

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 |

(DO NOT WRITE IN THESE SPACES)

JOB NUMBER *NI-474-01-1*

DATE RECEIVED
10-19-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *4-3-02* ARCHIVIST OF THE UNITED STATES
John W. Cal

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 3 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 <i>9/25/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace W. Butler</i>	TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attachment.	NI-474-97-1 NI-474-98-1, item 4	

cc Agency NR DWMD NWMU

Automated Systems

This group of records consists of documents relating to the responsibilities and activities of the Office of Automated Systems (OAS). This office oversees the development and operation, currently through an interagency agreement with the National Finance Center (NFC), of the automated record keeping system which is designed to establish and maintain participant Thrift Savings Plan (TSP) accounts and support TSP programs. The office is also responsible for the development, implementation, and maintenance of the Board data communication systems as well as office automation, administrative information systems support, and Web sites at the Federal Retirement Thrift Investment Board (FRTIB).

Item No.	Description of Item and Proposed Disposition
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1.	<u>OAS Director's Subject Matter File</u> (NI-474-97-1, item 2)
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~~Paper copies of pertinent incoming and outgoing documents maintained in the OAS Director's office by subject matter. The file duplicates some information that is contained in the reading file.~~

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

2.	<u>Automated Tracking Systems' Documentation</u> (NI-474-97-1, item 5)
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~~Documentation for custom, automated systems used at the FRTIB. Includes a system overview, justification, structure (file layouts), cross references, source code, screens, and report samples.~~

~~Disposition: Destroy when the system for which the documentation was created is obsolete and the records are no longer needed.~~

3.	<u>Application Software Documentation</u> (NI-474-97-1, item 6)
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~~Documentation for each application the FRTIB staff operates, e.g., e-mail, word processing, etc. Includes such information as the workstation setup, administration setup, and software setup (defaults).~~

~~Disposition: Destroy when an application is upgraded or replaced and is no longer needed for administrative purposes.~~

~~4. Component Systems Project Files
(NI-474-97-1, item 7)~~

~~Files that contain all documents relating to software development projects that require that changes be made to the automated TSP record keeping component systems at the NFC, e.g., Project Control Form, correspondence, requirements, and software deliverables.~~

~~Disposition: Cut off closed files at the end of each calendar year and retire to the Washington National Records Center (WNRC). Destroy 3 years after the system is no longer functional.~~

~~5. Component Systems Correspondence Reading Files
(NI-474-97-1, item 9)~~

~~Files containing all correspondence filed in chronological order.~~

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

~~6. TSP System Project Files
(NI-474-97-1, item 10)~~

~~Files that contain all documents relating to main frame, batch, and reports software development projects that require changes be made to the automated TSP record keeping system at the NFC, e.g., Project Control Form, correspondence, requirements, and software deliverables.~~

~~Disposition: Cut off closed files at the end of each calendar year and retire to the WNRC. Destroy 3 years after the system is no longer functional.~~

~~7. TSP System Correspondence Reading File
(NI-474-97-1, item 12)~~

~~Files containing all correspondence filed in chronological order.~~

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

8. Tsp.gov and Ftib.gov Web Site Change Control Records (NI-474-98-1, item 2)

- a. OAS records that contain Web site change requests from Board staff, source code listing, and approvals.

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

- b. Electronic version of the above records.

Disposition: Delete after record keeping copy has been produced.

9. Tsp.gov and Frtib.gov Web Site Migration Records (NI-474-98-1, item 3)

OAS electronic records that contain tsp.gov and frtib.gov Web site migration documentation, e.g., date and time of migration, list of change items, etc.

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

10. Tsp.gov and Frtib.gov Web Site Feedback and Statistical Reports (NI-474-98-1, item 4)

OAS electronic records that contain comments and feedback from Web site users and utilization statistics on the Web site.

Disposition: Archive monthly. Cut off at the end of the calendar year. Destroy data 1 year after cutoff.

11. Tsp.gov and Frtib.gov Web Site Electronic Code (NI 474-98-1, item 5)

Source code for the TSP and Board Web sites.

Disposition: Current code is superseded on an ongoing basis as new code is added/replaced on the Web site. The superseded code will be deleted when no longer needed for agency business.

12. OAS Electronic Records

Electronic copies of OAS records ~~included in disposition jobs NI 474-97-1 and NI 474-98-1~~ that were created using electronic mail and word processing.

Disposition: Delete after record keeping copy has been produced.