

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Home Loan Bank Board (FHLBB)

2. MAJOR SUBDIVISION
Office of the Secretary

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 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.

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

Agency Records Officer
 (Title)

LEAVE BLANK	
DATE RECEIVED JUL 10 1975	JOB NO.
DATE APPROVED	NC - 195-76-2
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 the Secretary</p> <p><u>Agenda Files</u> - Sheets recording vote on each item before the Board together with copies of all staff memos, reports of Bd Agents, Legal Opinions, and any other exhibits pertaining to a particular matter.</p> <p>Retention - Permanent - Retain in office 18 months from date of meeting then transfer to FRC. Offer to National Archives when mission terminated.</p>		
2.	<p><u>Minutes of the FHLBB</u> - bound volumes containing a record of the attendance at Board meetings and actions taken by the Board.</p> <p>Retention - Permanent - Retain in office until termination of mission then offer to National Archives.</p>		

Records of the Office of the Secretary

3. Minute Index - 3 x 5 card files indexing and cross referencing the minutes of the Board.

Retention: Permanent. Retain in office until termination of mission then offer to National Archives.

4. Chairmans Orders - order by the Chairman pertaining to the Administrative make-up and operations of the FHLBB.

Retention: Permanent - Retain in office until termination of mission then offer to National Archives.

Files and Docket Section

Savings and Loan Associations

5. Record Folder - Consists of: Board Actions, Legal Papers, Charter, ByLaws and Security Forms, Pledge and Escrow Agreement, Lending Area, Applications.

Retention: Permanent - Retain in Files and Docket Section until termination of Insurance or cancellation of Federal charter, then transfer to FRC. Offer to National Archives twenty(20) years from termination of Insurance or cancellation of Federal charter.