REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
National Archives and Records Service, Washington 25, D.C.

1. FROM (AGENCY OR ESTABLISHMENT)
   Federal Home Loan Bank Board (FHLBB)
   Office of the Secretary
   Files and Docket Section

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Charles W. Curtis 129-3045

5. TEL. EXT.

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 ___ 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.
   X 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.

7. ITEM NO. 1

8. DESCRIPTION OF ITEM
   (WITH INCLUSIVE DATES OR RETENTION PERIODS)
   Records of the Office of the Secretary
   Files and Dockets Section
   Holding Company Folders

   1. Record Folder
      Consists of: Registration Statement
                  Board Actions
                  Legal Opinions

      Retention: Retain permanently in the
                  Files and Docket Section.
                  Offer for transfer to Archivist of the United States
                  after deregistration.

   2. Reports Folder
      (a) Consists of: Dividend Notification
                      Annual Reports
                      Current Monthly Report

      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.

      (b) Record copy of annual reports of holding cos.

   Retention: PERMANENT. Segregate from remainder
   of records and transfer to FRC when
   5 years old. Offer for transfer to Archivist of the United States when 30 years old.

8(2)

Copy to Agency: FRC 5/16/75

Agency Records Officer

Date: March 1975

Signature of Agency Representative

8(3)

9. SAMPLE OR
   JOB NO.

10. ACTION TAKEN

12 Items

Four copies, including original, to be submitted to the National Archives and Records Service.
Federal Home Loan Bank Board—Records of the Office of the Secretary (continued)

3. **Examinations Folder**

   **Consists of:** Annual 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:** Supervisory Agent letters to Holding Companies, responses from the Holding Companies to those letters; transmittal letters that arrive with applications; internal FHLBB memos pertaining to the approval or disapproval of an application; Holding Companies letters to the FHLBB regarding specific statutes and regulations, and FHLBB responses to those letters.

   **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 **PERMANENT.**

   **Retention:** Retain in the Files and Docket Section for five (5) years then transfer to the FRC. **(Retain permanently. Offer for transfer to FRC when 30 years old.)**
Federal Home Loan Bank-Board Records of the Office of the Secretary (continued)

6. Application Folder

Consists of: Applications other than acquisitions

PERMANENT.

Retention: Retain in the Files and Docket Section for five(5) years then transfer to the FRC. Retain permanently. Offer for transfer to NARS when 30 years old.

7. Confidential Folder

Consists of: Information sent by Holding Companies to the FHLBB for which they ask for, and are granted by the Director of the Holding Companies Section, confidential status. This information is financial data on the Holding Company such as projected budgets and cash flow projections as well as a picture of current financial status.

PERMANENT.

Retention: Retain permanently in the Files and Docket Section. Offer for transfer to NARS 3 years after deregistration.
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 until 20 years old, then destroy.

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. Destroy when 20 years old.

10. Correspondence Folder

Consists of: Transmittal letters for applications and internal FHLBB memos pertaining to the approval or disapproval of an application.

Retention: Retain in the Files and Docket Section for five(5) years then transfer to the FRC. Destroy after sixteen (16) - (15) 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-
fifteen (15)
five (25) years at the FRC.