	LEAVE BLANK (NARA use only)				
REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	JOB NUMBER N1-58-11- 27				
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	DATE RECEIVED 9/30///				
FROM (Agency or establishment) Department of the Treasury	NOTIFICATION TO AGENCY				
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)	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				
3 MINOR SUBDIVISION Human Capital Office	"withdrawn" in column 10				
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie Welch (Records POC) 703-565-3120 Barbara Zavala 512-499-5136	DATE ARCHIVIST OF THE UNITED STATES				
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 2_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,					
X is not required. Is attached, or	has been requested				
9 18 2011 Daniel W Bennett	TITLE IRS Records Officer National Office, OS A RE L RIM Washington, DC 20224				
7 ITEM NO 8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR N SUPERSEDED 10 ACTION TAKEN JOB CITATION (NARA USE ONLY)				
RCS 1.15.38 for General Records Schedul Personnel Records Adds new IRS Item 46 for WebAssist Sub-Items a. Inputs b. Outputs c. System Data d. System Documentation See attached.	ile for				

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		JOB NUMBER N1-58-11-		
	The WebAssist system is used by IRS retirement specialists to compute various Federal Benefit estimates, including retirement annuity estimate needed in assisting employees with their retirement decisions. The system saves computations and employee profiles and data is provided to the Companies of Personnel Management, Office of Federal Employee Life Insurance, and the USDA	es, ment d Office of		
1.	Inputs: Information in WebAssist is received from the Department of Treasury's Integrated Managem Information System (TIMIS) Information may employee a personnel and payroll data needed compute retirement estimations such as 1 Employee Identification Data - name, social security number, date of birth, sex, race, award received, work schedule, type of appointment, education, training, courses attended, veterans preference, and military service 2 Employment Data – service computation for date probationary period began, date of performating, and date of within-grade increases 3 Position and Pay Data – position identification number, pay plan, step, salary and pay basis, organization location, and accounting classificated Payroll data – earnings and time and attended data 5 Employee retirement and Thrift Savings Plan Disposition: TEMPORARY. Delete/Destroy of	nclude to s leave, nance in ance ance	ens 20.2	
2.	System Data: Information includes computations derived from information received from TIMIS regarding empretirement estimations. Computations include related to full and part-time retirement annuity estimates, Social Security estimates, Service Computation Dates, and Average Salary Computations (High-3 salary, breaks in service time employment, etc.) Disposition: TEMPORARY. Cut off upon retirement. Delete/Destroy 75 years after cut of	oloyee those , Part-		
3.	Outputs: WebAssist provides daily, weekly, monthly, and annual retirement estimation reports depending			

JOB NUMBER REQUEST FOR RECORDS DISPOSITION AUTHORITY N1-58-11-(See Instructions on reverse) the type of retirement estimate report being created These reports are often created on an ad hoc basis A retirement case file is kept by the specialist and sent to OPM upon employee retirement Examples of reports are 1 Service Computation Reports 2 Average Salary Reports 3 CSRS Civilian Deposit report GRS 20.5 4 FERS Civilian Deposit report 5 Military Deposit report 6 Social Security report 7 Part-time probation report 8 Severance pay estimate 9 Supplemental Annuity for reemployment annuitants 10 TSP loan report 11 TSP withdrawals 12 TSP account balance report 13. Employee summary profile report 1. Ad hoc generated reports Disposition: Mailed to employee, and a copy kept in the OPF. 2. Retirement Case File Disposition: Mailed to OPM upon employee retirement. **System Documentation:** 4. Owners Manual, User Manual, Data Dictionary, Software Design Description, Software Requirements, et al exception to **Disposition: TEMPORARY.** Delete/Destroy when superseded or 5 years after the system is terminated, whichever is sooner

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

VE BLANK (NARA use only)