

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED NOV 7 1974	JOB NO. NC - 195 - 75 - 5
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.	
12-18-74 (Date)	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Home Loan Bank Board

2. MAJOR SUBDIVISION
Office of Industry Development

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

Nov 5, 1974 Charles W. Curtis

Agency Records Officer

Date

(Signature of Agency Representative)

(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 Industry Development</u></p> <p><u>Budget Files</u> 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><u>Disposition: Temporary.</u> Break files each fiscal year. Transfer to FRC when 5 years old. Destroy when 10 years old.</p>		
2.	<p><u>Internal Directives Files</u> Bank Board and OID policy procedural and administrative instructions issued to guide or regulate program and administrative operations.</p> <p><u>Disposition</u> a) Permanent. Break files every year. Retain OID Directives Memos permanently. b) Destroy other issuances when 5 years old.</p> <p>*Files transferred to FRC and designated as Permanent will be offered to National Archives when 20 years old.</p> <p><i>Changes in schedule authorized by Dan Funtchouse, 11/21/74</i></p>	469-4 Item 1(a)	

Copy to Agency & WNRC 12/30/74

Federal Home Loan Bank Board - Records of
OID (continued)

3. Intra-Office Memo Files
Internal correspondence of the Office of
Industry Development relating to administrative
and application processing matters.

Disposition: Temporary.
Break files every year. Retain in office
5 years then transfer to FRC. Destroy
when 10 years old.

4. Organization Files
Organization charts, functional statements, and
historical materials relating to the establishment
and changes in the OID organization, functions and
relationships.

Disposition:
Permanent. ~~Retain~~. Break files every
year. Transfer to FRC when 5 years old.

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Item 1(p)

5. Personnel Files
Applications and resumes, position descriptions,
and salary schedules.

Disposition:
Temporary. Destroy applications and
resumes and salary schedules when
2 years old. Destroy position
descriptions when superseded.

6. Training Files
Materials relating to the training courses
available to OID employees and the schedules
of their training assignments.

Disposition: Temporary.
Break files every year. ~~Transfer to
FRC when 5 years old.~~ Destroy when 5 years old.

7. Travel Files
Travel instructions and regulations, and travel
vouchers and authorizations.

Disposition: Temporary.
Break files every year. Retain travel
instructions and regulations until
superseded. Destroy travel authoriza-
tions and vouchers when 1 year old.

Federal Home Loan Bank Board - Records of
OID (continued)

8. Association Chartering Files

Memoranda and material relating to permission to organize and petition for charter of a new Federal association, and the admission of Federal or State chartered associations to Bank membership and/or insurance of their accounts.

Disposition:

Temporary. Break files every year.
Destroy when 3 years old.

9. Association Development Files

Memoranda and material relating to the organizational development and expansion of chartered associations.

Disposition:

Temporary. Break files every year. Destroy when 3 years old.

10. Association Operations files

Memoranda and material relating to loans, escrow, reserves, and other day-to-day operations of member and/or insured associations.

Disposition:

Temporary. Break files every year. Destroy when 3 years old.

11. Board Agenda Files

Memoranda and material relating to Board Agenda actions.

Disposition:

Temporary. Break files every year. Destroy when one year old.

12. Committees and Task Forces Files

Material relating to the Advisory Council and to committees and task forces of the Office of Industry Development and the FHLBB.

Disposition: Permanent.

Break files every year. ~~Retain permanently.~~
Transfer to FRC when 5 years old.

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Item 1(h)

Federal Home Loan Bank Board - Records of
OID (continued)

13. Conferences and Meetings Files

Material relating to the planning, agendas, proceedings, resolutions, papers and correspondence in connection with conferences and meetings organized by or participated in by the Office of Industry Development or the Bank Board.

Disposition: Break files every ^{a)} year. Material relating to OID staff meetings and conferences organized by a OID or FHLLB shall be retained permanently and transferred to FRC when 5 years old. ^{b)} Material relating to outside conferences in which OID or FHLLB has been an invited participant shall be destroyed when 5 years old. Permanent. 469-4
Item 1(d) Temporary.

14. Congressional Liaison and Legislation Files

Material relating to Congressional and State legislation governing regulation of the savings and loan industry and for correspondence with members of Congress.

Permanent.
Disposition: Statutory authorities and Congressional correspondence shall be retained permanently and transferred to FRC when 5 years old. 469-4
Item 1(e)

15. Conversions Files

Material relating to the conversion of Federal associations to State chartered associations, the conversion of State chartered associations to Federal associations, and the conversion of State chartered mutual associations to stock associations and vice-versa

Disposition: Temporary. Break files every year. Destroy when 3 years old.

Federal Home Loan Bank Board - Records of
OID (continued)

16. Delegations of Authority Files
Material relating to delegations of authority from the Board to District Bank Presidents and Board offices, to actions taken by the office of Industry Development under such delegated authority, and to letters by OID to Bank Presidents and Supervisory Agents.

Disposition: Temporary.

Break Files every year. Retain delegations of authority ^{until} ~~perma-~~ permanently. Destroy DA and other letters when 3 years old. obsolete.

17. Mergers Files
Material relating to mergers and consolidations of Federal and/or State chartered associations.

Disposition:

Temporary. Break files every year. Destroy when 3 years old.

18. Reports and Statistics Files
Material relating to recurring, special, and statistical reports.

Disposition:

Permanent. ~~Retain~~. Break files every year. Transfer to FRC when 5 years old.

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Item 3(e)

19. Working Understanding Files
Material relating to working understandings and agreements between the Board and State Savings and Loan Commissioners with respect to the processing of applications from savings and loan associations.

Disposition:

Permanent. ~~Retain~~. Break files every year. Transfer to FRC when 5 years old. 469-4 Item 1(b)