

OPM 98-66

DATE: October 21, 1998

TO: All Agency Payroll Users

FROM: Glenda Gesell, D. P. Branch Manager
Office of Personnel Management

RE: Agency Payroll System Archive Update

It is time once again to archive some information on the Agency Payroll System. We understand you would prefer all your information be readily available at all times, however, archiving does improve system performance.

Beginning November 2, 1998, the information on all employees who have been terminated from your agency for at least two years will be archived. We will then begin archiving information at least two years old for **current** employees.

If you want to make extracts of what is currently on the database, please do so before November 2, 1998. If you discover that you need to have information for a specific employee brought back from archive, please send a written request to me listing the social security number(s). **Requests to unarchive information for entire agencies cannot be honored.**

If you need further information, please call me at (405) 521-6316, or contact Linda Belinski at (405) 521-6321.

GG:lmb