

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>N1-101-88-3</i>	
DATE RECEIVED <i>6/13/88</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>8/16/88</i> Date	<i>[Signature]</i> Archivist of the United States

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 Division

3. MINOR SUBDIVISION
Information Resources Management

4. NAME OF PERSON WITH WHOM TO CONFER
Marjorie Gustafson

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 5 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 <i>5/25/88</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marjorie Gustafson</i>	E. TITLE Associate Director for Information Resources Management
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Request to change disposal authorities in the Comprehensive Records Disposition Schedule for the Comptroller of the Currency. Proposed changes are: a new disposal authority for Subschedule C Bank Administration, Item #27 Inactive Bank Case Files; and disposal changes to Subschedule C Bank Administration Items #1, #3, #5, #7, #14 and Subschedule D Chief Counsel Item #10. See attached pages for proposed changes.		

copies sent to agency NCF/NRF

8/22/88 [Signature]

SUBSCHEDULE C - BANK ADMINISTRATION

1. Corporate (Licensing) Files.

Disposition:

a. Washington.

1. Record copy. **Permanent.** Retain in central records repository until bank becomes inactive, then transfer to Inactive Bank Case File (See Subschedule C, item 27).

3. Report of Supervisory Activity (ROSA)

b. Reports of Supervisory Activity dated on or after January , 1940.

1. Washington.

~~----- (a) Active Banks: Maintain in central records repository for three
----- years, then transfer to WRC, Destroy when 30 years old.
----- (NCl-101-83-1)~~

(b) Inactive Banks: **Permanent.** Transfer last three years' reports to Inactive Bank Case File (see Subschedule C, Item 27).

2. District offices

~~----- (a) Active Banks: Forward one record copy to Washington, Maintain in
----- the national filing system for three years, transfer to FRC, Destroy
----- when 30 years old. (N1-101-88-1)~~

(b) Inactive Banks: **Permanent.** Transfer last 3 years' reports to Inactive Bank Case File (see Subschedule C, Item 27).

~~5. Working Papers~~

~~Disposition:~~

~~--- a. Active Banks: Destroy when superseded, obsolete or no longer needed for
----- administrative purposes.~~

~~--- b. Inactive Banks:~~

~~----- (1) Failed banks: Transfer to the Washington Office, Hold one year and
----- transfer to WRC, Destroy when seven years old.~~

~~----- (2) Other Inactive Banks: Destroy when superseded, obsolete or no longer
----- needed for administrative purposes.~~

SUBSCHEDULE C - BANK ADMINISTRATION

7. Official Correspondence File

Disposition:

a. Correspondence that documents OCC policies, procedures and objectives.

~~-----(1) Active Banks: Permanent. Cut off at the close of the CY. Hold three
-----years and transfer to local records center. Transfer to National
-----Archives when 30 years old. (NC1-101-83-1)~~

(2) Inactive Banks: Permanent. Transfer last three years' files to Inactive Bank Case file (see Subschedule C, Item 27).

14. Collective Investment Fund File

a. Washington.

Record Copy. Permanent. Retain in central records repository until bank becomes inactive; then transfer to the Inactive Bank Case File. (see Subschedule C, Item 27)

27. Inactive Bank Case File

Records relating to national banks which become inactive, including Corporate Licensing File (Subschedule C, Item 1), Reports of Supervisory Activity (ROSAs) (Subschedule C, Item 3), Official Correspondence File (Subschedule C, Item 7), Collective Investment Fund File (Subschedule C, Item 14), Domestic Branch and Customer- Bank Communication Terminals (CBCT) Files (Subschedule C, Item 26), and Securities Disclosure Files (Subschedule D, Item 10).

Disposition:

a. Washington

1. Permanent. Transfer to WNRC as inactive bank case file when one year old. Transfer to National Archives 30 years after bank becomes inactive.

b. District Office

1. Failed Banks. Permanent. Forward record copy to Washington to file in Inactive Bank Case File.

2. Other Inactive Banks. Permanent. Transfer to local records center as inactive case bank file when one year old. Transfer to National Archives 30 years after bank becomes inactive.

SUBSCHEDULE D - CHIEF COUNSEL

10. Securities Disclosure File

Disposition:

~~---a. Active Banks: Transfer to WNRC when 3 years old, -- Destroy when 30 years
---old. (NL-101-87-2)~~

b. Inactive Banks: **Permanent.** Transfer last 3 years' files to the Inactive Bank Case File. (see Subschedule C, Item 27)