

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on Reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or Establishment)  
FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

2. MAJOR SUBDIVISION  
OFFICE OF COMMUNICATIONS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
GRACE W. BUTLER

5. TELEPHONE  
(202) 942-1683

SAVE BLANK (NARA USE ONLY)

JOB NUMBER

71-474-01-2

DATE RECEIVED

12-4-2000

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 6/7/29/02 ARCHIVIST OF THE UNITED STATES

Howard Plowch

## 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 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.

DATE

11/27/00

SIGNATURE OF AGENCY REPRESENTATIVE

Grace W. Butler

TITLE

Records Management Officer

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION

10. ACTION  
TAKEN (NARA  
USE ONLY)

1. Chronological Reading File
- This file consists of all outgoing communications created by the OC, including internal memoranda and external letters.
- Disposition: Cut off files at the end of the calendar year. Destroy 3 years after cutoff.

NI-474-97-3,  
item 4

cc: Agency, NR, NWM, NWMW