INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-478-10-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.
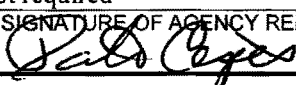
Description:

This schedule is superseded by DAA-0478-2012-0008.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-478-10- 1

To   NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received   5/10/10

1 FROM (Agency or establishment)

Office of Personnel Management

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Office of the Chief Information Officer

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
Human Resource Solutions – Scholarship for Services (SFS)

4 NAME OF PERSON WITH WHOM TO CONFER	**5 TELEPHONE NUMBER**	DATE	ARCHIVIST OF THE UNITED STATES
Kathryn Roberson	405-259-8277	19 KCII	

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 ____4___ 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,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE 5-20-11	SIGNATURE OF AGENCY REPRESENTATIVE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Scholarship for Service (SFS) The OPM Leadership and Talent Management Solution's (LTMS) San Antonio Services Branch is the program management office for Scholarship for Service (SFS) system The SFS system collects and maintains information regarding students that are a part of the SFS program The SFS program was established by the National Science Foundation in accordance with the Federal Cyber Service Training Initiative as described in the President's National Plan for Information System Protection and posted on June 16, 2005 in the Federal Register The Scholarship for Service program serves Federal agencies, colleges and universities, and students attending these agencies The SFS program provides scholarships that fully fund the typical costs that students pay for books, tuition, and room and board while attending an approved institution of higher learning Additionally, participants receive stipends of up to $8,000 for undergraduate students and $12,000 for graduate students While still in school, students funded for more than a year will also serve a paid internship at a Federal agency		

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	**INPUTS.** The system collects the following for each type of user **Students** complete a registration form which includes the following fields first name, middle name or initial, last name, suffix, Social Security Number, date of birth, university/college attending, discipline, degree program, current mailing address, country, current phone number, current fax number, other phone number, email address, alternate email address, expected graduation date, date available for internship and mother's maiden name **Agency officials** complete a registration form which includes the following fields agency, sub agency, first name, last name, full address, phone number and extension, fax number, email address and website **Principal investigators** complete a registration form which includes the following fields first name, last name, university/college, department/field, full address, phone number and extension, fax number, email address and website	**TEMPORARY.** For manually entered data delete when data has been entered into master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, master file or database, which ever is later Real-time data are automatically over written as instrumentation data is updated (GRS 20, item 2b) **TEMPORARY.** Delete when data has been imported into master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, master file or database, which ever is later (GRS 20, 2c)
2	**MASTER FILES.** The system collects application information for students that have been accepted into the SFS program The system maintains contact information and resume information to allow the agency to contact students eligible for employment The system collects the following for each type of user **Students** complete a registration	

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	form which includes the following fields first name, middle name or initial, last name, suffix, Social Security Number, date of birth, university/college attending, discipline, degree program, current mailing address, country, current phone number, current fax number, other phone number, email address, alternate email address, expected graduation date, date available for internship and mother's maiden name **Agency officials** complete a registration form which includes the following fields agency, sub agency, first name, last name, full address, phone number and extension, fax number, email address and website **Principal investigators** complete a registration form which includes the following fields first name, last name, university/college, department/field, full address, phone number and extension, fax number, email address and website	**TEMPORARY.** ~~Destroy or delete 30 years after creation~~ *Cutoff when government obligation is fulfilled* *Destroy or delete 7 years after cutoff.* *see 8/30/11 email. JB*
3	**OUTPUTS.** The system produces reports which are used by the SFS Program Office to manage the ~~system~~ *program.*	**TEMPORARY.** Destroy or delete when superseded or obsolete *see 8/30/11 email JB*
4	**SYSTEM DOCUMENTATION.** 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	**TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database (GRS 20, 11a[1])
5	**BACKUP TAPES.** Full backups are performed on all servers at least once a week, usually on the weekend.	**TEMPORARY.** (A) Destroy or delete when superseded by a full backup, or

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
		when no longer needed for system restoration, whichever is later. GRS 20, 8b
	Differential backups are performed on all servers on all other days All backup servers run NetBackup SQL Backup agent HRT&T has an agreement with a vendor here in Macon, Data Management Business Records, to provide off-site tape storage This vendor makes weekly trips to HRT&T to rotate containers of backup tapes Drop-offs / pick-ups of the containers of backup tapes are on Tuesdays of every week The vendor requests access at front gate and requests departure at exit gate, as required by all vendors The vendor does not have access to facility entrance doors HRT&T personnel meet the vendor at the rear entrance to exchange tape boxes	(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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