

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-08-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>3/15/08</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION National Business Center		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	
3. MINOR SUBDIVISION Payroll Operations Division			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>7-13-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
5. AGENCY INFORMATION 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>3</u> page(s) are not needed now 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.			
DATE March 11, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	7556 Alpha Database Server 7556.1 BIA Public Law (BPL) 7556.2 Retirement System Data Files 7556.3 Thrift Reporting 7556.4 Credit Card Debt (CCD) 7556.5 Debt Management System 7556.6 Interface Pay System 7556.7 Treasury Offset Program 7556.8 Collection Sub-System (CSS) 7556.9 Electronic Certification System (ECS) 7556.10 Limited Pay System (LPS) 7556.11 Retirement and Insurance Transfer System (RTS) 7556.12 Treasury Memo System (TMS) 7556.13 W2 Corrections 7556.14 SSA FLSA W2 & 1099 7556.15 Leave & Earnings Statements 7556.16 Pay Audit 7556.17 SSA FLSA Back Pay 7556.18 Document Imaging System (DIS) 7556.19 Retirement Card Imaging [See Attached List of Records Descriptions and Requested Disposition Authority.]	N/A	

7556 Alpha Database Server (ADS). Acts as a database server storing data for several client/server applications related to payroll processes, such as benefits, debt management, accounting, pay research, and records management for payroll-related documents.

7556.1 BIA Public Law (BPL). Contains benefits data for employees under the Indian Self-Determination Act (PL-93-638), received and entered into the system for benefits staff to access and review.

Disposition: Temporary. Cut off at the end of the fiscal year. Destroy 56 years after cut-off.

7556.2 Retirement System Data Files. Contains comprehensive retirement data on all employees. Information is transmitted to the Office of Personnel Management.

Disposition: Temporary. Cut off when OPM acceptance of annual summary and destroy 15 years after cut-off.

7556.3 Thrift Reporting Thrift data received and loaded into the application for review and correction, and subsequent transmission to the current payroll system.

Disposition: Temporary. Cut off at close of pay year. Destroy 15 years after cut-off.

~~**7556.4 Credit Card Debt (CCD).** Processes delinquent credit card debts for the Department of the Interior, interfacing with a bank issuing the charge cards for use in travel, fleet, and purchases. All delinquency issues and eventual repayment processes are handled through the system.~~

~~Disposition: Temporary. Cut off at the end of the fiscal year in which final payment is made. Destroy 3 years after cut-off. (GRS 2-18)~~

7556.5 Debt Management System. Tracks debts and collections data related to salary overpayments of active federal employees. Data is used to issue bills, accumulate interest, and provide reports to client accounting offices.

Disposition: Temporary. Cut off at close of pay year in which debt collection is settled. Destroy 15 years after cut-off.

~~**7556.6 Interface Pay System.** Travel Offset data (employee overpayments and advances) received from the Department of Transportation for placement into the Department of the Interior payroll system for the Human Resources Office.~~

~~Disposition: Temporary. Cut off at close of calendar year. Destroy 3 years after cut-off. (GRS 2-23a)~~

~~7556.7 Treasury Offset Program. A centralized debt collection program designed to assist agencies in the collection of delinquent debts owed to the Federal Government. Includes federal debt, child support and tax levies.~~

~~Disposition: Temporary. Cut off after garnishment is terminated. Destroy 3 years after cut-off. (GRS 2-19)~~

~~7556.8 Collection Sub-System (CSS). Contains incoming payments which are received and tracked in the application for review purposes.~~

~~Disposition: Temporary. Cut off at end of fiscal year. Destroy 6 years and 3 months after cut-off. (GRS 6-1a)~~

~~7556.9 Electronic Certification System (ECS). Contains payment certifications for disbursements (payroll). ECS provides a mechanism by which government agencies can review and certify and/or create and modify payment schedules.~~

~~Disposition: Temporary. Cut off when final payment is made. Destroy 6 years, 3 months after cut-off. (GRS 6-1a)~~

~~7556.10 Limited Pay System (LPS). Contains record of checks issued by the government but not cashed by employees. The system also generates individual memoranda that are sent to the respective employees regarding uncashed checks.~~

~~Disposition: Temporary. Cut off at the end of the month. Destroy 6 years and 3 months after cut-off. (GRS 6-1a)~~

7556.11 Retirement and Insurance Transfer System (RTS). System automates the transfer of Federal employee health benefits, retirement, and life insurance program information, payments and adjustments. Reports generated by this system are sent biweekly to OPM.

Disposition: Temporary. Cut off when information is transmitted to OPM. Destroy 6 years 3 months after cut-off.

~~7556.12 Treasury Memo System (TMS). Treasury Memo System receives and tracks payments returned from the Department of Treasury that were unable to be disbursed.~~

~~Disposition: Temporary. Cut off when payment is made. Destroy 6 years and 3 months after cut-off. (GRS 6-1a)~~

7556.13 W2 Corrections. The application is used to issue corrected employee W2 information and to send corrections to the Social Security Administration (SSA).

Disposition: Temporary. Cut off when corrected W2 is sent. Destroy 15 years after cut-off.

7556.14 Social Security Administration / Fair Labor Standard Act W2 & 1099 (SSA FLSA W2 & 1099). Contains W2 & 1099 forms generated for transmission to the payroll system. Data pertains to SSA separated employees who have received FLSA back-pay settlements (see 7556.17). This application is out of commission with the final generation of forms made in 2005.

Disposition: Temporary. Cut off at the end of the fiscal year in which forms are transmitted. Destroy 15 years after cut-off.

7556.15 Leave & Earnings Statements. Contains a record of earnings, leave information, and deductions tailored to each employee using their social security number. Information is loaded into the application for viewing and printing.

Disposition: Temporary. Cut off at close of pay year. Destroy records 15 years after cut-off.

7556.16 Pay Audit. Contains pay and leave data maintained for conducting individual audits of employee pay.

Disposition: Temporary. Cut off when audit is finished. Destroy 15 years after cut-off.
~~(GARS 2.2)~~

7556.17 Social Security Administration/ Fair Labor Standard Act Back Pay (SSA FLSA). Contains historical leave and pay data maintained for access and review as required by benefits staff. Data pertains to SSA separated employees who are due FLSA back-pay settlements. This data is a copy of the official information at the Department of Health and Human Services. (See also item 7556.# for W-2s and 1099s concerning this issue). This application is out of commission with the final generation of forms made in 2005.

Disposition: Temporary. Cut off at the end of the fiscal year in which back pay is made. Destroy 15 years after cut-off.

7556.18 Document Imaging System (DIS). Contains copies of records sent to NARA, maintained as a reference. All records are previously scheduled.

Disposition: Temporary. Destroy when no longer needed.

7556.19 Retirement Card Imaging. Contains scanned copies of retirement packets used for reference purposes. The original documents are sent to the Office of Personnel Management to maintain the official record.

Disposition: Temporary. Cut off when records are sent to OPM. Destroy when no longer needed.

SF 115 Supplementary Cover Sheet

Summary:

This action establishes one new Office of the Secretary series entitled:

“Alpha Database Server,” including nineteen sub-series (see attachments).

Reason for submission:

- (1) This action provides for the disposition of records maintained in the Alpha Database Server (ADS), a previously unscheduled system used for the management and administration of payroll, benefits, and debt management functions.
- (2) This action also incorporates the series into the numbering pattern of the Office of the Secretary’s new records schedule.