

**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)

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

LEAVE BLANK	
DATE RECEIVED MAR 26 1975	JOB NO.
DATE APPROVED	NC-195-75-8
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>5-5-75</u> Date	<u>James B. Rhoads</u> 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 5 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.

17 March 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><u>Holding Company Folders</u></p> <p><u>Record Folder</u></p> <p>Consists of: Registration Statement Board Actions Legal Opinions PERMANENT.</p> <p>Retention: /Retain permanently in the Files and Docket Section. Offer for transfer to ARC <u>Archives</u> 3 years after deregistration.</p>		
2.	<p><u>Reports Folder</u></p> <p>(a) Consists of: Dividend Notification Annual-Reports Current Monthly Report</p> <p>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> <p>(b) Record copy of annual reports of holding cos. Retention: PERMANENT. Segregate from remainder of reports and transfer to FRC when 5 years old. Offer for transfer to <u>Archives</u> MARS when 30 years old.</p>		

Copy to Agency with NRC 5/8/75

Changes in retention standards authorized by Dan Fankhouser, FHLBB, Office of Records, Apr. 16/75.

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~~ ^{Archives} 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 *Archive*
~~NARS~~ when 30 years old. *Q*

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 *Archive*
~~NARS~~ 3 years after deregistration. *Q*

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 ~~twenty-five (25)~~
^{fifteen (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. 