<table>
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<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td>See Attachment.</td>
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All changes to this proposed schedule have been approved by:

Mary L. Bonz  4/13/99  Grace W. Butler  5/19/99
NAHA appraiser  date  Agency representative  date

See Comments

115-109  NSN 7540-00-634-4064  STANDARD FORM 115 (REV. 3-91)
PREVIOUS EDITION NOT USABLE
Prescribed by NARA 36 CFR 1228
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.

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<td>1.</td>
<td>TSP.GOV and FRTIB.GOV Web Site Archives</td>
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OC and OAd paper records that contain all screen printouts of tsp.gov and frtib.gov Web site pages at any given point in time. This is the material as actually seen by a user as of a specific date.

Disposition: Cut off at the end of the calendar year. Destroy 7 years after cutoff.
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.

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.