

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

2. MAJOR SUBDIVISION
OFFICE OF ADMINISTRATION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
GRACE W. BUTLER

5. TELEPHONE
(202) 942-1683

AVE BLANK (NARA USE ONLY)

JOB NUMBER

NI- 474 - ~~777~~ 00-2

DATE RECEIVED

3/16/2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

7-31-05

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 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

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SUPERSEDED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)**

1.

See Attachment.

NI-474-97-5,
item 2

1. FRTIB Internal Directives

Copies of each current policy directive for the internal administration of the FRTIB.

A. Office of Administration's official paper record copy.

Disposition: Purge directives from current file when obsolete or superseded. Destroy purged directives when 10 years old.

B. Office of Administration's electronic copy.

Disposition: Purge directive when obsolete or revised.

C. Program Office's copy.

- (1) Electronic copies created on word processing systems.

Disposition: Delete after record keeping copy has been produced.

- (2) Paper copy used for obtaining management approval.

Disposition: Purge directive when revised or entire directive becomes obsolete.