**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 INVESTMENTS [OI]

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,

   X is not required;  
   ☐ is attached; or  
   ☐ has been requested.

7. **ITEM NO:**

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:**

   **Fund Tracking Systems and Associated Spreadsheets**
   
   Copy of electronic tracking systems and associated spreadsheets for tracking each fund’s investment with the asset manager. Performance reports are produced from the systems.

   a. **Clipper System - Monthly and quarterly summary**
      
      Investment performance reports produced from inception of the TSP investment programs through 2003.
      
      **Disposition.** Archive all data from the system through 2003. Destroy immediately after archiving.

   b. **Daily investment transactions history currently maintained in calendar year “gain/loss” spreadsheets.**
      
      **Disposition.** Cut off at the end of the calendar year. Destroy 10 years after cutoff.

   Superseded by:  
   DAA-0474-2017-0005-0003  
   DATE (MM/DD/YYYY): 7/14/2018

9. **GRS OR SUPERSEDED JOB CITATION:**  
N1-474-98-2, item 1

10. **ACTION TAKEN (NARA USE ONLY):**

PREVIOUS EDITION NOT USABLE

Prescribed by NARA  
36 CFR 1228

INACTIVE - ALL ITEMS SUPERSEDED
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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**

[Signature of Archivist]

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**Title**

Chief Financial Officer

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**Agency Certification**

Date: 11/2/2011

[Signature of Authorized Representative]

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**Request for Records Disposition Authority**

Date: 11/7/11

[Signature of Authorized Representative]