

## Request for Records Disposition Authority

Records Schedule Number DAA-0478-2017-0001

Schedule Status Approved

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 Retirement Services

Schedule Subject Retirement case files

Internal agency concurrences will be provided No

Background Information To replace records schedules from the Civil Service Commission, which became OPM, and update an existing OPM schedule.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0478-2017-0001

Sequence Number	
1	Retirement Case Files Disposition Authority Number: DAA-0478-2017-0001-0001
2	High Profile Retirement Case Files Disposition Authority Number: DAA-0478-2017-0001-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Retirement Case Files</b></p> <p>Disposition Authority Number      <b>DAA-0478-2017-0001-0001</b></p> <p>These files contain documentation that facilitates the proper issuance of payments for federal retirees and their heirs and dependents, which they are vested to receive, protecting the legal and financial rights of these individuals. These records include, but are not limited to, applications; designations of beneficiaries; individual retirement records (IRRs); correspondence; health and life insurance documentation; disability information and medical evidence; refund and deposit documentation; military discharge documentation; certificates of birth, marriage, or death; court orders; reconsideration and appeals documentation; questionnaires; and other applicable documentation.</p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>NC1-146-84-3, RET 1-6</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cut off after all benefits have been applied for and paid to all eligible heirs.</b></p> <p>Retention Period      <b>Destroy after cutoff, and 115 years from the date of employee's birth or 30 years after the date of employee's death, whichever is sooner (5 U.S.C. 8345(i)).</b></p> <p><b>Additional Information</b></p> <p>GAO Approval      <b>Not Required</b></p>
2	<p><b>High Profile Retirement Case Files</b></p> <p>Disposition Authority Number      <b>DAA-0478-2017-0001-0002</b></p>

These files contain documentation that facilitates the proper issuance of payments for identified high profile retirees and their heirs and dependents, which they are vested to receive, protecting the legal and financial rights of these individuals. High profile case files are for persons of historical significance such as former Presidents, Vice Presidents, Members of Congress, high level appointments, survivors of high profile individuals, and anyone who has or is receiving media attention or is historically of high importance, whether famous or infamous. These records include applications; designations of beneficiaries; individual retirement records (IRRs); correspondence; health and life insurance documentation; disability information and medical evidence; refund and deposit documentation; military discharge documentation; certificates of birth, marriage, or death; court orders; reconsideration and appeals documentation; questionnaires; and other applicable documentation.

Final Disposition Permanent

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-478-03-001 item 01a

#### Disposition Instruction

Cutoff Instruction Cut off after all benefits have been applied for and paid to all eligible heirs.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 10 year blocks 30 year(s) after cutoff

#### Additional Information

First year of records accumulation 1970

What will be the date span of the initial transfer of records to the National Archives? From 1970 To 1990

How frequently will your agency transfer these records to the National Archives? Every 10 Years

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital		
Paper	6 Cubic feet	.2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

## 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
11/22/2016	Certify	Alicia Hoefke	Agency Records Officer	Chief Information Officer - Records Management
11/28/2017	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/04/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist