

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 ADMINISTRATION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

GRACE W. BUTLER

5. TELEPHONE

(202) 942-1683

JOB NUMBER

91-474-04-2

DATE RECEIVED

6-1-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES

10-15-04

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

5/25/04

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SUPERSEDED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)

1.

Debt Collection Files

These records concern debts owed to the agency by Thrift Savings Plan participants, their beneficiaries, or others that are submitted to its fiduciary insurance carrier (debts prior to CY 2003) or to the Department of Treasury (DOT) (CY 2003 debts to present) for collection.

A. Case Files - Includes the documents that support the validity of the debt, demand letter, required DOT forms, and other miscellaneous records relating the case.

Disposition: Cut off closed cases at the end of the fiscal year in which the debt is resolved or determined to be uncollectable. Destroy 3 years after cutoff.

B. Debt Correspondence Files - Contains miscellaneous internal and external correspondence related to the management of the agency's debt collection program.

Disposition: Cut off at the end of the calendar year. Destroy 3 years after cutoff.

cc Agency NR from WA

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. Debt Collection Status Reports - Contains reports generated by the agency or DOT that provide information to management on the status of the program.</p> <p><u>Disposition:</u> Cut off at the end of the calendar year. Destroy 3 years after cutoff.</p> <p>D. Electronic Mail, Spreadsheet, and Word Processing System Copies - Electronic copies of records that are created on electronic mail, spread sheet, and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail, spreadsheet, and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>1. Copies that have no further administrative value after the recordkeeping copy is made. These include copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p><u>Disposition:</u> Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p><u>Disposition:</u> Destroy/delete when dissemination, revision, or updating is complete.</p>		