



1. FRTIB Internal Directives

Copies of each current policy directive for the internal administration of the FRTIB.

A. Office of Administration's official paper record copy.

Disposition: Purge directives from current file when obsolete or superseded. Destroy purged directives when 10 years old.

B. Office of Administration's electronic copy.

Disposition: Purge directive when obsolete or revised.

C. Program Office's copy.

- (1) Electronic copies created on word processing systems.

Disposition: Delete after record keeping copy has been produced.

- (2) Paper copy used for obtaining management approval.

Disposition: Purge directive when revised or entire directive becomes obsolete.