security concerns, the NOATS data were taken off line, converted to a Microsoft Access database, and transferred to a compact disk (CD), which the Executive Director's staff uses to reference some files that have not been activated in e-trak Practitioner Tracking System. Once e-trak Practitioner Tracking System is fully functional with respect to Joint Board records, it will be the Joint Board's sole repository of electronic data, and NOATS will be retired.

~~**A. Inputs:** Recordkeeping copies of records are maintained as described in Item 3 for disciplinary records, Item 4 for enrollment records, and item 5 for sponsor information.~~

GRS 20:
Item 2a
and 2a4

B. Data: The data in NOATS generally align with paper records: (1) disciplinary data, including status of disciplinary actions against enrolled actuaries, name and contact information, type of sanction, if any, and effective dates; (2) enrollment data, including individual status information pertaining to current or former applicants for enrollment,

and current or former enrolled actuaries, name and contact information, and dates relating to enrollment (if applicable); (3) data relating to requests for recognition, or continued recognition, as a sponsor of continuing education for enrolled actuaries, including names and contact information, and effective dates.

Disposition: Temporary.

(1) Disciplinary data

(a) Disciplinary case files

Cut off files at the end of the calendar year in which they were closed.

Delete 15 years after cutoff, or 3 years after migration to e-trak, whichever is earlier.

(b) Files of records that did not generate an open disciplinary case

Cut off files at the end of the calendar year in which the last record was added to the file.

Delete 15 years after cutoff, or 3 years after migration to e-trak, whichever is earlier.

(2) Enrollment data

(a) Enrolled actuary files

Cut off files at the end of the calendar year in which enrollments were terminated.

Delete 5 years after cutoff, or 3 years after migration to e-trak, whichever is earlier.

(b) Files of individuals who were never enrolled

Cut off files at the end of the calendar year in which the last record was added to the file.

Delete 10 years after cutoff, or 3 years after migration to e-trak, whichever is earlier.

(3) Sponsor Data

Requests for recognition, or continued recognition, as a sponsor of continuing education for enrolled actuaries.

Cut off after expiration of the last sponsor enrollment cycle in which the sponsor received recognition.

Delete 6 years after cutoff, or 3 years after migration to e-trak, whichever is earlier.

~~**C. Outputs:** Include rosters of enrollment status, rosters of disciplinary action status, and enrollment and disciplinary inventory reports.~~

~~**Disposition: Temporary.**~~

GRS 20:
Item 4

~~Destroy/Delete when superseded, obsolete or no longer needed, whichever is later.~~

D. System Documentation:

Includes data system specifications, interface control document, records layout, and user guide.

Disposition: Temporary.

Destroy/Delete when superseded or 5 years after the system is terminated, whichever is later.

GRS: 20:
Item
11a1