

**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 EXECUTIVE DIRECTOR [OED]

## 3. MINOR SUBDIVISION

## 4. NAME OF PERSON WITH WHOM TO CONFER

Vivian A. Scott, RM Specialist

## 5. TELEPHONE

(202) 942-1629

JOB NUMBER

N1-474-11-2

DATE RECEIVED


6/24/11

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2011 

## 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

August 18, 2011

SIGNATURE OF AGENCY REPRESENTATIVE (signed by)

Barbara P. Torres 

TITLE

Records Management Officer

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION10. ACTION  
TAKEN (NARA  
USE ONLY)Executive Director's Correspondence Records

The recordkeeping copy of internal and external correspondence records created by the Executive Director that are maintained in chronological order by his Executive Assistant. This is official correspondence only and does not include email correspondence of the Executive Director.

Disposition: Permanent. Cut off at the end of the Executive Director's tenure. Transfer to the National Archives 3 years after cutoff.

Superseded by Job / Item number:

DAA-0474-2018-0006-0005

Date (MM/DD/YYYY):

05/18/2019