

REQUEST FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION		JOB NO.	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>- Other business transactions that are necessary to administer and maintain individual TSP accounts.</p> <p>Disposition for the Thrift Savings Plan records is based on Title 5 U.S.C. 8466 (attached). The documents are indexed for retrieval by index number. Thus, each file box and each roll of film contain documents for participants with different ages.</p> <p>FORMS/CORRESPONDENCE/LEGAL DOCUMENTS FILED BY OR FOR THRIFT SAVING PLAN PARTICIPANTS</p>		
1.a	<p>Paper records created prior to January 1, 1996</p> <p>Cut off at the end of the calendar year. Transfer to FRC 2 years after cutoff. Destroy 99 years after cutoff. (Microfilm of documents created prior to 1996 may be retained on-site until reference use ceases.)</p>		
1.b	<p>Microfilmed records created beginning January 1, 1996.</p> <p>Cut off at the end of the calendar year. Transfer to the Civilian Personnel Records Center (the only FRC that accepts microfilm with such long-term retention) 2 years after cutoff. Destroy 99 years after cutoff.</p> <p>Paper source documents created after January 1, 1996 are to be destroyed on-site following verification of microfilm.</p>		