

PERMANENT FILED. DATE ON FILED OR SUPPLEMENTARY FILED  
 SF-115; data on arrangement in NCD memo, 19 Jan 77; additional description in attachment to NCD memo, 16 Mar 77.  
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO. <b>NC 1-195-77-1</b>	
DATE RECEIVED <b>JAN 3 1977</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>3-21-77</b> Date	<i>James B. Rhoads</i> 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  
**OFFICE OF EXAMINATIONS AND SUPERVISION**

3. MINOR SUBDIVISION  
**PLANS & PROGRAMS**

4. NAME OF PERSON WITH WHOM TO CONFER  
**FRANCIS E. RAUE**

5. TEL. EXT.  
**376-3349**

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 3 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 <b>12/30/76</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Alyce W. Harding</i>	E. TITLE <b>Associate Director, OMSA Management Systems Division Management Analysis Branch</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	CONFIDENTIAL REPORT OF CRIMES AGAINST INSURED INSTITUTIONS (P-2) FHLBB FORM 94 (Sample form attached), OR EQUIVALENT.  Disposition: Cut-off at end of calendar year. Transfer to FRC 2 years after cut-off. Destroy 15 years after cut-off.		
2	VIOLATION OR POSSIBLE VIOLATION - FHLBB FORM 366 (Sample form attached), OR EQUIVALENT -- (ALSO KNOWN AS: DEFALCATIONS)  Disposition: Cut-off when case is closed. Transfer to FRC 2 years after cut-off. Destroy 10 years after cut-off.		
3	MANUAL OF DISTRICT OFFICE OPERATIONS (OES): encompasses guidelines for administrative operations of district offices. a. Master Copy (obsolete as well as current issuances)  Disposition: PERMANENT. Cut-off when superseded or obsolete. Transfer to FRC 2 years after cut-off. Offer to NARS 20 years after cut-off.		

*sent to agency NNF & NCW - 3/23/77 JS*

115-107  
 Changes authorized by Alyce Harding, FHLBB 1/14/77. *JS*  
 Changes in description & disposition according actualy by Ruth Meyer, FHLBB 3/16/77.  
 STANDARD FORM 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4  
**17 items**

Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3 cont.	b. Workpapers & Development Data  Disposition: Cut-off at end of calendar year. Destroy 2 years after cut-off.		
4	<p><del>MANUAL OF EXAMINATION OBJECTIVES &amp; PROCEDURES</del>  <del>EXAMINATION &amp; OPERATING POLICY MANUAL</del>                      examining STRAS + sets out procedures to be followed in conduct of examinations.</p> a. Master Copy (obsolete as well as current issuance)  Disposition: PERMANENT. Cut-off when superseded or obsolete. Transfer to FRC 2 years after cut-off. Offer to NARS 20 years after cut-off.		
	b. Workpapers & Development Data  Disposition: Cut-off at end of calendar year. Destroy 2 years after cut-off.		
5	ANNOTATED MANUAL OF STATUTES & REGULATIONS, FHLBB  a. Master Copy  Disposition: <del>PERMANENT</del> . Cut-off when superseded or obsolete. Transfer to FRC 2 years after cut-off. <del>DESTROY to NARS</del> 20 years after cut-off.		
6	MORTGAGE LIMITS BY STATES (Sample report attached)  Disposition: Cut-off when superseded or obsolete. Destroy superseded and obsolete reports 1 year after cut-off.	b. Workpapers + Development Data  Disposition: Cut-off at end of calendar year. Destroy 2 years after cut-off.	
7	FHLBB REGULATIONS - HISTORICAL FILE  a. Correspondence  Disposition: PERMANENT. Cut-off when function is terminated; offer to NARS.  b. Legal Opinions  Disposition: PERMANENT. Cut-off when function is terminated; offer to NARS.  c. Regulations  Disposition: PERMANENT. Cut-off when function is terminated; offer to NARS.		WITHDRAWN  WITHDRAWN  WITHDRAWN

**Request for Records Disposition Authority – Continuation**

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8	<p><b>DISCRIMINATION COMPLAINTS LOG-CONSUMER</b> Includes chronological listing of complaints received from S &amp; LA customers.</p> <p><b>Disposition:</b> Cut-off at end of calendar year. Destroy 5 years after cut-off.</p>		
9	<p><b>SPECIAL STUDIES RELATING TO S &amp; L INDUSTRY</b> <i>Such subjects as accounting, audits, appraisals, conflicts of interest, electronic fund transfers, affiliates, non-discrimination, &amp; internal controls.</i></p> <p><i>OES studies relating to all aspects of examinations, supervision, operations of S&amp;L, including</i></p> <p>a. Final Report</p> <p><b>Disposition:</b> PERMANENT. Cut-off <del>when function is terminated;</del> offer to NARS <i>when no longer needed for administrative purposes.</i></p> <p>b. Workpapers and Background Data</p> <p><b>Disposition:</b> Cut-off at study completion. Destroy 5 years after cut-off.</p>		
10	<p><b>CONFIDENTIAL REPORT OF SECURITY INFORMATION &amp; PROTECTION DEVICES (P-1) - FHLBB FORM 93 (Sample form attached), OR EQUIVALENT.</b></p> <p><b>Disposition:</b> Cut-off when superseded or obsolete. Destroy superseded and obsolete reports when cut-off.</p>		
11	<p><b>PROGRAM SUBJECT FILES</b> Includes correspondence and reference material.</p> <p><b>Disposition:</b> Cut-off at end of calendar year. Destroy 10 years after cut-off.</p>		

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		Current Volume	Annual Growth	
		<u>cu. ft.</u>	<u>cu. ft.</u>	
3	MANUAL OF DISTRICT OFFICE OPERATIONS	.5	.1	
4	EXAMINATION & OPERATING POLICY MANUAL (MASTER COPY)	.5	.1	
<del>5</del>	<del>ANNOTATED MANUAL OF STATUTES &amp; REGULATIONS (MASTER COPY)</del>	<del>.5</del>	<del>.1</del>	
<del>8</del>	<del>FHLBB REGULATIONS HISTORICAL FILE</del>	<del>25.</del>	<del>1.</del>	
9	SPECIAL STUDIES RELATING TO S & L INDUSTRY (FINAL REPORTS)	1.	.2	