

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on Reverse)

LEAVE BLANK (NARA USE ONLY)

JOB NUMBER

NI-474-94-3

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED

10-27-96

1. FROM (Agency or Establishment)
FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

2. MAJOR SUBDIVISION
OFFICE OF COMMUNICATIONS

3. MINOR SUBDIVISION

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

5. TELEPHONE
(202) 942-1695

DATE

ARCHIVIST OF THE UNITED STATES

9-23-91

John W. Carl

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

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

10/21/96

John A. Coate

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 GRS OR SUPERSEDED JOB CITATION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)

See Attachment.

All changes to this proposed schedule have been approved by:

Edde Murray SEP 2 1997 *Grace W. Butler* 9/9/97
NARA appraiser date Agency representative date

OCT 27 1997 MHT

Copy to: Agency
RWD

Background Information

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees established in the Federal Employees' Retirement System Act of 1986, which has been codified as amended largely at 5 U.S.C. §§ 8401-8479 (1994). It is managed by the Federal Retirement Thrift Investment Board (FRTIB).

The following disposition schedule relates to the records maintained by the FRTIB's Office of Communications (OC). OC oversees the development, planning, and management of the FRTIB's communications program. Responsibilities include conceptualization, writing, and design of published brochures, booklets, forms, posters, and participant information materials, as well as other methods of communication such as videos. This office coordinates all program efforts (related to communications) to enhance Federal employee understanding of the TSP, which includes monitoring the understanding, effectiveness, and acceptance of FRTIB communications by the use of surveys and other empirical research studies.

Item No.	Description of Item and Proposed Disposition
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1.	<u>TSP Forms</u>
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Paper records containing background information on the development of each form used by the TSP, including internal correspondence, clearance documents, and printed forms. It is a history of the form's development.

a.	Current Forms
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Disposition: Cut off when the form or current version is revised or obsolete. Move to the "Old Forms" drawer.

b.	Old Forms
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Disposition: Cut off at the end of the calendar year. Destroy 10 years after cutoff.

c.	Office of Communications Archived Forms
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Disposition: Cut off at the end of the calendar year. Destroy 30 years after cutoff.

d. Record Manager's Archived Forms

(1) Archived forms from CY 1987-1996

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to NARA upon approval of records schedule.

Annual Accumulation: 1.2 cubic inches.
Volume on Hand: 1 cubic foot.

(2) Archived forms beginning with CY 1997.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to NARA in 5-year blocks 30 days after cutoff (e.g., 1/97-12/01 is one block and will go to NARA in 1/02).

Annual Accumulation: 1.2 cubic inches.
Volume on Hand: 1/2 cubic inch.

2. TSP Products

Paper copies containing background information on the development of each publication or communications product (e.g., video) created by the TSP, including internal correspondence, clearance documents, and actual final product, usually in printed format. It is a history of the product's development.

a. Current Products

Disposition: Cut off file when the product is revised or obsolete and move to the "Old Products" drawer.

b. Old Products

Disposition: Cut off at the end of the calendar year. Destroy 10 years after cutoff.

c. Office of Communications Archived Products

Disposition: Cut off at the end of the calendar year. Destroy 30 years after cutoff.

d. Record Manager's Archived Products

(1) Archived products from CY 1987-1996

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to NARA upon approval of records schedule.

Annual Accumulation: 2.4 cubic inches.
Volume on Hand: 2 cubic feet.

(2) Archived products beginning with CY 1997.

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to NARA in 5-year blocks 30 days after cutoff (e.g., 1/97-12/01 is one block and will go to NARA in 1/02).

Annual Accumulation: 2.4 cubic inches.
Volume on Hand: 1 cubic inch.

3. Typesetting Files

This file consists of material typeset by OC, generally from other offices, including the original submission, revisions, clearances, and final camera copy.

Disposition: Cut off at the end of the calendar year. Destroy 5 years after cutoff.

4. Chronological Reading File

This file consists of all outgoing communications created by the OC, including internal memoranda and external letters.

Disposition: Cut off files at the end of the calendar year. Destroy 1 year after cutoff.

5. Research Project Files

This file consists of large-scale research projects concerning TSP participation at individual agencies; employee surveys on various TSP services, programs, and communications; studies on unmailable participant statements; etc. It includes the research plan, management approvals, rough data, analysis of refined data, and the final report.

a. Background papers and rough data.

Disposition: Cut off files at the end of the calendar year during which the project was completed. Destroy 5 years after cutoff.

b. Final report.

Disposition: Cut off files at the end of the calendar year during which the project was completed. Destroy 10 years after cutoff.

6. Agency Head Memoranda to Federal Agencies

This file consists of policy memoranda sent from the Executive Director to the Heads of Federal agencies before every open season in May and November. It usually includes information about current Thrift Savings Plan participation, proposed changes to the Plan, new policies of the Board, and open season material.

a. Office of Communications File

Disposition: Permanent. Cut off at the end of the calendar year. Transfer to NARA in 5-year blocks 30 days after cutoff (e.g., 1/86-12/90 is one block).

Annual Accumulation: .3 cubic foot.
Volume on Hand: 3 cubic feet.

b. Executive Director's File

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

7. Office of Communications Requisition File

This file consists of requisitions and background information for special purchases, such as the TSP video. It duplicates information that is in the Office of Administration's official files.

Disposition: Cut off at the end of the calendar year. Destroy 5 years after completion or cancellation of the requisition or when no longer needed, whichever is sooner.