

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-101-88-2

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

DATE RECEIVED

**3/29/88**

1. FROM (AGENCY OR ESTABLISHMENT)

Com troller of the Currenc

2. MAJOR SUBDIVISION

Administrative Services Division

3. MINOR SUBDIVISION

Information Resources Mana ement

4. NAME OF PERSON WITH WHOM TO CONFER

Marjorie Gustafson

5. TEL EXT

447-1995

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7/13/88  
Date

*[Signature]*  
Archivist of the United States

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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/23/88	<i>Marjorie M. Gustafson</i>	Associate Director for Information Resources Management
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	10. ACTION TAKEN
1.	<p>Request to change a disposal authority in the Comprehensive Records Disposition Schedule for the Comptroller of the Currency. Change proposed for Subschedule C - Bank Administration, new disposal authority #26 Domestic Branch and Customer-Bank Communication Terminals (CBCT) Files.</p> <p>The new disposition would read:</p> <p>26. Domestic Branch and Customer-Bank Communication Terminal (CBCT) Files.</p> <p>Records relating to the establishment of national bank domestic branches and customer-bank communication terminals (CBCT) branches.</p> <p>Disposition: (SEE REVISED DISPOSITION ON ATTACHED PAGE) <del>a. Washington. Record copy.</del></p> <p><del>(1) Maintain in Central Records repository for three years or until volume warrants. Transfer to WNRG. Offer to NARA 30 years after retirement to WNRG. Destroy when 30 years old.</del></p> <p>(continued on next page)</p>	<p>10. ACTION TAKEN</p> <p>Sample of Job No</p> <p>All changes to this proposed schedule have been approved by <i>Marjorie Gustafson</i> 6/3/88</p> <p><i>Richard W. Mours</i> 6/10/88 NARA appraiser Date Agency representative date</p>

*Copies sent to agency NCFTRF*

*7/15/88*

26. Domestic Branch and Customer-Bank Communication Terminal (CBCT) Files

Records relating to the establishment of national bank domestic branches and customer-bank communication terminals (CBCT) branches.

Disposition:

a. Washington. Record copy.

1. Records through 1984. Transfer to WNRC upon approval of schedule. Destroy on December 31, 2018.
2. Records from 1985 to the present. Maintain in Central records repository for three years. Transfer to WNRC. Destroy when 30 years old.
3. If bank becomes inactive prior to end of three year retention: transfer to inactive bank case file. (See OCC Subschedule C, Items 1 & 27.)

b. District offices.

Forward record copy to Washington.

c. Rejected or abandoned applications for branch activities.

1. Records through 1984. Transfer to WNRC upon approval of schedule. Destroy on December 31, 2018.
2. Records from 1985 to the present. Maintain in Central Records repository for three years. Transfer to WNRC. Destroy when 30 years old.
3. If bank becomes inactive prior to end of three year retention: transfer to inactive bank case file. (See OCC Subschedule C, Items 1 & 27.)