

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 (OBI)

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

NI-474-02-1

DATE RECEIVED

9-3-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2-7-03

[Signature]

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.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

8/28/02

[Signature]

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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p><u>Loan and Withdrawal Policy and Program Administration Records</u></p> <p>a. Documentation containing memoranda to the Executive Director and other correspondence, and portions of case files that establish the policy and procedures for administration of the withdrawal and loan programs. This file also contains technical requirements for the record keeper (NFC) for implementation of these policies and procedures.</p> <p><u>Disposition:</u> Destroy after policy is obsolete.</p> <p>b. Electronic file of scanned images of signed policy and procedures for administration of the withdrawal and loan programs.</p> <p><u>Disposition:</u> Remove documents to an obsolete file when policy is obsolete. Purge 5 years after the policy is obsolete or superseded.</p> <p>c. Electronic copies of loan and withdrawal policies created on word processing or e-mail systems.</p> <p><u>Disposition:</u> Delete 5 years after policy is obsolete.</p>	<p>NI-474-97-2, item 5</p>	<p><i>See attached sheet for Item 1a.</i></p>

cc Agency NR NWMW

1. Loan and Withdrawal Policy and Program Administration Records

- a. Documentation containing memoranda to the Executive Director and other correspondence, and portions of case files, including supporting material from other offices, that establish the policy and procedures for administration of the withdrawal and loan programs. This file also contains technical requirements for the record keeper (NFC) for implementation of these policies and procedures.

Disposition: Destroy after policy is obsolete.