

## Request for Records Disposition Authority

Records Schedule Number DAA-0474-2017-0004

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 Subdivision

Major Subdivision Office of External Affairs

Schedule Subject External Affairs Records

Internal agency concurrences will be provided No

Background Information This office is responsible for maintaining liaison activities and relations with the Congress, media, Federal agencies, and Employee Thrift Advisory Council (ETAC).

Note that Employee Thrift Advisory Council (ETAC) records are covered by GRS 6.2 - Federal Advisory Committee Records (FACA) because ETAC is a FACA committee:

- Item 0006 was removed from this schedule because meeting files are considered permanent under GRS 6.2, Item 010 (Substantive Committee Records).

- Item 0007 was removed from this schedule because appointment and acceptance documents are considered permanent under GRS 6.2, Item 010 (Substantive Committee Records) and biographical sketches are considered temporary under GRS 6.2, Item 050 (Non-substantive Committee Records).

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0474-2017-0004

Sequence Number	
1	Routine Congressional Correspondence Disposition Authority Number: DAA-0474-2017-0004-0001
2	Congressional Testimony Disposition Authority Number: DAA-0474-2017-0004-0002
3	Significant Legislative Projects Disposition Authority Number: DAA-0474-2017-0004-0003
4	Legislative Project Background Records Disposition Authority Number: DAA-0474-2017-0004-0004
5	Press Releases Disposition Authority Number: DAA-0474-2017-0004-0005

## Records Schedule Items

Sequence Number	
1	<p><b>Routine Congressional Correspondence</b></p> <p>Disposition Authority Number      DAA-0474-2017-0004-0001</p> <p>Correspondence to members of Congress in response to inquiries on TSP participants who are their Constituents. It consists of the incoming letter, FRTIB's reply, and background account information.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than re-mail and word processing?      No</p> <p>GRS or Superseded Authority Citation      N1-474-96-003 / 1</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off at the end of the calendar year.</p> <p>Retention Period                      Destroy 10 year(s) after cut off.</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p>
2	<p><b>Congressional Testimony</b></p> <p>Disposition Authority Number      DAA-0474-2017-0004-0002</p> <p>Final copy of Congressional testimony given by the FRTIB's Executive Director.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than re-mail and word processing?      No</p> <p>GRS or Superseded Authority Citation      N1-474-96-003 / 3</p> <p><b>Disposition Instruction</b></p>

Cutoff Instruction Cutoff at end of calendar year.  
Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when 15 years old.

**Additional Information**

First year of records accumulation 1996  
What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2004  
How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	8 MB	1 MB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

**Significant Legislative Projects**

Disposition Authority Number DAA-0474-2017-0004-0003

Records that contain significant internal and external correspondence, activity reports, impact analysis studies, legal opinions, and printed copies of proposed and enacted TSP legislation.

Final Disposition Permanent

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 e-mail and word processing? No

GRS or Superseded Authority Citation N1-474-96-003 / 4

**Disposition Instruction**

Cutoff Instruction Cut off at the end of the calendar year when project is completed.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when 15 years old.

#### Additional Information

First year of records accumulation 1996

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2004

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.5 MB	.5 MB
Paper	0.5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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#### Legislative Project Background Records

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

Project files relating to proposed and enacted legislation that effect the FRTIB's programs. It includes working papers, such as background material, notes and drafts.

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 e-mail and word processing? No

GRS or Superseded Authority Citation N1-474-96-003 / 5

#### Disposition Instruction

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Cutoff Instruction Cut off at end of calendar year when project is completed.

Retention Period Destroy 20 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**Press Releases**

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

**Record set of press releases** that consists of the original copy of each release.

Final Disposition Permanent

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 e-mail and word processing? No

GRS or Superseded Authority Citation N1-474-96-003 / 6

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks when 15 years old.

**Additional Information**

First year of records accumulation 1988

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2004

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 MB	1 MB
Paper	1 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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## 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 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	By	Title	Organization
12/19/2017	Certify	Diana Avery	Records and Information Manager	Resource Management - Resource Management
05/30/2018	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/18/2018	Submit For Certification	Diana Avery	Records and Information Manager	Resource Management - Resource Management
12/18/2018	Certify	Diana Avery	Records and Information Manager	Resource Management - Resource Management
07/02/2019	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/05/2019	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/17/2019	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/19/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/25/2019	Return to Submitter	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration



07/26/2019	Return to Submitter	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/31/2019	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist