

**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 Economic Research

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 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.

7 July 1975 Charles W. Curtis
 (Date) (Signature of Agency Representative)

Agency Records Officer
 (Title)

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DATE RECEIVED JUL 10 1975	JOB NO.
DATE APPROVED NC	195-76-1

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Date _____ Archivist of the United States

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Records of the Office of Economic Research Directors Office</p> <p><u>General Subject correspondence File - incoming and outgoing correspondence relating to research on economics, savings and loan industry, housing and Finance.</u></p> <p>Retention: retain in office for three (3) years then transfer to FRC. Destroy when eight (8) years old.</p>		
2.	<p><u>Research Subject Files - Research information maintained for staff reference. Contains background materials on various research projects and studies involving OER; back-up material for Congressional Testimony, and speeches presented by FHLBB staff on economic matters.</u></p> <p>Retention: retain in office five (5) years then transfer to FRC. Destroy when 15 years old.</p>		

Records of the Office of Economic Research
Directors Office

3. OER Administrative Files - Files relating to the internal administration of OER including material on personnel, training, budget, procurement, travel and time and attendance.

Retention: retain in office one (1) year then destroy.

4. OER Mission Files - Files relating to the mission of OER in connection with the FHLBB mission and policies and procedures relating thereto.

Retention: retain in office until outmoded or superceded then offer to the National Archives.

International Division

5. General Subject Correspondence File - incoming and outgoing correspondence relating to domestic and international economic data, United Nations general and Housing programs, and Organization for Economic Cooperation and Development information.

Retention: retain in office three (3) years then destroy.

6. Agency for International Development Files - material issued by AID, and FHLBB/AID relations files concerning FHLBB budget to be reimbursed by AID, and Income distribution in lesser Developed Countries.

Retention: Retain in office for three years then transfer to FRC. Destroy when 15 years old.

7. Foreign Housing and Economic Files - Files on Foreign countries pertaining to economic, financial and housing data.

Retention: retain in office three years then transfer to FRC. Destroy when 15 years old.

Records of the Office of Economic Research
Directors Office

Economic Research Group

8. General Subject Correspondence File - incoming and outgoing correspondence relating to domestic and international economic data, the savings and loan industry, housing and Finance.
Retention: retain in office three (3) years then transfer to FRC. Destroy when eight (8) years old.
9. Credit and Investment Committee Files - Minutes and background for the Credit and Investment Committee meetings held quarterly.
Retention: Permanent
retain in office three (3) years then transfer to FRC. Offer to National Archives when 15 years old.
10. Monthly Housing Market Reports - monthly reports on the housing industry - new home started, available and sold-and existing homes available and sold.
Retention: Permanent
retain in office ten (10) years then offer to National Archives.
11. Small Area Analysis Files - Files relating to economic data collected in SAA programs including postal vacancy surveys and housing survey programs.
Retention: retain in office four (4) years then destroy.

Statistical Division

12. Annual Condition Reports
 - a. Annual Statements of Condition of FHL Bank Member uninsured savings and loan associations and mutual savings banks.
Retention: retain in office one (1) year then transfer to Files and Docket Section.

13. b. Annual reports of condition of non-Member savings and loan associations from state-supervisory authorities.

Retention: retain in office two (2) years then destroy.

Publication Files;

14. Consists of the following OER publications: Monthly releases on conventional mortgage rates and other characteristics, balance sheet, flow of savings and mortgage lending activity of FSLIC-Insured and All Operating savings and loan associations; Combined Financial Statements of FSLIC-Insured savings and loan associations; Savings and Home Financing Source Book; Assets and Liability Trends; Summary of Savings Accounts by Geographic Areas, FSLIC-Insured savings and loan associations.

Retention: Permanent.

retain one (1) copy of each publication in office for 75 years then offer to National Archives.

Statistical Data Files:

15. Summaries of FHLB Member institutions' reports are maintained for use in providing the Board with financial and economic data to be used as a basis for shaping policies, effecting changes in regulations relating to standards of operation of affiliated institutions, as well as, providing savings and loan analysts with necessary data to enable their interpretation of financial trends and developments of the savings and loan industry.

- a. Aggregate data (balance sheet, flow of savings and lending activity) from monthly reports of FSLIC-Insured savings and loans, by type of association and geographic area.

- b. Aggregate data (Statement of Condition and Operation) from semi-annual reports of FSLIC - Insured savings and loans, by type of association and geographic area.
- c. Aggregate data (balance sheet items) from annual reports of FHLB Member uninsured savings and loan associations and mutual savings banks, by geographic area.

Retention: Permanent
retain in office 50 years then offer to National Archives.

Mortgage Lending Activity

16. National estimates of savings and loan association lending volume and commitment activity classified by type. Type of lending refers to land loans, construction loans (1-4 family, multi-family, nonresidential and farm properties) and long term mortgage loans (1-4 family FHA, 1-4 VA, 1-4 family conventional, nonresidential and farm properties).

Type of commitment deals with new properties (construction loans only, construction loans and long term loans only, existing properties by type (1-4 family nonfarm homes, multi-family residential, nonfarm nonresidential and farm) as well as loans in process at end of month.

Retention: Permanent
retain in office 50 years then offer to Nat'l Archives.

Mortgage Interest Rate Survey

17. National averages for contract interest rate, initial fees and charges, effective rate, term to maturity (years), loan amount and purchase price as well as by type of lender (savings and loans, mortgage bankers, commercial banks and mutual savings banks). The above data is also shown for eighteen selected SMSA's.

Retention: Permanent
retain in office 50 years then offer to Nat'l Archives,