

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-413-01-1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/6/2001	
1. FROM (Agency or establishment) National Credit Union Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Board and Chairman		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon B. Welsh	5. TELEPHONE NUMBER 703-518-6426	DATE 9-14-01	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
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>1</u> page(s) are not needed now for the business for 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 <i>June 5, 2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon B. Welsh</i>		TITLE <i>Records & Facility Manager</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS		
<i>cc: Agency, Nwmd, Nwct</i>			

Series 1. NCUA Board Meeting Files
Arrangement: Chronological.

- a. Official minutes (and related material in the Board Meeting Binder) of open and closed meetings.

Annual Volume: 3.25 cubic feet.

Minutes of discussions and decisions made at board meetings related to program activities of the agency. The files contain minutes transcribed from audio tapes, briefing materials prepared for board members prior to each meeting, including delegations of authority, action memorandums, background information and documentation relating to the topics to be discussed, completed B-1 Forms that list agenda items for consideration, and the Vote-to-Close Form, which records the board members votes relating to closing agenda items from the public.

PERMANENT. Transfer to the National Archives 20 years after the date of last meeting in that year.

Supersedes NC1-413-76-1, items 9 and 10

- b. Audio tapes.

Recorded tapes of board meetings used for transcription purposes.

TEMPORARY. Destroy 90 days after successful transcription.

- c. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

Series 2. Notational Votes of the Board
Annual Volume: 2.0 cubic feet

- a. Record of votes on items using a written or notational process. Includes correspondence to and from board members and NCUA staff and record of vote.

PERMANENT. Transfer to NARA in 5-year blocks when most recent record is 20 years old.

- b. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

Series 3. Board Chairman and Members Subject Files.

- a. Subject files maintained for members of the board.

Files containing copies of correspondence, memorandums, and reports that have been received by members of the board. The files include a variety of administrative records such as background and supporting documents on trips taken by board members, statistical reports produced by private, state, and Federal credit unions, reports containing data produced by other financial regulatory agencies, internal agency reports, agency directives, et cetera. The files are copies maintained for informational or reference purposes.

TEMPORARY. Destroy one year after board member leaves office.

- b. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

Series 4. Board Chairman and Members Chronological (Reading) Files.

Arrangement: Chronological.

- a. Copies of outgoing correspondence of the board chairman and members.

Annual Volume: 3.0 cubic feet

PERMANENT. Cut off upon the conclusion of the term and retire to off-site storage. Transfer to the National Archives 15 years after cutoff.

- b. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

Series 5. Speeches of Board Chairman and Members.

- a. Record copy of formal addresses delivered by the board chairman and members of the board before various public and private groups and organizations.

PERMANENT. Cut off upon conclusion of the term and retire to off-site storage. Transfer to the National Archives 15 years after cutoff.

- b. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

Series 6. Delegations of Authority.

Contains express authorization from the board for staff to perform certain tasks.

- a. Record copy.

TEMPORARY. Destroy after incorporation into the official board minutes.

Supersedes NC1-413-76-1, item 12

- b. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.