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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER NI-101-97-3 | |
| To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | DATE RECEIVED 5-8-97 | |
| 1 FROM (Agency or establishment) Office of the Comptroller of the Currency | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Department of Treasury | | | |
| 3 MINOR SUBDIVISION | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Marjorie Gustafson | 5 TELEPHONE (202) 874-4722 | DATE 7/23/97 ARCHIVIST OF THE UNITED STATES <i>Hubert Mills</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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested | | | |
| DATE 5/1/97 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Marjorie Gustafson</i> | TITLE Assoc. Director, Administrative Operations | |

| 7 Item No | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------|---|----------------------------------|---------------------------------|
| 1 | <p>2.4 <u>Bank Examination Working Papers</u> 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.</p> <p><u>Disposition:</u></p> <p>a. Active Banks and EDP Servicers.</p> <p>(1) Full scope examinations.</p> <p>Cut off at the end of the examination. Retain the working papers for a <i>minimum</i> of three years</p> | <p>NCI-101-83-1 ITEM #5</p> | |

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of completed examination activities. Destroy when no longer needed for supervisory, including legal and enforcement purposes.

(2) Specialty examinations.

Cut off at the end of the examination. Retain the working papers for the last two completed examinations and until they are a *minimum* of three years old. Destroy when no longer needed for supervisory, including legal and enforcement purposes.

Note: OCC files should contain three or more years of examination activities.

2.4 b, c, and d were previously approved - NARA Job #N1-101-94-1.