Schedule Number: NC1-101-80-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:
NC1-101-80-02 / 1 non-record
NC1-101-80-02 / 2 non-record
NC1-101-80-02 / 3 non-record
NC1-101-80-02 / 4 non-record
NC1-101-80-02 / 5 non-record
NC1-101-80-02 / 6 superseded by GRS 2.1
NC1-101-80-02 / 7 superseded by NC1-101-83-01 / C/3
NC1-101-80-02 / 8 superseded by NC1-101-83-01 / C/3
NC1-101-80-02 / 9 superseded by NC1-101-83-01 / C/3
NC1-101-80-02 / 10 superseded by NC1-101-83-01 / C
NC1-101-80-02 / 11 superseded by NC1-101-83-01 / C
NC1-101-80-02 / 12 superseded by NC1-101-83-01 / C
NC1-101-80-02 / 13 superseded by NC1-101-83-01 / C
NC1-101-80-02 / 14 superseded by NC1-101-83-01 / C
NC1-101-80-02 / 15 superseded by NC1-101-83-01 / C
NC1-101-80-02 / 16 superseded by NC1-101-83-01 / C/1
NC1-101-80-02 / 17 superseded by NC1-101-83-01 / C/1
NC1-101-80-02 / 18 superseded by NC1-101-83-01 / C/1
NC1-101-80-02 / 19 superseded by NC1-101-83-01 / C/5
NC1-101-80-02 / 20 superseded by NC1-101-83-01 / C/5
NC1-101-80-02 / 21 superseded by NC1-101-83-01 / J12
NC1-101-80-02 / 22 superseded by NC1-101-83-01 / D/11
NC1-101-80-02 / 23 superseded by NC1-101-83-01 / K/4
NC1-101-80-02 / 24 superseded by NC1-101-83-01 / C/17
NC1-101-80-02 / 25 superseded by NC1-101-83-01 / C/18
NC1-101-80-02 / 26 superseded by NC1-101-83-01 / D/11
NC1-101-80-02 / 27 superseded by GRS 5.1
NC1-101-80-02 / 28 obsolete per NC1-101-83-01 / C/16 function transferred to FDIC
NC1-101-80-02 / 29 superseded by GRS 1.1

Date Reported: 02/24/2020
REQUEST FOR RECORD DISPOSITION AUTHORITY
(See instructions on reverse)

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.

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
</table>

The following records are from the Office of the Comptroller of the Currency. They are for the 14 Regional Offices and supersede all previous regional schedules.
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Copies of personnel file documents retained for reference in regional offices after termination of service. Destroy when 2 years old.</td>
</tr>
<tr>
<td>2</td>
<td>Reference copies of the computer payroll print out which is updated on a biweekly basis. Destroy all except the current copy.</td>
</tr>
<tr>
<td>3</td>
<td>Reference copies of travel and per diem vouchers. Destroy when 3 years old.</td>
</tr>
<tr>
<td>4</td>
<td>Reference copies of leases and contracts. Destroy 4 years after termination.</td>
</tr>
<tr>
<td>5</td>
<td>Reference copies of leave records. a. Employee annual leave cards. Destroy 1 year after verification with computer print-out.</td>
</tr>
<tr>
<td></td>
<td>b. Computer print-out providing leave data such as leave balance, TUS-430. Destroy when 3 years old.</td>
</tr>
<tr>
<td></td>
<td>c. Comprehensive listing of employee master file, TUS 404. Destroy final annual report (pay period 26) when 2 years old.</td>
</tr>
<tr>
<td></td>
<td>d. Comprehensive listing of employee master file, TDF 10-11. Destroy when 6 months old.</td>
</tr>
<tr>
<td>6</td>
<td>Applications for positions and related correspondence. General Records Schedule 1, Item 15.</td>
</tr>
<tr>
<td>7</td>
<td>Reports of Examinations. a. Branch Reports.</td>
</tr>
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<tr>
<td>--------</td>
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</tr>
<tr>
<td></td>
<td>Destroy all except the 3 most recent reports.</td>
</tr>
<tr>
<td></td>
<td>b. Unit Reports.</td>
</tr>
<tr>
<td></td>
<td>Destroy all except reports made in the last 3 years or the last 5 reports, whichever is less.</td>
</tr>
<tr>
<td>8</td>
<td>Trust Examination Reports.</td>
</tr>
<tr>
<td></td>
<td>a. Branch Reports.</td>
</tr>
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<td>Destroy all except the 3 most recent reports.</td>
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</tr>
<tr>
<td>9</td>
<td>Electronic Data Processing Unit Examination Reports.</td>
</tr>
<tr>
<td></td>
<td>a. Examination reports for in-house EDP services.</td>
</tr>
<tr>
<td></td>
<td>b. Examination reports for privately contracted EDP services.</td>
</tr>
<tr>
<td></td>
<td>c. Examination reports for EDP services in operating subsidiaries.</td>
</tr>
<tr>
<td></td>
<td>Destroy all except reports made in the last 3 years or the last 5 reports, whichever is less.</td>
</tr>
<tr>
<td>10</td>
<td>Correspondence related to Reports of Examination, Trust Examination Reports, and ECP Examination Reports.</td>
</tr>
<tr>
<td></td>
<td>Disposition is the same as for the related reports.</td>
</tr>
<tr>
<td>11</td>
<td>Correspondence with closed (former) national banks.</td>
</tr>
<tr>
<td></td>
<td>Transfer to FRC when 3 years old.</td>
</tr>
<tr>
<td></td>
<td>Destroy when 9 years old.</td>
</tr>
<tr>
<td>12</td>
<td>Correspondence files with national banks relating to voluntary liquidation, re-organization, merger, or consolidation.</td>
</tr>
<tr>
<td></td>
<td>Transfer to FRC when 3 years old.</td>
</tr>
<tr>
<td></td>
<td>Destroy when 9 years old.</td>
</tr>
<tr>
<td>13</td>
<td>Correspondence with active national banks (unrelated to Examination Reports).</td>
</tr>
<tr>
<td>ITEM NO</td>
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</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>14  Correspondence between the Comptroller and regional offices. Transfer to FRC when 3 years old. Destroy when 25 years old.</td>
</tr>
<tr>
<td></td>
<td>15  Miscellaneous correspondence with regional Federal agencies and local financial institutions. Transfer to FRC when 3 years old. Destroy when 16 years old.</td>
</tr>
<tr>
<td></td>
<td>16  Approved and disapproved branch applications. Destroy 2 years after final action.</td>
</tr>
<tr>
<td></td>
<td>17  Merger applications. Destroy 2 years after final action.</td>
</tr>
<tr>
<td></td>
<td>18  New banks charter applications.</td>
</tr>
<tr>
<td></td>
<td>b. Disapproved applications. Destroy 2 years after disapproval.</td>
</tr>
<tr>
<td></td>
<td>19  Direct verifications of portions of examination reports. Destroy when 2 years old.</td>
</tr>
<tr>
<td></td>
<td>20  Verification sheets for examination reports including CC 1410 X, CC 1412 0X, CC 1404-0X, and CC 1435 0X. Destroy when all reference needs have ended.</td>
</tr>
<tr>
<td></td>
<td>21  Files on public hearings concerning branch office locations. Transfer to FRC when 5 years old. Destroy when 25 years old.</td>
</tr>
<tr>
<td>ITEM NO</td>
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<tr>
<td>--------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>22</td>
<td>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.)</td>
</tr>
<tr>
<td>23</td>
<td>Consumer complaint letters and replies. Transfer to FRC when 2 years old. Destroy when 5 years old.</td>
</tr>
<tr>
<td>24</td>
<td>Case files on criminal matters including criminal reports. Transfer to FRC when 5 years old. Destroy when 25 years old.</td>
</tr>
<tr>
<td>25</td>
<td>Compliance reports and external crime reports required by Regulation 21.eA. Destroy when 4 years old.</td>
</tr>
<tr>
<td>26</td>
<td>Reports or change in ownership of national banks (F-7 and F-8)e Transfer to FRC when 3 years old. Destroy when 9 years old.</td>
</tr>
<tr>
<td>27</td>
<td>Weekly itinerary of regional activities. Destroy when 1 year old.</td>
</tr>
<tr>
<td>28</td>
<td>Income and Dividend, and Call Reports made in response to requests from the Comptroller's Office. Destroy when 2 years old.</td>
</tr>
<tr>
<td>29</td>
<td>Copies of bills for special services. Destroy when 1 year old.</td>
</tr>
</tbody>
</table>