

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JAN 16 1975	JOB NO. NC - 195-75-4
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.	
<i>2-6-75</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Home Loan Bank Board (FHLBB)
2. MAJOR SUBDIVISION
Office of the Federal Home Loan Banks (OFHLB)
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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1/7/75 Charles W. Curtis
(Date)

(Signature of Agency Representative)

Chief, MA Branch
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Records of the Office of the Federal Home Loan Banks</p> <p>General Correspondence Subject Files</p> <p>Includes correspondence, inter-office memoranda, issuances, reference material, and related documentation accumulated in connection with the OFHLB's functions of implementing Bank Board policies for the Federal Home Loan Bank (FHLBank) System and supervising the operations of the twelve regional FHLBanks. Material relating to OFHLB supervision of the operations of individual FHLBanks is maintained in the Individual Bank Files (Item 2).</p> <p>a. Policy and History Files.</p> <p>Consists of selected documentation of OFHLB actions in developing and implementing Bank Board policy in at least the following subject areas: Accounting - Policy; Advances - Policies; Bank System - Functions; Budget - Policy; Collateral - Policy; Credit Policies; Directors - Policies; Disaster Declaration Policy; Emergency Line of Credit - Federal Reserve; Office - Organization and Functions; Investment Policies; Organization or Establishment of FHLBanks; Personnel - Bank System - Policies; Records - Protection, Destruction and/or Board; Records - Relocations for FHLBanks; Reports and Statements - Policies; Research Studies of FHLBanks; Retirement - Policies. The OFHLB records officer will create these files by</p>		

Copy to WNRC & Agency 2/4/75 AD

25 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
2.	<p>screening already existing subject files in these areas and placing policy and history material in separate folders.</p> <p>Disposition: PERMANENT. <i>† (Agency will review this item within 5 years & determine date for altering records for transfer to Archives.)</i></p> <p>b.* Disaster Declarations</p> <p>Consists chiefly of Bank Board announcements of Presidential actions in designating certain geographical areas as "disaster areas" and making them eligible for Federal assistance. Copies of the declarations are maintained by the Office of Examinations and Supervision.</p> <p>Disposition: Transfer to FRC when 3 years old. Destroy 5 years from date of transfer.</p> <p>c. Bylaws of the Federal Savings and Loan Advisory Council:</p> <p>Disposition: Destroy when superseded.</p> <p>d. Bank Board Delegations of Authority to the FHLBanks and the OFHLB</p> <p>Disposition: Transfer to FRC when superseded. Destroy 20 years from date of transfer.</p> <p>e. All remaining General Correspondence Subject Files</p> <p>Disposition: Transfer to FRC when 3 years old. Destroy 3 years from date of transfer.</p> <p>Individual Bank Files</p> <p>Includes correspondence, inter-office memoranda, reference material, and related documentation accumulated in connection with OFHLB actions in supervising and coordinating the operations of the twelve regional FHLBanks. Material having application to various regional banks is also maintained in the General Correspondence Subject Files (Item 1).</p> <p><i>† Addition regarding review authorized by Dan Funkhouser, Office of Records, FHLB, 1/31/75.</i></p> <p>* These items are also maintained by the FHLBanks.</p>		

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
3.*	<p>a.* Minutes of FHLBank Board of Directors' Meetings, Executive Committee Meetings, and Stockholder Meetings.</p> <p>Disposition: Destroy when 2 years old.</p> <p>b.* FHLBank Bylaws</p> <p>Disposition: Destroy when superseded.</p> <p>c.* FHLBank Bulletins to Members</p> <p>Consists of informational announcements issued by FHLBanks to member institutions.</p> <p>Disposition: Destroy when 2 years old.</p> <p>d.* FHLBank Surety Bonds</p> <p>Consists of written instruments evidencing obligations to answer for debts, defaults, or miscarriages of FHLBank officers.</p> <p>Disposition: Destroy one year after supersedure.</p> <p>e.* Contracts, Leases, Insurance Policies (other than Surety Bonds), and Other Agreements of FHL Banks</p> <p>Disposition: Transfer to FRC upon expiration or supersedure. Destroy 5 years from date of transfer.</p> <p>f. All remaining Individual Bank Files</p> <p>Disposition: Transfer to FRC when 3 years old. Destroy 3 years from date of transfer.</p> <p>Consolidated Quarterly Reports of the FHL Banks</p> <p>Includes statement of condition, income statement, and various other reports. For quarterly reports from individual banks see Daily, Weekly, and Monthly Reports of the FHLBanks (Item 4).</p> <p>Disposition: PERMANENT. <i>(Agency will review this item within 5 years + determine date for offaring records for transfer to Archives.)</i></p>		

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
4.*	<p>Daily, Weekly, and Monthly Reports of the FHLBanks</p> <p>Disposition: Transfer to FRC when 2 years old. Destroy 5 years from date of report.</p>	<p>NN-165-145 Items 3 & 4</p>	
5.*	<p>Certified FHLBank Annual Audit Reports</p> <p>Disposition: PERMANENT. Transfer to FRC when 4 years old. Offer to Archives 21 years from date of transfer.</p>	<p>NN-174-83 Item 6</p>	
6.	<p>Contract Proposals for FHLBank Audits</p> <p>The Administration and Methods Division maintains files on the procedures used for auditing the regional banks.</p> <p>Disposition: Destroy 3 years from date of expiration.</p>		
7.	<p>Minutes (and related material) of FHLBank Presidents' Conferences with the Bank Board</p> <p>Disposition: PERMANENT. Transfer to FRC when 3 years old. Offer to Archives 5 years from date of transfer.</p>		
8.	<p>Treasury Circular No. 945 (Standard Forms 1219 & 1220)</p> <p>Consists of reports to the Treasury of accounting transactions of the FHLBB and the FHLBanks.</p> <p>Disposition: Transfer to FRC when 4 years old. Destroy 5 years from date of transfer.</p>		
9.*	<p>Report of Checks Drawn on the Treasury (Standard Form 1178) and Block Control of Checks Issued (Standard Form 1179)</p> <p>Disposition: Transfer to FRC when 4 years old. Destroy 5 years from date of transfer.</p>		
10.*	<p>Requests from the FHLBanks for Stock Certificates or other Forms</p> <p>Disposition: Destroy when 1 year old.</p>		

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
11.	<p>FHLBanks Imprest Fund Files</p> <p>Consists of records relating to authorizations of expenditures for the administration of the FHLBank system. Funds are raised through assessments on FHLBanks and spent for such purposes as communications equipment and bank presidents' conferences.</p> <p>Disposition: Transfer to FRC when 2 years old. Destroy 10 years from date of transfer.</p>		
12.	<p>DEX and TWX Logs</p> <p>These files serve as reading files of teletype and facsimile messages transmitted between the Bank Board and the FHLBanks. Significant messages are incorporated within the appropriate files of the OFHLB.</p> <p>Disposition: Destroy when 2 years old.</p>		
13.	<p>Housing Opportunity Allowance Program (HOAP) Files</p> <p>Consists of records accumulated during OFHLB supervision of HOAP, a two-year program authorized by Title I of the Emergency Home Finance Act of 1970. The program assisted low- and moderate-income prospective home buyers by providing monthly credits to their mortgage accounts with participating lenders. The OFHLB continues to bear the responsibility for monitoring the mortgage accounts and reimbursing individual thrift institutions for funds expended under the program. The HOAP files consist chiefly of printouts and correspondence relating to reimbursements and loan monitoring. Routine inquiries about the program are maintained in the General Correspondence Subject Files (Item 1).</p> <p>Disposition: Transfer to FRC when 7 years old. Destroy 23 years from date of transfer.</p>		
14.	<p>FHLBank Membership Control Cards</p> <p>Consists of index cards containing names and addresses of thrift institutions that are members of the FHLBank system.</p> <p>Disposition: Destroy when obsolete.</p>		

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
15.	<p>Public Interest Director Biographies</p> <p>Consists of brief biographies of FHLBank directors who are appointed to their positions by the FHLBB. The biographies are compiled by the directors themselves.</p> <p>Disposition: PERMANENT. Offer to Archives 25 years from termination of appointment.</p>		
16.	<p>FHLBank Officer Biographies</p> <p>Consists of brief biographies of FHLBank officers whose elections are approved by the FHLBB and who serve as agents of the FHLBB. The biographies are compiled by the officers themselves.</p> <p>Disposition: PERMANENT. Transfer to FRC upon retirement or separation of individual from FHLBank. Offer to Archives 5 years from date of transfer.</p>		