

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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NC1-101-80-02 / 6 superseded by GRS 2.1  
NC1-101-80-02 / 7 superseded by NC1-101-83-01 / C/3  
NC1-101-80-02 / 8 superseded by NC1-101-83-01 / C/3  
NC1-101-80-02 / 9 superseded by NC1-101-83-01 / C/3  
NC1-101-80-02 / 10 superseded by NC1-101-83-01 / C  
NC1-101-80-02 / 11 superseded by NC1-101-83-01 / C  
NC1-101-80-02 / 12 superseded by NC1-101-83-01 / C  
NC1-101-80-02 / 13 superseded by NC1-101-83-01 / C  
NC1-101-80-02 / 14 superseded by NC1-101-83-01 / C  
NC1-101-80-02 / 15 superseded by NC1-101-83-01 / C  
NC1-101-80-02 / 16 superseded by NC1-101-83-01 / C/1  
NC1-101-80-02 / 17 superseded by NC1-101-83-01 / C/1  
NC1-101-80-02 / 18 superseded by NC1-101-83-01 / C/1  
NC1-101-80-02 / 19 superseded by NC1-101-83-01 / C/5  
NC1-101-80-02 / 20 superseded by NC1-101-83-01 / C/5  
NC1-101-80-02 / 21 superseded by NC1-101-83-01 / J12  
NC1-101-80-02 / 22 superseded by NC1-101-83-01 / D/11  
NC1-101-80-02 / 23 superseded by NC1-101-83-01 / K/4  
NC1-101-80-02 / 24 superseded by NC1-101-83-01 / C/17  
NC1-101-80-02 / 25 superseded by NC1-101-83-01 / C/18  
NC1-101-80-02 / 26 superseded by NC1-101-83-01 / D/11  
NC1-101-80-02 / 27 superseded by GRS 5.1  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NC1-101-80-02 / 29 superseded by GRS 1.1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

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Rec 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 M. 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 1/11/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles M. Van Buren III</i>	E TITLE Records Officer
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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
	The following records are from the Office of the Comptroller of the Currency. They are for the 14 Regional Offices and supercede <u>all</u> previous regional schedules.		

*Copy to:  
All RRS'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.	4	
	b. Computer print-out providing leave data such as leave balance, TUS-430.  Destroy when 3 years old.	4a	
	c. Comprehensive listing of employee master file, TUS 404.  Destroy final annual report (pay period 26) when 2 years old.	4b	
	d. Comprehensive listing of employee master file, TDF 10-11.  Destroy when 6 months old.	new item	
6	Applications for positions and related correspondence.  General Records Schedule 1, Item 15.		
7	Reports of Examinations.		
	a. Branch Reports.	6a	

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 5 3
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.  Destroy all except reports made in the last 3 years <u>or</u> the last 5 reports, whichever is less.	6b	
8	Trust Examination Reports.		
	a. Branch Reports.  Destroy all except the 3 most recent reports.	new item	
	b. Unit Reports  Destroy all except reports made in the last 3 years <u>or</u> the last 5 reports, whichever is less.	27a	
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.  Destroy all except reports made in the last 3 years <u>or</u> the last 5 reports, whichever is less.	26a	
10	Correspondence related to Reports of Examination, Trust Examination Reports, and ECP Examination Reports.  Disposition is the same as for the related reports.	6c, 25b, 26b, 4 27b	
11	Correspondence with closed (former) national banks.  Transfer to FRC when 3 years old. Destroy when 9 years old.	7	
12	Correspondence files with national banks relating to voluntary liquidation, re-organization, merger, or consolidation.  Transfer to FRC when 3 years old. Destroy when 9 years old.	8	
13	Correspondence with active national banks (unrelated to Examination Reports).	9	

## Request for Records Disposition Authority—Continuation

JOB NO

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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	

## Request for Records Disposition Authority - Continuation

JOB NO

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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)e  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	