

June 17, 1991

NARA Bulletin No. 91-5  
Attachment

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-483-92-7	
1. FROM (Agency or establishment) Office of Thrift Supervision, Dept. of Treasury		DATE RECEIVED 2-20-92	
2. MAJOR SUBDIVISION Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Controllers		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Cynthia Thomas	5. TELEPHONE 202/906-7932	DATE 4-21-94	ARCHIVIST OF THE UNITED STATES Cynthia Hunkang Feltner
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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/12/92	SIGNATURE OF AGENCY REPRESENTATIVE Colleen M. Devine	TITLE Director, Directives Management Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
Copies sent to Agency, NNW, and NNT			

ITEMDESCRIPTION OF ITEMGRS OR  
SUPERSEDED  
JOB CITATION

This schedule includes records of the Controller,  
Administration, Office of Thrift Supervision (OTS).

This schedule includes records which were created by the  
Federal Home Loan Bank Board (FHLBB) which ceased to exist on  
October 8, 1989. The OTS is the successor agency to the  
FHLBB. This schedule supersedes all items on schedules  
NC1-195-78-1 and NC1-195-80-2 and items 24 through 30, 32  
through 43 and 45 through 47 of schedule NC1-195-77-30.  
Records are paper and microfiche.

CONTROLLER'S RECORDS

## 1. CONTROLLER'S DIVISION PROGRESS REPORTS

1990 to present

Disposition: Temporary

Cut off at the end of the calendar year. Do not transfer to  
the Federal Records Center.

Destroy when records are 3 years old.

Annual growth: One cubic foot

## 2. GAO AUDIT FILES

(Copies of the final audit report pertaining to the financial  
audits of the former Federal Home Loan Bank Board, the  
Federal Savings and Loan Insurance Corporation and the OTS.)

1981 to present

Disposition: Temporary

Cut off at the end of the audit.

Destroy when records are 10 years old.

Volume is 36 linear inches.

Annual growth: Less than 1 cubic foot.

Privacy Act: Yes

## 3. CONTROLLER'S CORRESPONDENCE FILES

1986 to present

Disposition: Temporary

Cut off quarterly. Destroy when records are 5 years old.

Volume is 72 linear inches.

Annual growth is 10 inches.

Privacy Act: Yes

Office of Thrift Supervision  
Controller's, SF 115, cont.

4. CERTIFYING OFFICERS FILES  
(Memos to Treasury forwarding SF 210s, designating staff who are authorized to sign SF 1166s and copies of the SF 210s.)  
  
1983 to present  
Disposition: Temporary.  
Cut-off when employee no longer certifies. Do not transfer to the Federal Records Center. Destroy 3 months after cut-off.
5. CONTROLLER'S DIVISION POLICY AND PROCEDURES MANUAL  
  
Disposition: Temporary  
Cut-off and destroy when revised or superceded. Do not transfer to the Federal Records Center.
6. CHART OF ACCOUNTS HANDBOOK  
  
Disposition: Temporary  
Cut-off and destroy when revised or superceded. Do not transfer to the Federal Records Center.

ACCOUNTING

7. ACCOUNTING TRANSMITTAL FORMS  
(Transmittal Forms received from other government agencies which use OTS accounting services)  
  
1988 to present  
Disposition: Temporary.  
Cut off at the end of the fiscal year and destroy 1 year after cut-off.  
Do not transfer to the Federal Records Center.
8. ACCOUNTING MASTER REPORTS  
(Working copies of reports provided to other government agencies which use OTS accounting services)  
  
1991 to present  
Disposition: Temporary.  
Cut off at the end of the fiscal year and destroy 1 year after cut-off.  
Do not transfer to the Federal Records Center.

Office of Thrift Supervision  
Controller's, SF 115, cont.

PAYROLL RECORDS

9. PAYROLL PROCEDURES FILES  
(Records describing payroll-related policies and  
procedures of other government agencies which use OTS  
payroll processing services)
- 1986 to present  
Disposition: Temporary.  
Cut-off when revised or superceded. Destroy 3 years after  
cut-off.  
Do not transfer to the Federal Records Center.

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