

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

LEAVE BLANK	
DATE RECEIVED <b>FEB 5 1975</b>	JOB NO.
DATE APPROVED <b>NC - 195-75 -7</b>	

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

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

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Date 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 4 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.

30 Jan 1975 (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 the Secretary</u>  <u>Files and Dockets Section</u></p> <p style="text-align: center;"><u>Holding Company Folders</u></p> <p><u>Record Folder</u></p> <p style="text-align: center;">Consists of: Registration Statement                      Board Actions                      Legal Opinions</p> <p style="text-align: center;">Retention: Retain permanently in the                      Files and Docket Section.</p>		
2.	<p><u>Reports Folder</u></p> <p style="text-align: center;">Consists of: Dividend Notification                      Annual Reports                      Current Report</p> <p style="text-align: center;">Retention: Retain in the Files and                      Docket Section for five(5)                      years then transfer to the                      FRC. Destroy after twenty                      five (25) years at the FRC.</p>		

Copy Sent to Agency 2/13/75

Federal Home Loan Bank Board-Records of the  
Office of the Secretary (continued)

3. Examinations Folder

Consists of: Examination Reports

Retention: Retain in the Files and Docket  
Section for five(5) years then  
transfer to the FRC. Destroy  
after twenty five(25) years at  
the FRC.

4. Correspondence Folder

Consists of: All general correspondence

Retention: Retain in the Files and Docket Section  
for five(5) years then transfer to  
the FRC. Destroy after twenty five(25)  
at the FRC.

5. Acquisitions Folder

Consists of: Acquisition Applications

Retention: Retain in the Files and Docket Section  
for five(5) years then transfer to the  
FRC. Retain permanently.

6. Application Folder

Consists of: Applications other than acquisitions

Retention: Retain in the Files and Docket Section  
for five(5) years then transfer to the  
FRC. Retain permanently.

7. Confidential Folder

Consists of: All material marked C.F.D.

Retention: Retain permanently in the Files and  
Docket Section.

Federal Home Loan Bank Board-Records of the  
Office of the Secretary(continued)

Service Corporation Files

8. Record Folder

Consists of: Board Actions  
Legal Opinions and Paper  
Charter  
By-Laws  
Agreement to pay cost of  
Examination and Audit

Retention: Retain permanently in the  
Files and Docket Section.

9. Document Folder

Consists of: Joint Venture Applications  
Applications to act as Title  
Insurance Agent.

Retention: Retain in the Files and Docket  
Section for five(5) years then  
transfer to the FRC. Retain  
permanently.

10. Correspondence Folder

Consists of: All general correspondence

Retention: Retain in the Files and Docket  
Section for five(5) years then  
transfer to the FRC. Destroy  
after twenty five(25) years  
at the FRC.

Federal Home Loan Bank Board-Records of the  
Office of the Secretary(continued)

11. Financial Statement Folder

Consists of: Examination Report  
Statement of Conditions,  
when not sent with an  
application.

Retention: Retain in the Files and  
Docket Section for Five(5)  
years then transfer to the  
FRC. Destroy after twenty-  
five(25) years at the FRC.