

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-195-75-011

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 1 is superseded by NC1-195-77-31, item 3.

Item 2A is superseded by NC1-195-77-29, item 1.

Item 2B is superseded by NC1-195-77-29, item 2.

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAY 16 1975	JOB NO.
DATE APPROVED	NC - 195-75-11

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 Administration & Methods Division

3. MINOR SUBDIVISION

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

5. TEL. EXT.
196-3002

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-10-75 James B. Rhoads
 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 2 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.

12 May 75 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.	Records of the Office of Administration and Methods Division. <u>General Subject Correspondence Files - incoming and outgoing correspondence relating to the administrative services performed by AMD for the FHLBB. These services include communications, management analysis, printing, procurement and transportation.</u> Retention: Retain in office three years, then destroy.		
2.	<u>Management Analysis Case Files -</u> A. Formal reports resulting from studies of a major organizational or program nature which have significant impact or information on the operations of the FHLBB. Retention: PERMANENT Retain in office 25 years then offer to National Archives.		

Copy to Agency + NCWA 6/2/75

Records of the Office of Administration and
Methods Division.

- B. Formal Reports resulting from studies of a minor, short interest nature which have no significant impact or information on the operations of the FHLBB.

Retention: Retain in office 5 years, then destroy.

- C. Working Papers and background material which went into the make-up of the reports listed in A and B above.

Retention: Retain in office 5 years, then destroy.

3. FHLBB Policy and Procedures Manual

A manual of FHLBB internal policies and procedures issued to each Office/Division by the Administration and Methods Division.

Retention:

- A. Record Copy: PERMANENT

AMD will retain a record copy of each transmittal sheet and insert material in office until program terminated, then offer to National Archives.

- B. All other copies will be destroyed as outmoded or superceded.