

Rec'd NCD 11 Jan 80 HJ

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

LEAVE BLANK

JOB NO

NC1-101-80-2

DATE RECEIVED

1-11-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-12-80 *Walter W. Stender*
Date Acting Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2 MAJOR SUBDIVISION
Office of the Comptroller of the Currency

3 MINOR SUBDIVISION
Management Services

4 NAME OF PERSON WITH WHOM TO CONFER
Charles M. Van Buren, III

5 TEL EXT
447-1723

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

D SIGNATURE OF AGENCY REPRESENTATIVE

E TITLE

1/11/80

Charles M. Van Buren III

Records Officer

7 ITEM NO

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

9 SAMPLE OR
JOB NO

10 ACTION TAKEN

The following records are from the Office of the Comptroller of the Currency. They are for the 14 Regional Offices and supercede all previous regional schedules.

*Copy to:
All RCD's
Agency
Classed
out 2-26-80
JES*

Items: 37

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
<u>SUBSCHEDULE I: REGIONAL OFFICES</u>		<u>Subschedule 0</u>	
1	Copies of personnel file documents retained for reference in regional offices after termination of service. Destroy when 2 years old.	12	
2	Reference copies of the computer payroll print-out which is updated on a biweekly basis. Destroy all except the current copy.	1	
3	Reference copies of travel and per diem vouchers. Destroy when 3 years old.	2	
4	Reference copies of leases and contracts. Destroy 4 years after termination.	3	
5	Reference copies of leave records. a. Employee annual leave cards. Destroy 1 year after verification with computer print-out. b. Computer print-out providing leave data such as leave balance, TUS-430. Destroy when 3 years old. c. Comprehensive listing of employee master file, TUS-404. Destroy final annual report (pay period 26) when 2 years old. d. Comprehensive listing of employee master file, TDF 10-11. Destroy when 6 months old.	4	
6	Applications for positions and related correspondence. General Records Schedule 1, Item 15.		
7	Reports of Examinations. a. Branch Reports.	new item	
		6a	

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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
	Destroy all except the 3 most recent reports.		
	b. Unit Reports.	6b	
	Destroy all except reports made in the last 3 years <u>or</u> the last 5 reports, whichever is less.		
8	Trust Examination Reports.		
	a. Branch Reports.	new item	
	Destroy all except the 3 most recent reports.		
	b. Unit Reports	27a	
	Destroy all except reports made in the last 3 years <u>or</u> the last 5 reports, whichever is less.		
9	Electronic Data Processing Unit Examination Reports.		
	a. Examination reports for in-house EDP services.	25a	
	b. Examination reports for privately contracted EDP services.	25a	
	c. Examination reports for EDP services in operating subsidiaries.	26a	
	Destroy all except reports made in the last 3 years <u>or</u> the last 5 reports, whichever is less.		
10	Correspondence related to Reports of Examination, Trust Examination Reports, and ECP Examination Reports.	6c, 25b, 26b, 4 27b	
	Disposition is the same as for the related reports.		
11	Correspondence with closed (former) national banks.	7	
	Transfer to FRC when 3 years old.		
	Destroy when 9 years old.		
12	Correspondence files with national banks relating to voluntary liquidation, re-organization, merger, or consolidation.	8	
	Transfer to FRC when 3 years old.		
	Destroy when 9 years old.		
13	Correspondence with active national banks (unrelated to Examination Reports).	9	

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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
	Transfer to FRC when 3 years old. Destroy when 25 years old.		
14	Correspondence between the Comptroller and regional offices. Transfer to FRC when 3 years old. Destroy when 25 years old.	10	
15	Miscellaneous correspondence with regional Federal agencies and local financial institutions. Transfer to FRC when 3 years old. Destroy when 16 years old.	11	
16	Approved and disapproved branch applications. Destroy 2 years after final action.	14	
17	Merger applications. Destroy 2 years after final action.	15	
18	New banks charter applications. a. Approved applications. File in active bank files. Destroy when bank becomes inactive. b. Disapproved applications. Destroy 2 years after disapproval.	16a 16b	
19	Direct verifications of portions of examination reports. Destroy when 2 years old.	17	
20	Verification sheets for examination reports including CC 1410-)X, CC 1412-OX, CC 1404-OX, and CC 1435-OX. Destroy when all reference needs have ended.	24	
21	Files on public hearings concerning branch office locations. Transfer to FRC when 5 years old. Destroy when 25 years old.	18	

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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
22	Public files maintained pursuant to regulations stated in Parts 11, 15, and 16* of the Comptroller's Manual for National Banks (12 CFR, Chapter 1). Transfer to FRC when 3 years old. Destroy when 9 years old. (*Not required by the Securities Act but will be included in the public files.)	28	
23	Consumer complaint letters and replies. Transfer to FRC when 2 years old. Destroy when 5 years old.	new item	
24	Case files on criminal matters including criminal reports. Transfer to FRC when 5 years old. Destroy when 25 years old.	19	
25	Compliance reports and external crime reports required by Regulation 21.5A. Destroy when 4 years old.	20a & 20b	
26	Reports or change in ownership of national banks (F-7 and F-8). Transfer to FRC when 3 years old. Destroy when 9 years old.	13	
27	Weekly itinerary of regional activities. Destroy when 1 year old.	21	
28	Income and Dividend, and Call Reports made in response to requests from the Comptroller's Office. Destroy when 2 years old.	22	
29	Copies of bills for special services. Destroy when 1 year old.	23	