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 THE GENERAL COUNSEL

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.

6/4/00

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   1. Bankruptcies

      Files that contain bankruptcy petitions against TSP participants and the Office of the General Counsel's legal response.

      Disposition: Cut off closed files at the end of each calendar year. Destroy 3 years after cutoff.

   9. GRS OR SUPERSEDED JOB CITATION
      NI 474-96-2, item 10

   10. ACTION TAKEN (NARA USE ONLY)

DATE RECEIVED
6/16/00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
6/4/01

ARCHIVIST OF THE UNITED STATES

TITLE
Records Management Officer

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
2. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.