

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0474-2018-0007**

Schedule Status                      **Approved**

  

Agency or Establishment              **Federal Retirement Thrift Investment Board**

Record Group / Scheduling Group      **Records of the Federal Retirement Thrift Investment Board**

Records Schedule applies to              **Major Subdivision**

Major Subdivision                      **Office of Resource Management**

Schedule Subject                      **Organizational Charts**

Internal agency concurrences will be provided      **No**

  

Background Information                      **This office is responsible for the administrative services and human resource management of the FRTIB, (i.e., personnel, general operations support, records management, physical and personnel security, and administrative support).**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0474-2018-0007

Sequence Number
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1
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Organizational Charts
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Disposition Authority Number: DAA-0474-2018-0007-0001
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## Records Schedule Items

Sequence Number

1

### Organizational Charts

Disposition Authority Number **DAA-0474-2018-0007-0001**

Hierarchical charts that identify each FRTIB Office and employee by name and position title.

Final Disposition **Permanent**

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**

### Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1988 To 2003**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	2 GB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

### 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
12/18/2017	Certify	Diana Avery	Records and Information Manager	Resource Management - Resource Management
02/28/2018	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/08/2018	Submit For Certification	Diana Avery	Records and Information Manager	Resource Management - Resource Management
03/08/2018	Certify	Diana Avery	Records and Information Manager	Resource Management - Resource Management
04/24/2018	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/25/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
04/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist