

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG195

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Federal Home Loan Bank Board

2. MAJOR SUBDIVISION

Federal Savings and Loan Insurance Corporation

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Charles W. Curtis

5. TEL. EXT.

Code 129 X-3045

LEAVE BLANK	
DATE RECEIVED FEB 21 1974	JOB NO.
DATE APPROVED NC 174-148	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
3-29-74 DATE	<i>James B. Rhoads</i> ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 7 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

January 9, 1974
(Date)

Charles W. Curtis
(Signature of Agency Representative)

Agency Records Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Records of the Office of Federal Savings and Loan Insurance Corporation</u></p> <p><u>ACCOUNTING FILES</u></p> <p>Balancing and Proofing Files</p> <p>Records created in auditing, balancing, and proofing accounts, such as Daily Computer Transaction Tapes, Daily Envelopes, Disbursement Tapes, Error Listings, Mortgage Loan Payment Stubs and Trial Balances, and Teller Record Changes.</p> <p>Disposition: Retain six (6) years, then destroy.</p>		DISPOSAL APPROVED
2	<p>Banking Files</p> <p>Records of advances of government funds to and from Washington, and records relating to the deposit, withdrawal, and reconciliation of FSLIC funds in commercial bank accounts.</p> <p>Disposition: Retain six (6) years, then destroy.</p>		DISPOSAL APPROVED

32 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Federal Home Loan Bank Board - Records of FSLIC (Continued) <u>ACCOUNTING FILES</u> (Continued)</p>		
3.	<p>Disbursement Files</p> <p>Records of payments into escrow accounts, participation loan payments to buying associations, and paid invoices together with check requisitions and check vouchers.</p> <p>Disposition: Retain six (6) years, then destroy.</p>		DISPOSAL APPROVED
4.	<p>Financial Assistance Files</p> <p>Records of financial assistance to problem case associations, such as contribution agreements, loan agreements, and purchase of assets.</p> <p>Disposition: Destroy six (6) years after purchase of assets, or ten (10) years after the expiration of contribution and loan agreements, whichever is later.</p>		DISPOSAL APPROVED
5.	<p>Insurance of Accounts Payout Files</p> <p>Records of payments of accounts insurance to insured members of defaulting insured associations.</p> <p>Disposition: Destroy ten (10) years after date of last payment.</p>		DISPOSAL APPROVED
6.	<p>Journal Files</p> <p>Mortgage Loan Transaction Journals and Journal Vouchers and Entries.</p> <p>Disposition: Retain twenty (20) years, then destroy.</p>		DISPOSAL APPROVED
7.	<p>Ledger Account Card Files</p> <p>Detailed ledger account cards for active and closed asset, contribution, loan, payment of account insurance, and receivership accounts.</p> <p>Disposition: Destroy ten (10) years after the closing of the account.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (7) (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Federal Home Loan Bank Board - Records of FSLIC (Continued) <u>ACCOUNTING FILES (Continued)</u>		
8.	<p>MIS Report Files</p> <p>Computer printouts of accounting transactions generated by the Management Information System.</p> <p>Disposition: Retain six (6) years, then destroy.</p>		DISPOSAL APPROVED
9.	<p>Receipts Files</p> <p>Records relating to the receipt of payments from sold or leased real estate, mortgage loans, liquidating dividends, refunds of contributions, and remittances from assets serviced.</p> <p>Disposition: Retain six (6) years, then destroy.</p>		DISPOSAL APPROVED
	<u>ADMINISTRATIVE FILES</u>		
10.	<p>Budget Files</p> <p>Work papers, cost statements, and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes.</p> <p>Disposition: Break files each fiscal year. Transfer to Federal Records Center after five (5) years. Destroy after ten (10) years.</p>		DISPOSAL APPROVED
11.	<p>Internal Directive Files</p> <p>Bank Board and FSLIC policy, procedural and administrative instructions issued to guide or regulate program and administrative operations.</p> <p>Disposition: Break files every year.</p> <p>(a) Retain FSLIC directives permanently. <i>offer To Archives in 20 years, f</i></p> <p>(b) Retain other issuances five (5) years, then destroy.</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

Item No.	Description of Item	Sample or Job No.	Action Taken
<p><u>ADMINISTRATIVE FILES (Continued)</u> (Federal Home Loan Bank Board - Records of FSLIC (Continued))</p>			
12	<p>Management Information System Files</p> <p>Procedures and instructions for the operation of the Management Information System.</p> <p>Disposition: Transfer to Federal Records Center after five (5) years old. Retain Permanently. Offer To Archives in 20 years.*</p>		
13	<p>Office Supplies Files</p> <p>Records relating to (a) general procurement of office supplies and equipment and (b) requisition of stock and non-stock items.</p> <p>Disposition: Break files every Fiscal Year. (a) Destroy three (3) years after final payment of procurement items. (b) Destroy two (2) years after completion or cancellation of requisition.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>
14	<p>Organization Files</p> <p>Organization charts, functional statements, and historical materials relating to the establishment and changes in the FSLIC organization, functions, and relationships.</p> <p>Disposition: Transfer to Federal Records Center when three (3) years old. Retain permanently. Offer To Archives in 20 years.*</p>		
15	<p>Personnel Files</p> <p>Materials relating to personnel administration, and unofficial personnel folders of individual employees of The Westchester Field Office.*</p> <p>Disposition: a) Materials relating to personnel administration. Transfer to Federal Records Center after five (5) years old. Retain permanently. Offer To Archives in 20 years.* b) Individual personnel folders. Destroy one (1) year after transfer or separation of employee.</p>		<p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

Item No.	Description of Item	Sample or Job No.	Action Taken
16	<p>Federal Home Loan Bank Board - Records of FSLIC (Continued) <u>ADMINISTRATIVE FILES</u> (Continued)</p> <p>Training Files</p> <p>Materials relating to the training courses available to FSLIC employees and the schedules of their training assignments.</p> <p>Disposition: a) Transfer materials relating to training courses & curriculums and instructions to Federal Records Center after five (5) years. Retain permanently. Offer To Archives in 20 years.*</p>		
17	<p>Travel Files</p> <p>(a) Travel authorizations and vouchers, (b) travel regulations and instructions.</p> <p>Disposition: (a) Destroy travel authorizations and vouchers after one (1) year.</p> <p>(b) Retain travel regulations and instructions until superseded.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>
18	<p><u>ASSET LIQUIDATION FILES</u></p> <p>Material relating to the liquidation of FSLIC titled real estate assets and mortgage loans.</p> <p>Disposition: Transfer to Federal Records Center after three (3) years old. Destroy twelve (12) years after final payment.</p>		<p>DISPOSAL APPROVED</p>
19	<p><u>ASSET MANAGEMENT FILES</u></p> <p>Material relating to (a) real property management and (b) mortgage loan servicing by or for FSLIC.</p> <p>Disposition: (a) Destroy real property management records after ten (10) years old.</p> <p>(b) Destroy mortgage loan files after fifty (50) years.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

Item No.	Description of Item	Sample or Job No.	Action Taken
20	<p>Federal Home Loan Bank Board - Records of FSLIC(Continued) <u>AUDIT FILES</u></p> <p>Material relating to both external and internal audit reports of the operations of FSLIC.</p> <p>Disposition: a) Transfer GAO reports to Federal Records Center after five (5) years old. Retain permanently. Offer To Archives in 20 years.*</p> <p>b) Destroy internal reports after ten (10) years.</p>		DISPOSAL APPROVED
21	<p><u>COMMITTEE AND TASK FORCE FILES</u></p> <p>Material relating to the FHLBB Advisory Council and to committees and task forces of FSLIC and FHLBB.</p> <p>Disposition: Transfer to Federal Records Center after five (5) years old. Retain permanently. Offer To Archives in 20 years.*</p>		
22	<p><u>DEFAULT PREVENTION FILES</u></p> <p>Material relating to the default prevention and financial assistance activities of FSLIC.</p> <p>Disposition: a) Destroy ten (10) years after the purchase of assets or the expiration of the contribution or loan agreement.</p> <p>b) Destroy uninsured portion of account after twenty (20) years.</p>		DISPOSAL APPROVED DISPOSAL APPROVED
23	<p><u>INSURANCE OF ACCOUNTS PAYMENTS FILES</u></p> <p>Material relating to the payment of account insurance by FSLIC to insured members of a defaulting insured institution.</p> <p>Disposition: Destroy ten (10) years after the payment of the last claimed account.</p>		DISPOSAL APPROVED

Item No.	Description of Item	Sample or Job No.	Action Taken
24	<p>Federal Home Loan Bank Board - Records of FSLIC (Continued)</p> <p><u>PLANS, REPORTS AND STATISTICS FILES</u></p> <p>Material relating to planning documents and reports and statistics of FSLIC.</p> <p>Disposition: Transfer to Federal Records Center after five (5) years. Retain permanently. Offer To Archives in 20 years.*</p>		
25	<p><u>PUBLIC RELATIONS FILES</u></p> <p>Correspondence and material regarding the relations of FSLIC with the public, including publicity in the mass media, speeches and articles authored by FHLBB and FSLIC executives, official FSLIC publications, and routine public requests for information.</p> <p>Disposition: a) Transfer to Federal Records Center after five (5) years old, a record set of speeches and articles authored by FSLIC executives, and a record set of official FSLIC publications. Retain permanently. Offer To Archives in 20 years.*</p> <p>b) Temporary records dispose as authorized by GRS #14.*</p>		<p>DISPOSAL APPROVAL</p>

* Changes authorized by D. Funkhouser 3/8/74 CSR