

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-195-76-5

DATE RECEIVED

MAY 26 1976

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5-28-76 *James E. O'Heill*
Date Acting Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Federal Home Loan Bank Board

2. MAJOR SUBDIVISION

Home Owners' Loan Corporation

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Alyce U. Harding
Alyce U. Harding

5. TEL. EXT.

376-3002

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

May 13,
1976

D. SIGNATURE OF AGENCY REPRESENTATIVE

Alyce U. Harding

E. TITLE

Agency Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

Records of the Home Owners' Loan Corporation (HOLC),
1933-51.

1. Indices to Loan Ledger Card Files, 1933-51. Destroy immediately.
Indices to ledger cards concerned with loan payment or liquidation (foreclosures, redemptions, third party sales and paid loans). The ledger cards related to these indices have been destroyed under authority of Disposal Job No. MN-172-103. The indices amount to ca. 159 cu. ft. of records.

II-NNA-2123
Item 1a

2. Treasurer's Receiving and Releasing Registers, 1933-51. Destroy immediately.
These registers (maintained in loose leaf post binders) were prepared in the Treasurer's Office to indicate all loans issued by the Corporation, interim actions, changes in status, and final release. The registers are arranged by loan number within the State and District in which the loan was issued. The registers are cross-referenced to

II-NNA-2123
Item 2

Copies to Agency + DNR 6-15-76

17 docs

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	<p>Loan Ledger Card Files. Entries in the registers show dates of commencement of actions on loans, dates and notations regarding subsequent actions such as refinancing, extensions and cancellations, and final actions.</p> <p>The receiving and releasing registers were used to follow through the various actions on loans issued by the Corporation. They served as indices to the loan and property ledger cards and provided succinct and substantiating information on all action taken in connection with property covered by an HOLC loan. Disposal Job No. NN-172-103 authorized disposal of the loan ledger cards. The registers amount to ca. 25 cu. ft. of records.</p>		
3.	<p>Mortgage Loan Audit Registers (Pre-Audit Registers), 1933-35. Destroy immediately.</p> <p>These registers (maintained in loose leaf post binders) were prepared by the Mortgage Loan Division in the various regional offices to provide summarized data on all original loans issued by the Corporation for audit purposes. These registers are arranged by loan numbers, within the State and District where the loan was issued. The registers show the name and address of the mortgager, appraised value of property, bond authorization number, payments to mortgagee, payments on account of mortgagee, insurance outstanding, various fees paid and other expenses, pertinent remarks, and auditor's check. In addition, an auditor's entry on subsequent dates concerning the status of the note covering the loan is shown on an attached sheet; viz., note on hand, paid in full, transferred to property management. etc. These registers amount to ca. 60 cu. ft. of records.</p>	II-NNA-Item 3	
4.	<p>General Ledgers (accounting), Home Office. Destroy immediately.</p> <p>The general ledgers, maintained at the Home Office and arranged by account number, show activity and balances in the principle accounts of the Corporation.</p>	II-NNA-2123 Item 4	
5.	<p>Treasurer's Division Bond Authorizations (Microfilm-16 mm), 1933-41. Destroy immediately.</p> <p>This microfilm was exposed by the Corporation in December 1941 for records involving the delivery and receipt of Home Owners' Loan Corporation Treasury bond authorizations issued to mortgagees who held mortgages for properties of</p>	II-NNA-2123 Item 7	

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	<p>distressed home owners. These records were arranged by bond authorization number and divided into the different series of issuances; viz., Series A, B and C, depending on the authorized rate of interest which ranged from 2 1/4 to 4%. The basic form which constituted this file was the original receipted authorization for the delivery of the specific bonds. Accompanying this delivery form were advices of shipment which showed the number and amount of bonds issued. The microfilm amounts to ca. 25 cu. ft. of records.</p>		
6.	<p>Treasurer's Check Carbons (Microfilm - 16 mm), 1933-41. Destroy immediately.</p> <p>This microfilm was exposed in 1941 by Home Owners' Loan Corporation for check carbons covering all disbursements from and to the capital account of the corporation. The microfilm amounts to ca. 8 cu. ft. of records.</p>	II-NNA-2123 Item 9	
7.	<p>Records of Loans (Microfilm - 35 mm), 1933-42. Destroy immediately.</p> <p>This microfilm was exposed by the Corporation in February 1942 for transcript of loans maintained by the Audit Section, Comptroller's Division, Home Office. The transcripts are arranged by loan number within the State of issue and show the name and address of borrower, date of note, amount of bond authorization, accrued interest cash disbursement and totals. Preceding these transcripts are recapitulations of accumulated disbursed loans. The microfilm consists of 17 rolls.</p>	II-NNA-2123 Item 11	
8.	<p>Home Office Administrative and Legal Correspondence Files, 1933-51.</p> <p>These administrative and legal correspondence files of the Home Office of the Home Owners' Loan Corporation reflect the administrative and legal history of the Corporation. These files were maintained at the highest echelon of the Corporation: the Office of the General Manager, the Legal Department, the Office of the Treasurer, the Home Accounting Office (including the Chief Accountant), the Auditing Department, and the Pre-Audit Division. The files relate to policy and procedural matters and include such material as administrative orders, instructions, and interpretations; reorganization plans; budget, research, statistical, and annual reports;</p>	II-NNA-2123 Item 12	

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	<p>legal opinions and rulings; unusual litigation cases; inventory and audit reports; and related correspondence.</p> <p>The files also contain a considerable amount of material relating to routine fiscal and housekeeping operations.</p> <p>The files amount to roughly 177 cu. ft. of records, broken down by office: Office of the General Manager, Legal Department, Office of the Treasurer, Home Accounting Office (including Chief Accountant), Auditing Department, and Pre-Audit Division.</p> <p>a. Records of the Office of the General Manager.</p> <p>(1) Destroy immediately, <u>except for</u></p> <p>(2) Records selected and designated by the National Archives and Records Service (NARS) as having archival value. PERMANENT. Offer immediately for transfer to NARS</p> <p>Records of the Office of the General Manager include audit, budget, inventory, and annual reports; analyses of mortgage loans and credits; records concerning research and statistics; subject files; administrative orders; appropriation bills referring to HOLC; correspondence and related papers.</p> <p>b. Records of the Legal Department.</p> <p>(1) Destroy immediately, <u>except for</u></p> <p>(2) Records selected and designated by NARS as having archival value. PERMANENT. Offer immediately for transfer to NARS.</p> <p>Records of the Legal Department include general releases for settled claims; approved forms for mortgages, collateral bonds, and other legal documents; docket and files covering unusual litigation claims and cases; briefs, opinions, and rulings on legal subjects; subject files; correspondence and related papers.</p>		

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9.	<p>c. Records of the Office of the Treasurer, the Home Accounting Office (including the Chief Accountant), the Auditing Department, and the Pre-Audit Division. Destroy immediately.</p> <p>HOLC Conversion Program (NHA) Administrative Correspondence, 1942-45.</p> <p>a. Destroy immediately, <u>except for</u></p> <p>b. Records selected and designated by NARS as having archival value. PERMANENT. Offer immediately for transfer to NARS.</p> <p>These administrative correspondence files were maintained by the Home Office of the Home Owners' Loan Corporation in connection with its participation in the property conversion program of the National Housing Agency pursuant to the Lanham Act of October 14, 1940 (34 Stat. 1125). This Act authorized the leasing by the Federal Works Administration of properties which could be converted into rental dwelling units to house in-migrant defense workers. The program was transferred by Executive Order 9070 (Feb. 24, 1942) to the National Housing Administrator, who delegated to the HOLC responsibility for acquiring properties by lease, converting the properties to rental units, and managing the units. These files include NHA directives; administrative, operational and statistical reports; basic instruction letters; sample administrative cases; and related correspondence. The files amount to ca. 27 cu. ft. of records.</p>	II-NNA-2123 Item 13	
10.	<p>Field Audit (Inspection) Reports, 1933-51. Destroy immediately.</p> <p>These audit reports were prepared by field auditors of the Home Office auditing activity in connection with their periodic inspections of field or regional offices of the Corporation. The reports amount to 127 cu. ft. of records.</p>	II-NNA-2123 Item 18	

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11.	<p>Payrolls, Memorandum Copies, 1933-36. Transfer immediately to National Personnel Records Center in accordance with provisions of GRS 2, Item No. 1.</p> <p>These memorandum copies of payrolls, arranged alphabetically by name of State and chronologically thereunder, concern personnel employed by the Corporation during its early years.</p>	II-NNA-2123 Item 21	
12.	<p>Accounting Forms, Reference File. Record set of forms and instructions. Destroy immediately.</p> <p>This file contains copies of the Corporation's accounting forms with pertinent instructions and related correspondence. The file amounts to 17 cu. ft. of records.</p>	II-NNA-2123 Item 29a	