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| 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 Julia Alessio | 5. TELEPHONE (202) 942-1695 |

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|---|---|
| LEAVE BLANK (NARA use only) | |
| JOB NUMBER N1.474.95.1 | |
| DATE RECEIVED AUG 9 1995 | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 8/21/95 | ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i> |

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 3 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.

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|----------------|--|---------------------------------|
| DATE 8/8/95 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Julia Alessio</i> | TITLE Agency Records Officer |
|----------------|--|---------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1 | <p>This series of records consists of documents relating to the administration of the Thrift Savings Plan by a designated Recordkeeper. The documents are a series of Participants' Forms and the disposition is the same for all of the forms. The current Recordkeeper is the National Finance Center (Department of Agriculture).</p> <p>This request for records disposition authority is a first time request. None of the records are covered by the General Records Schedule.</p> <p>Disposition for the Thrift Savings Plan records is based on Title 5 U.S.C. 8466 (1995). The documents are indexed for retrieval by index number. Thus, each file box and each roll of film contains documents for participants with different ages.</p> <p>FORMS FILED BY OR FOR THRIFT SAVINGS PLAN PARTICIPANTS</p> <p>1.a Paper records created prior to January 1, 1996.</p> <p>Break Annually. Transfer to FRC 2 years after break. Destroy 99 years after file</p> | | |

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| 1.b | <p>break. (Microfilm of documents created prior to 1996 may be retained on-site until reference use ceases.)</p> <p>Microfilmed records created beginning January 1, 1996.</p> <p>Break Annually. Transfer to Civilian Personnel Records Center [the only FRC that accepts microfilm with such long-term retention] 2 years after break. Destroy 99 years after break. (Paper source documents created after January 1, 1996 are to be destroyed on-site following verification of microfilm.)</p> <p>Attached is a list of Participants' Forms filed through 1994.</p> <p>All changes made to this schedule have been approved by Julia Alessio.</p> <p><i>Approved</i> <i>Richard W. Mason</i> 8/9/95</p> | | |

Federal Retirement Thrift Investment Board

Office of Administration

FORMS FILED BY OR FOR THRIFT SAVINGS PLAN PARTICIPANTS

| <u>Form Number</u> | <u>Form Description</u> |
|--------------------|---|
| IRS-W-4P | Withholding Certificates for pension or annuity payments. |
| TSP-03 | Designation of Beneficiary Form filed by participant's Personnel Office while employed but by participant after separation. [After December 31, 1994, filed by participant in all cases.] |
| TSP-06 | Statement Regarding Spouses filed by participant. |
| TSP-07 | Election of Benefits filed by participant. |
| TSP-09 | Change of Address filed by participant. |
| TSP-11 | TSP Annuity Benefits filed by participant |
| TSP-11-A | Annuity Request filed by participant. Original forwarded to annuity vendor; copy retained by recordkeeper. |
| TSP-11-B | Beneficiary Designation for a TSP Annuity filed by participant. Original forwarded to annuity vendor; copy retained by recordkeeper. |
| TSP-11-C | Consent to Annuity Request filed by participant. |
| TSP-12 | Application for Equal Payments filed by participant. |
| TSP-12-A | Application for a Final Single Payment filed by participant. |
| TSP-12-C | Change in Equal Payments filed by participant. |
| TSP-12-E | Request for Part of Each Equal Payment to Be Transferred to an IRA or Other Eligible Plan filed by participant. |
| TSP-12-P | Request for Part of a Single Payment to Be Transferred to an IRA or Other Eligible Plan filed by participant. |
| TSP-12-T | Request for a Series of Equal Payments to Be Transferred to an IRA or Other Eligible Plan filed by participant. |
| TSP-13 | Designation of an Eligible Retirement Plan filed by participant. |
| TSP-13-S | Spouse Election to Transfer to IRA or Other Eligible Retirement Plan filed by spouses of deceased participant and spouses or former spouses who will receive court-ordered payments from a TSP account. |
| TSP-14 | Joint Waiver of Spouse's Annuity filed by participant after separation. |
| TSP-15 | Change in Marital Status, filed by participant. |
| TSP-16 | Request for Waiver of Notice to Spouse filed by participant during employment or after separation. |

| <u>Form Number</u> | <u>Form Description</u> |
|--------------------|--|
| TSP-17 | Application for Account Balance of Deceased Participant filed by participant's representative. |
| TSP-18 | Validation of Retirement Information filed by Personnel Office. |
| TSP-19 | Transfer of Thrift Savings Plan Information Between Agencies filed by Personnel/Payroll. |
| TSP-20 | Loan Application filed by participant. |
| TSP-20-H | Hardship Loan Application filed by participant. |
| TSP-21 | Loan Agreement/Promissory Note filed by participant. |
| TSP-21-E | Educational Loan Documentation filed by participant. |
| TSP-21-M | Medical Loan Documentation filed by participant. |
| TSP-21-R | Residential Loan Documentation filed by participant. |
| TSP-22 | Loan Payment Allotment Form, participant certifies information about self and loan payment allotments. Original retained by payroll office; copy to recordkeeper. |
| TSP-22-R | Loan Payment Allotment Form, participant certifies information about self and reamortization loan payment allotments. Original retained by Payroll Office; copy to recordkeeper. |
| TSP-30 | Interfund Transfer Request filed by participant. |
| TSP-31 | Confirmation of Interfund Transfer, filed by recordkeeper. Original retained by participant; copy kept by recordkeeper. |