

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

3 items

RF 198

LEAVE BLANK	
DATE RECEIVED AUG 22 1974	JOB NO. NC - 195 - 75-3
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.	
10-4-74 (Date)	<i>Melvin Roberts Jr.</i> Archivist of the United States

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 Communications

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Charles W. Curtis

5. TEL. EXT.

129-3045

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 4 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
Date (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 Communications</u></p> <p>Subject files referred to in normal day-to-day operations, for which other offices are the office of record. Examples: Budget, Personnel, Training, EEO.</p> <p>Disposition: Close file each Calendar Year. Destroy one year after close of file or completion of project.</p>		
2.	<p>Publications issued for information, not containing policy matters. Examples: Bulletin Board The FHLBB (one-page fact sheet) List of Publications Available</p> <p>Disposition: Destroy superseded material.</p>		

Copy to Agency 10/10/74

**Federal Home Loan Bank Board-Records
of Communications (Continued)**

3. Video and audio tapes originated or purchased for the purpose of training and/or information, not containing policy matters. Examples:
- a) Tapes of FHLB Presidents' Meetings
 - b) Tapes of FHLB Directors' Meetings
 - c) Tapes of New Man Training Sessions in OES
 - d) Applied Econometrics
 - e) Speed Reading
 - f) In-house training tapes

Disposition: Recycle when
obsolete or
no longer
serving useful