Schedule Number: N1-474-11-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:
Superseded by GRS 6.1, Item 010 (Email of Capstone officials)

Date Reported: 11/07/2019
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 EXECUTIVE DIRECTOR [OED]

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Vivian A Scott, RM Specialist

5 TELEPHONE
(202) 942-1629

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,

☐ is not required, ☐ is attached, or ☐ has been requested

DATE June 22, 2011
SIGNATURE OF AGENCY REPRESENTATIVE
Barbara P Torres

TITLE Administrative Officer and
Records Management Officer

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Executive Director’s Monthly Calendar
The record keeping copy of the monthly calendar of the Executive Director’s official monthly activities that is maintained by his Executive Assistant

Disposition Cut off at the end of the calendar year Destroy 3 years after cutoff

9 GRS OR SUPERSEDED JOB CITATION
N1-474-97-4, item 6

10 ACTION TAKEN (NARA USE ONLY)

PREVIOUS EDITION NOT USABLE

36 CFR 1228

Prescribed by NARA