

Request for Records Disposition Authority

Records Schedule Number

DAA-0474-2017-0005

Schedule Status

Approved

Agency or Establishment

Federal Retirement Thrift Investment Board

Record Group / Scheduling Group

Records of the Federal Retirement Thrift Investment Board

Records Schedule applies to

Major Subdivsion

Major Subdivision

Office of Investments

Schedule Subject

Investment Records

Internal agency concurrences will

be provided

No

Background Information

Ol's primary roles in the TSP include developing and implementing investment policy and providing subject matter expertise to the Agency. The functions of the Ol include: 1) developing investment policy for the Agency, 2) managing/monitoring the activities of the TSP's investment manager(s), 3) calculating the returns of the TSP's funds, 4) collecting and calculating data/information that reported to the FRTIB Board and 5) serving as subject matter experts to the various offices within the Agency.

Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	Disposition Items
5	0	5	0

GAO Approval





Sequence Number	
1	Investment and Interfund Policies Disposition Authority Number: DAA-0474-2017-0005-0001
2	Investment Management Oversight Files Disposition Authority Number: DAA-0474-2017-0005-0002
3	Fund Tracking Systems and Associated Spreadsheets Disposition Authority Number: DAA-0474-2017-0005-0003
4	Investment and Subject Matter Support Files Disposition Authority Number: DAA-0474-2017-0005-0004
5	Statistical Reports Disposition Authority Number: DAA-0474-2017-0005-0005



Sequence Number

1 Investment and Interfund Policies

Disposition Authority Number

DAA-0474-2017-0005-0001

All background papers for internal memoranda and decision documents, concerning the development and approval of investment and interfund transfer policies.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

No

GRS or Superseded Authority

N1-474-12-006 / a

Citation

N1-474-12-006 / b

Disposition Instruction

Cutoff Instruction

Disposition: Cut off files at the end of the calendar year. Maintain within the OI Digest electronic system contained on FRTIB's Town Center intranet system.

Retention Period

Destroy upon dissolution of the TSP

Additional Information

GAO Approval

2

Not Required

Investment Management Oversight Files

Disposition Authority Number

DAA-0474-2017-0005-0002

All working papers produced by the Office of Investments, including internal memoranda, reports, decision documents, external correspondence, etc. maintained by subject matter. a) Selection of Investment Managers - All working papers used by the Office of Investments used to support the process in selecting an investment manager to manage the TSP funds. b) Supervision of Investment Managers - All working papers and spreadsheets used to supervise, monitor and review the investment and securities lending activities of the investment manager(s). c) Investment Performance Reports (Quarterly and Monthly) -Summary reports produced by the Office of Investments containing information on investment performance for the funds. The performance report is submitted to the Executive Director and to the Board.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

No

GRS or Superseded Authority

Citation

N1-474-12-004 / 1

Disposition Instruction

Cutoff Instruction Review annually.

Retention Period Destroy upon dissolution of the TSP

Additional Information

GAO Approval Not Required

Fund Tracking Systems and Associated Spreadsheets

Disposition Authority Number DAA-0474-2017-0005-0003

Electronic tracking systems and associated spreadsheets produced/obtained by the Office of Investments for tracking each fund's investment with asset manager(s) a. CFRTRAK (C Fund Tracking System) - This is an electronic tracking system for tracking each C Fund investment with the asset manager. Monthly and quarterly summary investment performance reports are produced form the system. b. FFFTRAK (F Fund Tracking System) - This is an electronic tracking system for tracking each F Fund investment with the asset manager. Monthly and quarterly summary investment performance reports are produced form the system. c. Clipper System - Monthly and quarterly summary investment performance reports produced from inception of the TSP investment programs through 2003. d. Daily investment transactions history currently maintained in calendar year "gain/loss" spreadsheets.

Final Disposition **Temporary**

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Yes

Do any of the records covered by this item exist as structured

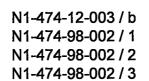
Yes

electronic data?

GRS or Superseded Authority N1-474-12-003 / a

Citation

3



Disposition Instruction

Retention Period Review annually. Destroy upon dissolution of the

TSP

Additional Information

GAO Approval Not Required

Investment and Subject Matter Support Files

Disposition Authority Number DAA-0474-2017-0005-0004

All working papers produced by the Office of Investments, including internal memoranda, reports, decision documents, external correspondence, etc.

maintained by subject matter.

Final Disposition Temporary

Item Status **Active**

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Do any of the records covered by this item exist as structured

electronic data?

GRS or Superseded Authority

Citation

5

N1-474-12-005 / 1

Disposition Instruction

Retention Period Review annually. Destroy upon dissolution of the

TSP.

Yes

Yes

Additional Information

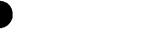
GAO Approval Not Required

Statistical Reports

Disposition Authority Number DAA-0474-2017-0005-0005

Reports (e.g., Report TSP 6007 and Investment Activity Reports) and relevant files containing statistical investment summary information on the TSP funds.

Final Disposition **Temporary**



Item Status

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? No

Active

GRS or Superseded Authority

Citation

N1-474-12-001 / 1

Disposition Instruction

Retention Period Review annually. Destroy upon dissolution of the

TSP.

Additional Information

GAO Approval Not Required



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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	Ву	Title	Organization
12/19/2017	Certify	Diana Avery	Records and Informa tion Manager	Resource Management - Resource Management
12/22/2017	Return for Revisio	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - RDTP2 Archives II Processing Section
01/19/2018	Submit For Certific ation	Trenny Foster	Records and Informa tion Management Sp ecialist	
01/19/2018	Certify	Diana Avery	Records and Informa tion Manager	Resource Management - Resource Management
01/29/2018	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
02/01/2018	Submit For Certific ation	Trenny Foster	Records and Informa tion Management Sp ecialist	Administration Service Division - Records Management Branch
02/01/2018	Certify	Diana Avery	Records and Informa tion Manager	Resource Management - Resource Management
02/26/2018	Return for Revisio n	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
03/12/2018	Submit For Certific ation	Trenny Foster	Records and Informa tion Management Sp ecialist	Administration Service Division - Records Management Branch



03/16/2018	Certify	Diana Avery	Records and Informa tion Manager	Resource Management - Resource Management
06/19/2018	Submit for Concur rence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
06/20/2018	Concur	Rachel BanTonkin	Supervisory Archive s Specialist	National Archives and Records Administration - ACR1
07/03/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
07/14/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist