

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 (FRTIB).

The following disposition schedule relates to the records maintained by the FRTIB's Office of Accounting (OA). OA provides direction and program planning for the accounting functions of the FRTIB. Specifically, this office is responsible for establishing the internal accounting control policies and practices, ensuring contributions are deposited into the appropriate investment fund, maintaining the general ledger, investing the G Fund portfolio, preparing quarterly and annual financial statements, and consulting with the FRTIB's contract auditor.

Item No.	Description of Item and Proposed Disposition
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1.	<u>General Ledger (and Work Papers)</u>
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These records contain all accounting transactions for the FRTIB. It includes all internal transactions for operating the Board, as well as all transactions relating to the funds managed by the Board - C, F, and G Funds.

a.	Paper copies.
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Disposition: Cut off at the end of each calendar year. Destroy 1 year after cutoff.

b.	Microfilm copies.
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Disposition: Cut off at the end of each calendar year. Destroy 30 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.

c.	Electronic copies.
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Disposition: Cut off at the end of each calendar year. Archive from the Board's network 2 years after cutoff. Destroy 30 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.

2. Investment Source Documents

Reports that come from the Department of Treasury confirming the purchase of Treasury securities and earned interest. These records document all G, C, and F Fund transactions with Treasury.

a. Paper copies.

Disposition: Cut off at the end of each calendar year. Destroy 1 year after cutoff.

b. Microfilm copies.

Disposition: Cut off at the end of each calendar year. Destroy 30 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.

c. Electronic copies.

Disposition: Cut off at the end of each calendar year. Archive from the Board's network 2 years after cutoff. Destroy 30 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.

3. Status and Statistical Reports

Reports that show all C, F, and G Fund investment activity, i.e., contributions, withdrawals, administrative expenses, interfund transfers, loans, etc.

a. Paper copies.

Disposition: Cut off at the end of each calendar year. Destroy 1 year after cutoff.

b. Microfilm copies.

Disposition: Cut off at the end of each calendar year. Destroy 30 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.

c. Electronic copies.

Disposition: Cut off at the end of each calendar year. Archive from the Board's network 2 years after cutoff. Destroy 30 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.

4. Reconciliations

These records consist of TSP reconciliation reports for all funds managed by the Board.

a. Paper copies.

Disposition: Cut off at the end of each calendar year. Destroy 1 year after cutoff.

b. Microfilm copies.

Disposition: Cut off at the end of each calendar year. Destroy 30 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.

c. Electronic copies.

Disposition: Cut off at the end of each calendar year. Archive from the Board's network 2 years after cutoff. Destroy 30 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.

5. Audit Records

All records related to the Board's midyear and annual financial statements. They include documents on the review and audit of the statements conducted by an independent public accounting firm.

Disposition: Cut off at the end of the calendar year. Destroy 7 years after cutoff.

6. Accounting Subject Matter File

Records maintained according to subject matter that contain reports and internal/external communications either created or received by the Office of Accounting.

Disposition: Cut off files at the end of the calendar year. Destroy 3 years after cutoff.

7. Accounting Correspondence Reading File

This file contains all communications, both internal and external, sent from the Office of Accounting in chronological order.

Disposition: Cut off at the end of the calendar year. Destroy 1 year after cutoff.