

# 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

N1-474-12-10

DATE RECEIVED

7/10/12

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

7/31/12

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  
6/26/2012

SIGNATURE OF AGENCY REPRESENTATIVE  
Gisile Goethe

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><b>Annual Budget Request</b></p> <p>a Recordkeeping copy of memorandum to FRTIB Board members requesting approval of the annual budget and midyear update Records include courtesy letters to the Appropriation committees of Congress and Office of Management and Budget, plus supporting justifications and budget estimates from major Board organizations <u>Disposition</u> Cut off files at the end of the fiscal year Destroy 20 years after cutoff</p> <p>b Executive Director's copy of memorandum to FRTIB Board members requesting approval of the annual budget and midyear update Records include courtesy letters to the Appropriation committees of Congress and Office of Management and Budget <u>Disposition</u> Cut off files at the end of the fiscal year Destroy 3 years after cutoff</p> <p>c Cost statements, rough data and similar material accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications, narrative statements, and related schedules, and originating offices' copies of reports submitted to Office of Finance <u>Disposition</u> Destroy 1 year after the close of the fiscal years covered by the budget</p>	<p>N1-474-97-2, item 1a</p> <p>N1-474-92-2, ITEM 1b</p> <p>N1-474-92-2, ITEM 1c</p>	

## **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**

### **Annual Budget Request, N1-474-97-2, item 1**

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
- 2 In item b) the phrase "or when no longer needed, whichever is sooner" has been deleted
- 3 In item c) the obsolete office "OBI" has been replaced with Office of Finance, and so states.

originating offices' copies of reports submitted to  
Office of Finance.

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