

# 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

LEAVE BLANK (NARA USE ONLY)

JOB NUMBER

NI-474-11-2

DATE RECEIVED

6/24/11

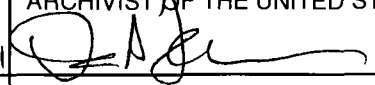
NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

07/01/11

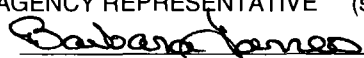


6 AGENCY CERTIFICATION

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  
August 18, 2011

SIGNATURE OF AGENCY REPRESENTATIVE (signed by)  
Barbara P Torres 

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.	<p><b><u>Executive Director's Correspondence Records</u></b></p> <p>The recordkeeping copy of internal and external correspondence records created by the Executive Director that are maintained in chronological order by his Executive Assistant This is official correspondence only and does not include email correspondence of the Executive Director</p> <p><u>Disposition</u> Permanent Cut off at the end of the Executive Director's tenure Transfer to the National Archives 3 years after cutoff</p>		