REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)
To National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-00-10
1 From **Office of Federal Housing Enterprise Oversight (OFHEO)** **Record Group 543**		Date Received 10/29/1999
2/3 Major Subdivision **Office of** **Finance and Administration: Human Resources**		Notification to Agency
4 Name of Person with Whom to Confer **Alice Gannon, CRM**	5 Telephone **202-414-3791**	In accordance with the provisions of 44 USC 3303a the disposition request, including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10 Date: 8-29-00 Archivist of the United States: John W. Carlin

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

Date	Signature of Agency Representative **Alice Gannon, CRM**	Title **Records Management Officer**
10/7/99	Alice Gannon, CRM	

7. Item No	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action Taken (NARA Use Only)
	See attached.		

115-109	NSN 7540-00-634-4064 Previous Edition Not Usable	**Standard Form 115** (Rev 3-91) Prescribed by NARA 36 CFR 1228

Agency

Medium - Group:	EIS
Office of Record:	OFA - Office of Finance and Administration - Human Resources
System Popular Name:	**Employee Identification Card System**
NARA Job#:	GRS
Use and Purpose:	A database system which includes the individual's name, photograph, and ID card expiration date to be used on their ID card, as well as their date of birth, social security number, and organization and status (employee or contractor)
System Software:	Software is maintained and dispositioned by VA
System Input:	Memos from OFA HR Officer to VA requesting an ID card
System Data:	Data includes the individual's name, photograph, and ID card expiration date to be used on their ID card, as well as their date of birth, social security number, and organization and status (employee or contractor)
System Output/Reports:	ID Badge/facility security cards
System Documentation:	Documentation is maintained and dispositioned by VA
Software Dispo Authority:	Software is maintained and dispositioned by VA
Input Disposition Authority:	The record copies of these documents are scheduled separately
Data Disposition Authority:	Data is maintained and dispositioned by VA
Output Dispo Authority:	GRS11 4a - Destroy ID Badges 3 months after return to issuing office (OFHEO HR)
Doct'n Dispo Authority:	Documentation is maintained and dispositioned by VA
Software Total Retention:	Temporary - Documentation is maintained and dispositioned by VA
Input Total Retention:	Temporary - These paper documents are scheduled separately
Data Total Retention:	Temporary - Data is maintained and dispositioned by VA
Output Total Retention:	Temporary - GRS11 4a - Destroy 3 months after termination of the individual
Doct'n Total Retention:	Temporary - Documentation is maintained and dispositioned by VA

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 68

OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group:	EIS
Office of Record:	OFA - Office of Finance and Administration - Human Resources
System Popular Name:	**HATS (Human Resources Action-Tracking System)**
NARA Job#:	GRS
Use and Purpose:	A database, owned by HUD and used by OFHEO to request HUD Employee Service Center (ESC) in Chicago to process Requests for Personnel Actions (SF4652) The system is used to move the requests to the ESC and to track HUD processing actions until OFHEO receives the completed SF50 forms
System Software:	Lotus Notes software is maintained and dispositioned as required by HUD
System Input:	SF4652 - Request for Personnel Action (paper) forms signed by Office Directors are retained until the SF50s are received, distributed, and filed
System Data:	SF4652 - Request for Personnel Action data requesting such personnel actions as recruitment, resignation, retirement, transfer, and pay adjustment The data is telecommunicated to HUD HQ, then on to the Employee Service Center (in Chicago) where the requested personnel action is processed and entered, into the NFC database, and documented in the SF50 - Personnel Action Forms (paper) which are mailed to OFHEO
System Output/Reports:	SF50 - Notification of Personnel Action Forms (paper) are placed in the Official Personnel Folders maintained by the HUD Employee Service Center in Chicago Copies of the SF50s are also mailed to OFHEO These copies are distributed to the employee and placed in the Shadow Files
System Documentation:	HUD User Guide
Software Dispo Authority:	Lotus Notes software is maintained and dispositioned as required by HUD
Input Disposition Authority:	SF115
Data Disposition Authority:	Data is dispositioned as required by HUD
Output Dispo Authority:	The SF50s (paper) are scheduled separately
Doct'n Dispo Authority:	SF115
Software Total Retention:	Temporary - Lotus Notes software is maintained and dispositioned as required by HUD
Input Total Retention:	Temporary - GRS 23.8 ~~1-14~~ - Destroy after the information has been converted to an electronic medium and verified (against the SF50s), or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later
Data Total Retention:	Temporary - Data is dispositioned as required by HUD
Output Total Retention:	Temporary - The SF50s (paper) are scheduled separately
Doct'n Total Retention:	Temporary - GRS 20/11 ~~1-14~~ - Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 63

OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group:	EIS
Office of Record:	OFA - Office of Finance and Administration - Human Resources
System Popular Name:	**PCTARE (Time and Attendance for Pay Period)**
NARA Job#:	GRS
Use and Purpose:	A database system, owned by the Department of Agriculture, and used by OFHEO to transmit time & attendance data to the NFC (National Finance Center) in order to process the OFHEO payroll
System Software:	PCTARE software is maintained and dispositioned as required by NFC
System Input:	Time and attendance sheets, the signed, paper record copies, are scheduled separately
System Data:	Time, attendance, and leave category data for each employee is stored and dispositioned by NFC
System Output/Reports:	The Employee Pay Records are maintained by NFC and transferred to the National personnel records center as required by NFC Reports including the "Total Summary from Combined File," (combined data from offices), "Total Hours from Combined File" (by person), "Summary of Job Hours after Transmittal," and "Compare/Combine Combinations" from NFC are all system output reports which are used for processing and validation of data accuracy
System Documentation:	"NFC Procedures, Title 1, Payroll/Personnel Processing Manual, Chapter 21, Time and Attendance Reporting," and the User Guide prepared by OFHEO
Software Dispo Authority:	PCTARE software is maintained and dispositioned as required by NFC
Input Disposition Authority:	Time and attendance sheets, the signed, paper record copies, are scheduled separately
Data Disposition Authority:	Data is stored and disposed of by NFC
Output Dispo Authority:	GRS23 5b
Doct'n Dispo Authority:	SF115
Software Total Retention:	Temporary - PCTARE software is maintained and dispositioned as required by NFC
Input Total Retention:	Temporary - Time and attendance sheets, the signed, paper record copies, are scheduled separately
Data Total Retention:	Temporary - Data is stored and disposed of by NFC
Output Total Retention:	Temporary - GRS23 5b - Destroy the paper validation reports when no longer needed for convenience or reference NFC deletes the validation reports after the information has been transferred to the master file and verified
Doct'n Total Retention:	Temporary - GRS23 5b - Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is latest

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 62

OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group:	EIS
Office of Record:	OFA - Office of Finance and Administration - Human Resources
System Popular Name:	**VIDA - Vacancy Information Database on Access**
NARA Job#:	NI-543-00-10/01
Use and Purpose:	A database of job applicants used as a reporting system and a finding aid for the associated paper documents and as a correspondence facilitator through "mail merge "
System Software:	Microsoft ACCESS 97 for Windows 98
System Input:	Applications and resumes
System Data:	System data includes records for each Vacancy Announcement including its number and position title, for each applicant including their name, address, veteran preference points, and final score, and for each application document including its receipt data and whatever missing information is still required
System Output/Reports:	Reports "Applicants by Job Title," "Vacancy Summary," and ad hoc reports These reports include substantive information, the substance of which has been incorporated into organized files
System Documentation:	System-generated data dictionary
~~**Software Dispo Authority:**~~	~~SF115~~
~~**Input Disposition Authority:**~~	~~These paper documents are scheduled separately.~~
Data Disposition Authority:	SF115
~~**Output Dispo Authority:**~~	~~GRS23-5b~~
Doct'n Dispo Authority:	SF115
~~**Software Total Retention:**~~	~~Temporary - SF115 - Dispose of software upon migration, or when superseded or obsolete~~
~~**Input Total Retention:**~~	~~Temporary - The record copies of these documents are scheduled separately.~~
1a **Data Total Retention:**	NI-543-00-10/01a Temporary - SF115 - Delete with related records when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later
~~**Output Total Retention:**~~	~~Temporary - GRS23.5b - Destroy paper reports when no longer needed for convenience or reference~~
1b **Doct'n Total Retention:**	NI-543-00-10/01b Temporary - SF115 - Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record	OFA - Office of Finance and Administration - Human Resources
Record Series Name	**Applicant File**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Applicant File
Use and Purpose	Documents related to applications for OFHEO jobs, including Vacancy Announcements, applications, resumes and associated correspondence, and the evaluations to document selection decisions
Filing Instructions	File alphabetically by Office name, then Numerically by Vacancy Number
Volume	8 file drawers
Volume Growth	3 file drawers per year
Total Retention: Years/Event	Temporary Records For employment applications, destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier For examining and certification records (delegated agreements) destroy 3 years after termination of agreement For correspondence concerning applications, eligible certification, and all other examining and recruiting operations, cut off annually, and destroy 1 year after cutoff For eligible applications on active register, destroy upon termination of the register (except applications that may be brought forward to new register, if any) For eligible applications on inactive register, destroy 1-2 months after eligible are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision
Disposition Authority	GRS1 15 (applications), GRS1 33 (Examining/Certifications), GRS 1 33k (eligible applications)
If no Dispo Auth	NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record	OFA - Office of Finance and Administration - Human Resources
Record Series Name	**NFC Reports File (Payroll)**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	NFC Reports File (Payroll)
Use and Purpose	Reports (some downloaded from the PCTARE system and some received by mail from the National Finance Center) including leave balance report, error reports, employee roster with salary, withholding codes, and service computation dates, used to check the accuracy of NFC records against source documents (T&A Sheets)
Filing Instructions	File chronologically by pay period
Volume	1 file drawer
Volume Growth	1/2 file drawer/year
Total Retention: Years/Event	Temporary Records Destroy when related actions are completed or when no longer needed, not to exceed 2 years NARA Bulletin 99-04 does not apply
Disposition Authority	GRS2 22a
If no Dispo Auth	NA

Office of Record	OFA - Office of Finance and Administration - Human Resources
Record Series Name	**Performance-Based Action Files**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Performance-Based Action Files
Use and Purpose	Case files and records related to performance-based actions used to document performance problems and assistance Performance-based actions against employees may include removal, suspension, reduction-in-grade, or furlough Files include a copy of the proposed action with supporting documents from the agency and the employee and witnesses
Filing Instructions	File alphabetically by the employee's name
Volume	1/4 file drawer
Volume Growth	5" per year
Total Retention: Years/Event	Temporary Records Destroy 5 years after case is closed After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision
Disposition Authority	GRS1.30b
If no Dispo Auth	NA

Office of Record	OFA - Office of Finance and Administration - Human Resources
Record Series Name	**Shadow File**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Shadow File
Use and Purpose	This file includes a "Shadow File" to the Official Personnel Folders held at the HUD Employee Service Center in Chicago for each OFHEO employee The shadow files include copies of all Personnel Action Forms (SF50) originated since the employee began service at OFHEO, and copies of forms which make changes to benefits selections or to Position Descriptions Files also include copies of completed training forms and performance appraisal forms, as well as emergency information
Filing Instructions	File alphabetically by employee's name
Volume	2-1/2 file drawers
Volume Growth	2" per year
Total Retention: Years/Event	Temporary Records Review annually and destroy superceded or obsolete records Destroy the file relating to an individual employee within 1 year after separation or transfer of employee After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision, which shall also be deleted or destroyed 3 years after separation or transfer of employee
Disposition Authority	Grs1 18a
If no Dispo Auth	NA

Office of Record	OFA - Office of Finance and Administration - Human Resources
Record Series Name	**Time and Attendance File**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Time and Attendance File
Use and Purpose	File includes Leave Application Slips, Time & Attendance Sheets, and PCTARE report sheets used as source documents for data transferred to the National Finance Center (NFC) (Dept of Agriculture), who will prepare the Pay and Leave Statements and process the payroll
Filing Instructions	File alphabetically by the employee's last name
Volume	4 file drawers
Volume Growth	1 file drawer/year
Total Retention: Years/Event	Temporary Records Destroy after GAO audit or when 6 years old, whichever is sooner For Leave Application Slips (signed or unsigned) (~~SF115~~), for Time & Attendance Sheets (~~SF115~~), and for PCTARE report sheets (GRS2 8), destroy after GAO audit or when 6 years old, whichever is sooner. NARA Bulletin 99-04 does not apply
Disposition Authority	~~SF115 and~~ GRS 2 8
If no Dispo Auth	NA