

## Request for Records Disposition Authority

Records Schedule Number           DAA-0478-2014-0008

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                 Human Resource Solutions

Minor Subdivision                 Scholarship for Services

Schedule Subject                   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 fees while attending an approved institution of higher learning. In addition, students receive an annual stipend. While still in school, students funded for more than a year will also serve a paid internship at a Federal agency.

Internal agency concurrences will be provided    No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0478-2014-0008

Sequence Number	
1	<b>Master Files</b>
1.1	Student contact information Disposition Authority Number: DAA-0478-2014-0008-0001
1.2	Additional Student, Agency and Principal Investigator information Disposition Authority Number: DAA-0478-2014-0008-0002

## Records Schedule Items

Sequence Number	
1	<b>Master Files</b>
1.1	<b>Student contact information</b>
	Disposition Authority Number <b>DAA-0478-2014-0008-0001</b>
	Name and contact information for the students participating in the Scholarship for Services program. Fields that are covered under this item: Student first name, middle name, last name, suffix, current mailing address, country, current phone number, current fax number, other phone number, email address, alternate email address.
	Final Disposition <b>Temporary</b>
	Item Status <b>Active</b>
	Is this item media neutral? <b>Yes</b>
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>No</b>
	GRS or Superseded Authority Citation <b>DAA-0478-2012-0008</b>
	<b>Disposition Instruction</b>
	Retention Period <b>Destroy 10 years and 3 months after student completion of post-graduation commitment</b>
	<b>Additional Information</b>
	GAO Approval <b>Not Required</b>
1.2	<b>Additional Student, Agency and Principal Investigator information</b>
	Disposition Authority Number <b>DAA-0478-2014-0008-0002</b>
	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. This item covers the following fields for each type of user: Students fields: Social Security Number, date of birth, university/college attending, discipline, degree program, 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.

Final Disposition Temporary

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? No

GRS or Superseded Authority Citation DAA-0478-2012-0008

Disposition Instruction

Retention Period Destroy or delete 6 years after creation or upon fulfillment of service to the government, whichever is later.

Additional Information

GAO Approval Not Required

### 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
06/25/2014	Certify	Paul Houston	management Program Analyst	OPM - C IO
08/26/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
09/03/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/03/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/04/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist