

| REQUEST FOR RECORDS DISPOSITION AUTHORITY<br><i>(See Instructions on reverse)</i>   |   | LEAVE BLANK (NARA use only)  |   |
|---|---|--|---|
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408   |   | JOB NUMBER<br>NI-101-94-1  | DATE RECEIVED<br>03.02.94                             |
| 1 FROM (Agency or establishment)<br>Office of the Comptroller of the Currency/Dept. of Treas.   |   | NOTIFICATION TO AGENCY   |   |
| 2. MAJOR SUBDIVISION<br>Administrative Services Division  |   | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |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<br>Library and Information Services  |   |  |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Marjorie Gustafson   | 5. TELEPHONE<br>(202) 874-5380                                  | DATE<br>2-4-97   | ARCHIVIST OF THE UNITED STATES<br><i>John W. Carl</i> |
| 6. AGENCY CERTIFICATION<br>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>2</u> 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 |   |  |   |
| <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.   |   |  |   |
| DATE<br>2/15/94   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Marjorie Gustafson</i> | TITLE<br><i>Assoc. Director, Library &amp; Info Services</i>   |   |
| 7. ITEM NO.   | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION                 | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY)                      |
| 1   | Bank Examination Working Papers<br><br>(See Attached Sheets)    | N/A  |   |
| FEB 12 1997 <i>mmv</i> <i>Copy to: Agency, NWD4</i><br><i>NWDD</i>  |   |  |   |

2.4 Bank Examination Working Papers

Documentation of the procedures followed and the conclusions reached during the examination of a national bank, EDP servicer, or federal branch or agency. These papers include, but are not necessarily limited to, the examination and verification programs, memoranda, schedules, analyses prepared or obtained by examiners to support the information and conclusions contained in the related supervisory activity.

Disposition:

~~a. Active Banks and EDP Servicers.~~

~~Retain until no longer needed for supervisory (including legal and enforcement) purposes.~~

*M.T.D per conversation  
with OGC's Jones  
Rothford  
4/16/97*

~~b. Inactive Banks.~~

~~(1) Banks which become inactive through merger into, purchase and assumption by, or consolidation with a national bank.~~

~~(a) When bank becomes inactive, transfer to the working papers of the active bank those working papers from the inactive bank needed for supervisory purposes.~~

~~(b) Transfer working papers not covered by (a) to the FRC. Destroy 11 years after the bank becomes inactive.~~

~~(2) All other inactive banks.~~

~~Transfer to the FRC when the bank becomes inactive. Destroy 11 years after the bank becomes inactive.~~

c. Federal Branches or Agencies

(1) Active Federal Branches or Agencies. Apply provisions of "a. Active Banks," above.

(2) Inactive Federal branches or Agencies.

(a) Federal branches or agencies which become inactive through consolidation: apply provisions of b.(1) above.

(b) All other inactive Federal branches or agencies: apply provisions of b.(2) above.

d. Inactive EDP Servicers.

- (1) EDP Servicers which no longer service financial institutions. Transfer working papers to the FRC. Destroy 11 years after the servicer becomes inactive.
- (2) EDP Servicers which no longer service national banks but continue to serve other types of financial institutions. Transfer working papers to the appropriate regulatory agency.