

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on Reverse)

DO NOT WRITE IN THESE SPACES (NARA USE ONLY)

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 COMMUNICATIONS

3. MINOR SUBDIVISION

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

5. TELEPHONE
(202) 942-1683

JOB NUMBER

71-474-01-2

DATE RECEIVED

12-4-2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ⁶⁰ ARCHIVIST OF THE UNITED STATES

7/29/02 Howard Rowch

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 4 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 11/27/00	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>Chronological Reading File</p> <p>This file consists of all outgoing communications created by the OC, including internal memoranda and external letters.</p> <p>Disposition: Cut off files at the end of the calendar year. Destroy 3 years after cutoff.</p> <p><i>cc: Agency, NR, NURMD, NURMU</i></p>	NI-474-97-3, item 4	



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date : July 26, 200

Reply to

Attn of : Kevin G. Tiernan, NWML

Subject : Appraisal of N1-474-01-02

To : NWML

The Federal Retirement Thrift Investment Board (FRTIB) submits job number N1-474-01-02 to request disposition authority for records of the Office of Communications Chronological Reading File. These records were previously authorized for disposition under N1-474-97-3, item 4. Under that authority, the approved disposition reads, "Cut off files at the end of the calendar year. Destroy 1 year after cutoff." The proposed disposition is to extend that retention period to 3 years. I concur with the proposed disposition.

According to the NWML Standard Operating Procedures, proposed schedules which increase the retention period for records already approved for temporary retention do not need to be published in the Federal Register and can be signed for approval by NWM.

I recommend approval of this job.

A handwritten signature in black ink that reads "Kevin G. Tiernan". The signature is written in a cursive style.

KEVIN G. TIERNAN
NWML