

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Federal Home Loan Bank Board

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Files and Docket Section

4. NAME OF PERSON WITH WHOM TO CONFER

Charles W. Curtis

5. TEL. EXT.

129-3045

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>AUG 22 1974</b>	JOB NO. <b>NC - 195 - 75 - 2</b>
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 "with-drawn" in column 10.	
10/16/74 (Date)	acting Archivist of the United States <i>Jane E. O'Heill</i>

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

16 August 74 *Charles W. Curtis*

Agency Records Officer

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 the Secretary, Files and Docket Section.</u></p> <p><u>Document Folder -</u></p> <p>Consists generally of substantive documents in support of:</p> <ul style="list-style-type: none"> <li>Relocation of Home Office</li> <li>Relocation of Branch Office</li> <li>Branch Office exact location</li> <li>*Branch Office Application</li> <li>Application for Membership and Insurance of Accounts</li> <li>Merger Applications</li> <li>Conversion Applications</li> <li>Debenture Applications</li> </ul> <p>Disposition: <sup>Permanent (all folders except Branch Office Applications).</sup></p> <p>a) Retain in Files and Docket Section for three (3) years following Board action on a given application, then transfer to FRC. <sup>Offer to Archives after thirty (30) years.</sup> Retain permanently. <sup>4 items</sup></p> <p>b) * Branch Office Applications: Destroy when ten (10) years old. Retain in Files + Docket Section for three (3) years following Board action on a given application, then transfer to FRC.</p>		

115-106 Copy to Agency 10/17/74  
Copy to WNR 10/18/74

10-7-74 #JW 10/2/74

Federal Home Loan Bank Board-Records of the Office of the Secretary, Files and Docket Section. (Continued)

2. Correspondence Folder -

Consists of: All correspondence pertaining to the Association.

Disposition: <sup>Destroy when thirty (30) years old, except for a two percent random sample based on file number (01 and 51 files of each one hundred files), which is permanent. Retain in Files + Docket Section for three (3) years then transfer to FRC having segregated permanent sample from remainder of folders. Other permanent sample to include after thirty (30) years.</sup> Retain in the Files and Docket Section for five (5) years then transfer to the Federal Records Center (FRC). Destroy after twenty-five (25) years at the FRC. *10-7-74*

3. Statement Folder -

Consists generally of:

- Examination Reports
- Appraisal Reports
- Defalcation Reports
- Semiannual Report with all schedules
- Evaluation Reports
- Scheduled Items

Disposition: <sup>Destroy when two (2) years old, except for a two percent random sample based on file number (01 and 51 files of each one hundred files), which is permanent. Retain in Files + Docket Section for three (3) years then transfer to FRC, having segregated permanent sample from remainder of folders. Other permanent sample to include after two (2) years.</sup> Retain in the Files and Docket Section for three (3) years then transfer to the FRC. Destroy after twenty-five (25) years at the FRC. *10-7-74*

\* agreement on changes of wording on Betty J. ... Secured from Mr. Dan Funkhouser, Records Office, FHLBB