

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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  
 (Date) (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.	Records of the Office of Administration and Methods Division.  <u>General Subject Correspondence Files</u> - 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.  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 + NARA 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.