

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 BENEFITS & INVESTMENTS

3. MINOR SUBDIVISION
Benefits

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

5. TELEPHONE
(202) 942-1683

LEAVE BLANK (NARA USE ONLY)

JOB NUMBER

71-474-00-6

DATE RECEIVED

8-22-2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

10-1-01

John W. Paul

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 1 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

8/16/00

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 GRS OR SUPERSEDED JOB CITATION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.

See Attachment.

cc: NWMD, NWMW, DR

**Item
No.**

Description of Item and Proposed Disposition

1. Management Reports

- ~~a. Records containing statistical and financial summary information on TSP operations provided by the National Finance Center (NFC), annuity vender, Office of External Affairs (OEA), and Office of Accounting (OA). The records cover population demographics and information regarding loan, withdrawal, and communications (both written and telephone) activities of participants. The official records consist of memoranda to the Executive Director and summary reports.~~

~~Disposition: Permanent. Cut off at the end of the calendar year. Transfer to NARA in 10-year blocks (e.g., 1991-2000 is one block) 5 years after cutoff.~~

- b. Electronic copies of management reports created on data bases, financial spreadsheets, word processing and electronic mail systems.

Disposition: Delete when no longer needed to produce management reports.

- c. Electronic or written source documents (including word processing documents and electronic mail) received from the NFC, OEA and the OA that provide the statistics for the official management reports.

Disposition: Cut off at the end of the calendar year. Destroy 1 year after cut off.

- d. Working papers containing handwritten calculations used to produce the official management report.

Disposition: Destroy 6 months after management approves the final report.

- ~~e. Copies of the official reports maintained by other FRTIB program offices, including the Office of the Executive Director.~~

~~Disposition: Cut off at the end of the calendar year. Destroy 3 years after cut off or when no longer needed, whichever is sooner.~~

- f. Annuity Vender Source Report (GAC # 9374)

Records received from the annuity vender that contain the annuity purchase compilation source report. They are used for reporting data in

OBI's Monthly Activity Report, conductin annual audit reviews, and researching historical annuity data.

Disposition: Cut off files at the end of the calendar year. Retain in originating office and destroy 15 years after cut off.