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 ADMINISTRATION

3. MINOR SUBDIVISION

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

5. TELEPHONE
   (202) 942-1683

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,

   X is not required; □ is attached; or □ has been requested.

   DATE
   3/14/00

   SIGNATURE OF AGENCY REPRESENTATIVE
   Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   See Attachment.

9. GRS OR SUPERSEDED JOB CITATION
   NI-474-97-5, item 2

10. ACTION TAKEN (NARA USE ONLY)

36 CFR 1228

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
1. FRTIB Internal Directives

Copies of each current policy directive for the internal administration of the FRTIB.

A. Office of Administration's official paper record copy.

Disposition: Purge directives from current file when obsolete or superseded. Destroy purged directives when 10 years old.

B. Office of Administration's electronic copy.

Disposition: Purge directive when obsolete or revised.

C. Program Office's copy.

(1) Electronic copies created on word processing systems.

Disposition: Delete after record keeping copy has been produced.

(2) Paper copy used for obtaining management approval.

Disposition: Purge directive when revised or entire directive becomes obsolete.