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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 1 is superseded by NC1-195-77-31, item 3.
Item 2A is superseded by NC1-195-77-29, item 1.
Item 2B is superseded by NC1-195-77-29, item 2.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)

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

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.
   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
   (Signature of Agency Representative)

   Agency Records Officer
   (Title)

7. ITEM NO. 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)

   Records of the Office of Administration and Methods Division.

   1. 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.

      Retention: Retain in office three years, then destroy.

   2. Management Analysis Case Files -

      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.

   Action Taken
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.