

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on Reverse)

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

1. FROM (Agency or Establishment)

FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

2. MAJOR SUBDIVISION

OFFICE OF THE GENERAL COUNSEL

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

GRACE W. BUTLER

5. TELEPHONE

(202) 942-1683

JOB NUMBER

71-474-04-1

DATE RECEIVED

2-26-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5-27-04

ARCHIVIST OF THE UNITED STATES

John W. Carl

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,

☒ is not required;

☐ is attached; or

☐ has been requested.

DATE

2/23/04

SIGNATURE OF AGENCY REPRESENTATIVE

Grace W. Butler

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SUPERSEDED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)

OGCTRAK

This is an electronic tracking system for bankruptcy, court orders, fraud and forgeries, miscellaneous correspondence, Privacy Act, and litigation cases in the Office of the General Counsel (OGC). It produces necessary information for locating and maintaining the status of all case activity in the OGC.

A. Master Files-Includes attorney assigned, type of case, file location, case status and disposition.

Disposition: Temporary. Delete when no longer needed for administrative purposes.

B. Outputs-Includes statistical reports that identify the status and location of the case by category.

Disposition: Temporary. Delete when no longer needed for administrative purposes.

cc Agency, NR, NWD, NOME, NWDIA, NWDIC

Request for Records Disposition Authority Continuation		Job No.	Page Number
7. Item No.	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action Taken (NARA Use Only)
	<p>C. System Documentation-Includes user guide, user manuals, standard operating procedures, and related system documentation describing access to the system, data entry, and modification and retrieval of data.</p> <p><u>Disposition:</u> Temporary. Destroy/delete when superseded or obsolete, or 1 year after discontinuance of the system.</p>		