## **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**

**Schedule Number: N1-474-97-006** 

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by DAA-0474-2021-0011-0009

Date Reported: 9/25/2023 N1-474-97-006

**INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE** 

## 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

LEAVE BLANK (NARA USE ONLY)

JOB NEWBER

N1-474-97-6

DATE RECEIVED

1/27/98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

3. MINOR SUBDIVISION

MAJOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER GRACE W. BUTLER

OFFICE OF ADMINISTRATION

5. TELEPHONE (202) 942-1683 DATE ARCHIVIST OF THE UNITED STATES

6-3-98

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,

X is not required:

□ is attached; or

□ has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

Records Management Officer

7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The records consist of documents relating to the administration of the Thrift Savings Plan by a designated Record Keeper (currently the National Finance Center of the U.S. Department of Agriculture). The series includes participants' forms, legal documents, and correspondence. The series includes, but is not limited to:  - Requests for designation of beneficiary, election of benefits, and interfund transfer;	NI-474-95-1	
	- Requests to change names and addresses;  - Applications for loans, including related documentation, such as loan agreements, payment allotment forms, and intent not to repay loan;  - Requests for withdrawal, including applications for equal or single payment, and requests to transfer funds to an IRA and purchase annuity;		
	<ul> <li>Court orders, e.g., non-colorable, guardianship/conservatorship, powers of attorney, waivers, bankruptcies, etc.;</li> <li>Account information requests; and</li> </ul>		
	Account infolmation requests, and		

115-109

NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

JUL 21 1998 Copy to: agency, NR More NWMD NWMW

REQUEST	FOR RECORDS DISPOSITION AUTHORITY-CONTINUATION	JOB NO.	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	- Other business transactions that are necessary to administer and maintain individual TSP accounts.		
	Disposition for the Thrift Savings Plan records is based on Title 5 U.S.C. 8466 (attached). The documents are indexed for retrieval by index number. Thus, each file box and each roll of film contain documents for participants with different ages.		
1 .	FORMS/CORRESPONDENCE/LEGAL DOCUMENTS FILED BY OR FOR THRIFT SAVING PLAN PARTICIPANTS		
1.a	Paper records created prior to January 1, 1996		
	Cut off at the end of the calendar year. Transfer to FRC 2 years after cutoff. Destroy 99 years after cutoff. (Microfilm of documents created prior to 1996 may be retained on-site until reference use ceases.)		
1.b	Microfilmed records created beginning January 1, 1996.		
	Cut off at the end of the calendar year. Transfer to the Civilian Personnel Records Center (the only FRC that accepts microfilm with such long-term retention) 2 years after cutoff. Destroy 99 years after cutoff.		
	Paper source documents created after January 1, 1996 are to be destroyed on-site following verification of microfilm.		