

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 the Executive Director (OED). OED provides executive level supervision of all Board activities and is responsible for accomplishing the total mission of the Board with a goal of achieving effective, efficient, and economical administration. (A number of the records maintained in this office have been scheduled with other program offices' schedules, since they are duplicates.)

Item No.	Description of Item and Proposed Disposition
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1.	<u>Delegations of Authority</u>
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Memoranda from the Executive Director to FRTIB staff documenting the functions and responsibilities that were delegated to a particular organization and/or staff member.

Disposition: Cut off at the end of the calendar year. Destroy 3 years after the delegation is no longer valid.

2.	<u>Executive Director's Internal Policy Decision File</u>
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Paper copies of internal policy memoranda from FRTIB program offices to the Executive Director recommending approval of FRTIB internal policy and the Executive Director's decision.

Disposition: Permanent. Cut off at the end of the calendar year. Send to the Federal Records Center in 5-year blocks (e.g., 1/86-12/90 is one block) 5 years after cutoff. Transfer to NARA 20 years after cutoff.

Annual Accumulation: 5 cubic inches.
Volume on Hand: 3 cubic feet.

3. Consultant Report Files

Records containing background information from program offices on consultant reports.

Disposition: Cut off at the end of the calendar year during which no further corrective action is necessary. Destroy 3 years after cutoff.

4. Annual Inspector General Act Report

Copies of the FRTIB's Annual Inspector General Act Report that is submitted on October 31 to the Office of Management and Budget and Congress. This is a routine report because the FRTIB has no Inspector General.

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

5. Miscellaneous Correspondence on the Employee Thrift Advisory Council

Correspondence from the Executive Director to the Employee Thrift Advisory Council concerning various matters. It duplicates records maintained by the Office of External Affairs.

Disposition: Cut off at the end of the calendar year. Destroy 1 year after cutoff or when no longer needed for reference, whichever is sooner.

6. Executive Director's Monthly Calendar

The calendar of the Executive Director's official monthly activities that is maintained by his secretary.

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

7. Internal Work Reports of Program Offices

Internal reports made from program offices to the Executive Director concerning the amount of work, types of activities, and status of their programs. These are routine in nature and cover topics, such as the amount of correspondence, status of TSP bulletins, daily staff availability, overtime use, number of court orders received, etc.

a. Executive Director's copy.

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

b. Originating office's copy.

Disposition: Cut off at the end of the calendar year. Destroy 3 years after cutoff or when no longer needed, whichever is sooner.