

# 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 FINANCE

3 MINOR SUBDIVISION  
Budget Group

4 NAME OF PERSON WITH WHOM TO CONFER  
Vivian A. Scott, RM Specialist

5 TELEPHONE  
(202) 942-1629

LEAVE BLANK (NARA USE ONLY)

JOB NUMBER

N1-474-12-11

DATE RECEIVED

7/6/12

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

7/13/12

[Signature]

## 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

6/26/12

SIGNATURE OF AGENCY REPRESENTATIVE

Gisile Goethe

[Signature]

TITLE Acting Director, Office of Resource  
Management and Acting RM Officer

7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION

10 ACTION  
TAKEN (NARA  
USE ONLY)

### Monthly Memoranda on the Status of the Budget

#### COPIES

a ~~Recordkeeping copy~~ of monthly memoranda to the Executive Director on the status of the budget based on monthly summary reports received from the Office of Finance – Accounting Group

Disposition Cut off files at the end of the fiscal year Destroy  
3 years after cutoff

b Executive Director's Copy

Disposition Cut off files at the end of the fiscal year Destroy  
1 year after cutoff

N1-474-97-2,  
item 2a

N1-474-97-2  
ITEM 2b

AGENCY  
AGREED  
WITH CHANGE  
PER  
TELEPHONE  
CONFERENCE  
of 2/8/2013  
[Signature]

### **Background Information**

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees established in the Federal Employees' Retirement System Act of 1986, which has been codified as amended largely at 5 U.S.C §§ 8401-8479 (1994). It is managed by the Federal Retirement Thrift Investment Board.

### **Description of Items and Proposed Disposition Authority**

#### **Monthly Memoranda on the Status of the Budget, N1-474-97-2, item 2**

This revised Schedule is being submitted to gain media neutral approval for the recordkeeping copy.

#### **Changes to the Schedule follow.**

- 1 Recordkeeping copy added to description for item a, which is a separate and distinct record with related materials from other copies
- 2 In item a) the obsolete term of "Office of Accounting" has been replaced with Office of Finance, Accounting Group, and so states:

. . monthly summary reports received from the Office of Finance, Accounting Group.

The proposed additions to the existing Schedule will enable electronic storage of a major record generated within the Office of Finance's Budget Group as part of the annual budget request process. The Office of Finance's Budget Group is responsible for control activities of the Federal Retirement Thrift Investment Board (FRTIB), such as budget, and other fiduciary management in its financial oversight.