

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-056-98-1</i>	DATE RECEIVED <i>10-6-97</i>
1. FROM (Agency or establishment) <i>Department of the Treasury</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION <i>Office of the Secretary</i>			
3. MINOR SUBDIVISION <i>Under Secretary (Domestic Finance)</i>		DATE <i>for</i> ARCHIVIST OF THE UNITED STATES <i>11/08/98</i> <i>[Signature]</i>	
4. NAME OF PERSON WITH WHOM TO CONFER <i>W. Joseph Culbertson</i>	5. TELEPHONE <i>(202) 622-2470</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 \_\_\_ 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,

is not required;  is attached; or  has been requested.

DATE <i>9/30/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Steve H. Milline</i>	TITLE Chief, Records Management & Resources Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p style="text-align: center;">Office of the Secretary Under Secretary DOMESTIC FINANCE OFFICE OF FEDERAL FINANCING BANK (Revision)</p> <p>Federal Financing Bank is a Government Corporation under the general supervision of the Treasury Department and staffed by ex-officio officials. Federal Financing Bank purchases the obligations of government agencies or obligations where there is a full faith and credit government guarantee of repayment.</p> <p><u>Office Subject File</u></p> <p>a. Documentation on analyses of FFB portfolio, legislation affecting FFB or any issue raised by a borrower or potential borrower in regards to FFB lending policies and procedures. Also, included are required reports and audits, and related correspondence.</p>	<i>NI-56-94-1</i>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p style="text-align: right;"><i>at the end of the</i></p> <p><b>DISPOSITION: PERMANENT.</b> Break file <del>every 6 months.</del>            Transfer to WNRC <del>6 months after file break.</del> <i>immediately</i> Transfer to the National Archives 10 years after file break.</p> <p>b. Records determined during archival processing to lack sufficient value to warrant permanent retention.</p> <p><b>DISPOSITION: TEMPORARY.</b> Destroy immediately.</p>		
2.	<p><u>Office Chronological File</u></p> <p>a. Copies of outgoing correspondence, original incoming correspondence, and loan information.</p> <p style="text-align: right;"><i>at the end of the</i></p> <p><b>DISPOSITION: PERMANENT.</b> Break file <del>every 6 months.</del>            Transfer to WNRC <del>6 months after file break.</del> <i>immediately</i> Transfer to the National Archives 10 years after file break.</p> <p>b. Records determined during archival processing to lack sufficient value to warrant permanent retention.</p> <p><b>DISPOSITION: TEMPORARY.</b> Destroy immediately.</p>		<p><i>changes made to transfer instructions as per telephone conversation with SPM Milline 8/26/98 SOC</i></p>
3.	<p><u>FFB Note and Obligation Files, and Transaction Files</u></p> <p>Documentation of FFB Notes and Obligations purchased, and all transactions executed. Note files and documentation about the establishment of lending programs are included.</p> <p style="text-align: center;"><i>Close</i></p> <p><b>DISPOSITION: TEMPORARY.</b> <del>Break</del> file for each loan at the conclusion of last transaction. Transfer to WNRC <del>6 months</del> after file <del>break.</del> Destroy 10 years after file <del>break.</del> <i>1 year</i></p>		
4.	<p><u>FFB Budget, Procurement, and Personnel Files</u></p> <p>Documentation of FFB Reimbursable Agreements. Procurement, Consulting and Professional Service Contracts, and FFB personnel.</p> <p><b>DISPOSITION: TEMPORARY.</b> Break files annually. Transfer to WNRC <del>6 months</del> after file break. Destroy 10 years after file break.</p>		