

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on Reverse)

LEAVE BLANK (NARA USE ONLY)

JOB NUMBER

*N1-474-98-1*

DATE RECEIVED

*3-9-98*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*11-5-99*

*John W. Carl*

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

1. FROM (Agency or Establishment)

FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

2. MAJOR SUBDIVISION OFF. OF COMMUNICATIONS, OFF. OF ADMINISTRATION, & OFF. OF AUTOMATED SYSTEMS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

GRACE W. BUTLER

5. TELEPHONE

(202) 942-1683

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 6 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

*2/24/98*

*Grace W. Butler*

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 GRS OR SUPERSEDED JOB CITATION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:

*Mary T. Donovan*  
NARA appraiser

*4/13/99*  
date

*Grace Butler*  
Agency representative

*5/19/99*  
date

*See Comments*

*J 11/18/99*

*cc NR NOME NWMVE + agency*

## Background Information

The Thrift Savings Plan (TSP, Plan) 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 (Board).

The following disposition schedule relates to two Web sites hosted by the Board. Both sites have the same types of records and record schedule, although the responsible offices differ for each site.

The TSP Web site contains information on the Plan that is of particular interest to TSP participants. Participants may also access information concerning their own accounts and download required forms. This site is maintained by the Board's Office of Communications (OC) and Office of Automated Systems (OAS). OC oversees the development, planning, and management of the Board's communications program which includes the maintenance and operation of the tsp.gov Web site. OAS is responsible for the automated technology requirements associated with the Web site and working with the contractor who hosts the tsp.gov Web server.

The frtib.gov Web site contains administrative information, such as job vacancy announcements, procurement requirements, and records subject to the Freedom of Information Act reading room requirements. This site is maintained by the Board's Office of Administration (OAd) and Office of Automated Systems. OAd is responsible for the administrative management of the Board. OAS is responsible for the automated technology requirements associated with the Web site and working with the contractor who hosts the frtib.gov Web server.

Item No.	Description of Item and Proposed Disposition
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1.	<u>TSP.GOV and FRTIB.GOV Web Site Archives</u>
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1.	OC and OAd paper records that contain all screen print-outs of <u>tsp.gov</u> and <u>frtib.gov</u> Web site pages at any given point in time. This is the material as actually seen by a user as of a specific date.
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1.	<u>Disposition:</u> Cut off at the end of the calendar year. Destroy 7 years after cutoff.
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2. TSP.GOV and FRTIB.GOV Web Site Change Control Records

OAS records that contain Web site change requests from the Board's staff, the source code listing, and all clearances.

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

2b - SEE ATTACHED.

3. TSP.GOV and FRTIB.GOV Web Site Migration Records

OAS electronic records that contain tsp.gov and frtib.gov Web site migration documentation, i.e., date and time of migration, list of change items, and steps for conducting the migration from the proof server to the production server.

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

4. TSP.GOV and FRTIB.GOV Web Site Feedback and Statistical Reports

OAS electronic records that contain all comments and feedback from Web site users. There is also another set of reports which contains utilization statistics on the Web site, and other reports on the Internet and E-mail at TSP.

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

5. TSP.GOV and FRTIB.GOV Web Site Electronic Code

Electronic code (HTML, etc.) that contains the information to produce the TSP Web site at any given point in time.

Disposition: Current code is superseded on an ongoing basis as new information is put on the Web site. The code will be destroyed or migrated to a new technology when the Web site ceases to exist.

Item 2b Electronic versions of records created by electronic mail and word processing applications.

Disposition: Delete after recordkeeping copy has been produced.

Item 5 TSP.GOV and FRTIB.GOV Web Site Electronic Code  
Electronic code (HTML, etc.) that contains the information to produce the TSP Web site at any given point in time.

Disposition: Current code is superseded on an ongoing basis as new information is put on the Web Site. The code will be deleted when no longer needed for agency business.

~~Item 6 TSP.GOV and FRTIB.GOV Web Design Records  
Graphic design draft layouts, stock graphic images, correspondence or other records relating to the development of the visual presentation of the web sites.~~

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

*Delete*