Schedule Number: NC-195-75-009

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/08/2021

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 10 is superseded by NC1-195-78-02.
REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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 General Counsel

3. MINOR SUBDIVISION
   General Counsel

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

5. TEL. EXT.
   179-3045

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 reasons 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.

   4/5/75 Charles W. Curtis

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (WITH INCLUSIVE DATES OR RETENTION PERIODS)

9. SAMPLE OR ACTION TAKEN
   JOB NO.

Records of the Office of the General Counsel

1. General Subject Correspondence Files.

   Consists of: Correspondence between the General Counsel, other offices and divisions of the Board, and outside individuals pertaining to legal matters of interest to the Board.

   Retention: Retain in office 4 years; transfer to FRC for 20 years, then destroy. Offer for transfer to NARS when 20 years old.

   DEPUTY GENERAL COUNSEL (McGraw)

   (Compliance, General, Litigation, and Opinions Divisions)

2. General Subject Correspondence Files.

   Consists of: Correspondence between the Deputy General Counsel, other offices and divisions of the Board, and outside individuals pertaining to legal matters of interest to the Board.

   Retention: Retain in office 10 years and then destroy.
3. **Litigation Files**

Consist of: Files on association cases that are presently being litigated.

Retention: Transfer to FRC at completion of case and retain for 3 years, then destroy.

4. **Association Files**

Consist of: Files on association problem cases that may lead to litigation. Correspondence in attempting to settle cases.

Retention: Retain in office for 5 years after case is closed; transfer to FRC for 3 years, then destroy.

5. **Administrative Files**

Consist of: Material used in the day-to-day administrative operations of the Office such as applications for employment, budget, office space, safety, etc.

Retention: Retain in office 2 years; transfer to FRC for 3 years, then destroy.
6. **Association Files**

Consists of: Working files maintained while a particular assignment is being performed regarding the association. They never become official files. If anything in one of these files is considered official, it is sent to the Docket File.

Retention: Retain in office 3 years, then destroy.

7. **Statutes and Regulations Files**

Consists of: Working files on individual parts or sections of the various regulations covering the Board's operations.

Retention: These files remain active for 1 to 1 1/2 years. After that they are destroyed. The permanent official files of these materials are maintained in the Opinion Division.

8. **Subject Files**

Consists of: These files include memoranda and correspondence on long range subject materials arranged alphabetically which are active for a long time or ones that recur quite often.

Retention: Retain in office 5 years, then destroy.
COMPLIANCE DIVISION


Consists of: Correspondence and Memoranda between the problem association and the FHLBB.

Retention: Retain in office 3 years; transfer to FRC for 3 years; then destroy.

10. General Subject Correspondence Files.

Consists of: Opinions, memoranda of law, and other material relating to problems being handled by the compliance Div.

Retention: Retain in office 10 years, then destroy.

11. HOLC Files

Consists of: Requests for releases of mortgages.

Retention: Retain in office 2 years and then destroy.

12. Opinion Subject Files.

Consists of: Opinions rendered by OGC as well as correspondence pertaining directly to those opinions.

Retention: Retain in office permanently until function is terminated, then destroy.
13. **General Subject Correspondence Files**

Consists of: Contains correspondence between the General Division, other offices and divisions of the Board and outside individuals pertaining to legal matters of current interest to the Board but of a general short-lived nature.

Retention: Retain in office 5 years, then destroy.

14. **State Files**

Consists of: Duplication of what is filed in the Opinion subject files, but is filed according to state.

Retention: Retain in office 10 years, then destroy.

**LEGISLATION DIVISION**

15. Legislative proposals, analyses of legislative proposals, reports on bills, and related material.

Retention: Retain in office 10 years, then destroy.

16. Legislative history files, including unenacted predecessor bills, and records of hearings.

PERMANENT.

Retention: Legislative history of enacted laws will be maintained in Office until it can be bound and transferred to the Law Library for permanent retention. Offer to NARS when function is terminated or when 75 years old, whichever is earlier.
17. **Litigation Files**

Consists of: Court files respecting cases being handled directly by the Litigation Division.

Retention: Office files to be retained in Litigation Division for 20 years after case is closed, then destroy. Working files to be destroyed after termination of case.

18. **Receivership Files**

Consists of: Material pertaining to the various receiverships administered by the FSLIC.

Retention: Transfer to FRC six months from termination of receivership. Retain at FRC 10 years, then destroy.

19. **Financial Assistance Files**

Consists of: Material with respect to Contribution Agreements under 406(f) of the NHA.

Retention: Retain in Litigation Division for the term of the Agreement plus one year. Transfer to FRC for 15 years, then destroy.

20. **General Subject Correspondence Files**

Consists of: Opinions, memoranda of law and other research pertaining to various problems handled by the Litigation Division.

Retention: Retain in office 3 years; transfer to FRC for 3 years, then destroy.
OPINIONS DIVISION

21. Legal Opinions on questions and comments from outside the agency and inside the agency, as well as updated index to opinions. PERMANENT.
Retention: To be retained in office permanently until function is terminated, then offer to MARS.

22. Regulations adopted by the Board. (non-record).
Retention: Retain 1 copy in office permanently for day-to-day reference until function is terminated, then destroy.

23. File on individual sections of the Annotated Manual of Statutes and Regulations (Division Director’s non-record copies).
Retention: Keep extra copies until outdated or superseded. Then retain 1 copy in office permanently until no longer needed.

24. Page changes for the Annotated Manual of Statutes and Regulations (Division Director’s non-record copies).
Retention: Keep extra copies until outdated or superseded. Then retain 1 copy in office permanently until no longer needed.

25. Copies of Annotated Manual of Statutes and Regulations and Supplements (Division Director’s non-record copies).
Retention: Keep extra copies until outdated or superseded. Then retain 1 copy in office permanently until no longer needed.

Retention: Retain 1 copy in office permanently. Destroy when superseded or updated.
27. Resolutions of the FHLBB for the current year (non-record copies).

Retention: Retain in office 1 year, then destroy.

28. Master set of Board regulations in manual (formerly pamphlet) form.

Retention: Retain in office 1 year, then destroy.

29. Correspondence relating to Annotated Manual

Retention: Retain in office 1 year, then destroy.

30. Freedom of Information Files

Consists of: Material on administration of the freedom of information regulations by the Office of General Counsel.

Retention: To be retained in office indefinitely; required by Federal law (5 U.S.C. 552).

31. Public Information Files

Consists of: Index cards containing information and reference to Board resolutions, minute entries, and letters pertaining to the exercise of delegation of authority.

Retention: To be retained in office indefinitely; required by Federal law (5 U.S.C. 552).

32. Rules and Regulations. Material pertinent to amendments, including drafts; published proposed amendments and analysis and summaries of responses.

Retention: Retain in office for 20 years, then destroy.