REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Comptroller of the Currency

2. MAJOR SUBDIVISION
Administrative Services

3. MINOR SUBDIVISION
Information Resources Management

4. NAME OF PERSON WITH WHOM TO CONFER
Peter Clemens
Information Specialist

5. TEL EXT
447-1995

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
5/12/86

D. SIGNATURE OF AGENCY REPRESENTATIVE
Marjorie M. Gustafson

E. TITLE
Associate Director of Information Resources Management

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)


a. Corporate (Licensing) Files., under the disposition section. The new disposition is as follows.

Subschedule C-Bank Administration
1. Corporate Licensing Files.

Disposition:


(1) Paper copy. Break file every five (5) years. Microfilm and offer to NARA when microfilm is verified.

(2) Microfilm copy. Destroy when no longer needed for administrative use.

b. Washington. All Other Corporate (Licensing) files.

Record copy. PERMANENT. Retain in central records repository until bank becomes inactive. Retire to WNRC when inactive. Offer to NARA 30 years after retirement to WNRC.


(Continued on next page)
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<thead>
<tr>
<th>Item No.</th>
<th>Description of Item (With Inclusive Dates or Retention Periods)</th>
<th>Job No.</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Rejected or abandoned applications for corporate activity.</td>
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<td>(1) Washington. Record copy. Retain in central records</td>
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<td>repository. Transfer to WNRC one year after rejection/abandonment. Destroy five years after date of rejection/abandonment.</td>
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<td>(2) District offices. Forward record copy to Washington. Destroy when no longer needed for reference.</td>
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