

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 AUTOMATED SYSTEMS

3. MINOR SUBDIVISION

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

5. TELEPHONE
(202) 942-1683

LEAVE BLANK (NARA USE ONLY)

JOB NUMBER

NI-474-00-3

DATE RECEIVED

5-30-2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES

10-27-00

Grace W. Butler

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 6 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

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

5/24/00

Grace W. Butler

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SUPERSEDED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)

See Attachment.

Agency, NWMM, NR

1. *Taped Telephone Conversations of TSP customer service reps.*

The records relate to the administration of the Thrift Savings Plan by a designated record keeper (currently the National Finance Center of the U.S. Department of Agriculture). The records are contained on 8mm electronic cartridges used to tape conversations between participants, beneficiaries, agency representatives, and other third parties and the representatives of the Thrift Savings Plan Service Office, Operations Branch, and Accounting Office. These conversations provide participant account information to participants, personnel/payroll offices, Congressional offices, financial institutions, and certain other interested third parties.

Disposition: Cut off tapes at the end of each calendar year. Destroy 4 years after cutoff.