

PERMANENT ITEMS: Leave on volume or supplementary 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. NC 1-195-77-1	
DATE RECEIVED JAN 3 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-21-77 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 12/30/76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Alyce W. Harding</i>	E. TITLE Associate Director, OMSA Management Systems Division Management Analysis Branch
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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): <i>encompasses guidelines for administrative operations of district offices.</i> a. Master Copy (<i>obsolete as well as current issuances</i>) 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 Cut-off when superseded or obsolete.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

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

2

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 Cut-off when superseded or obsolete.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Disposition: PERMANENT Cut-off when superseded or obsolete.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Disposition: Cut-off when superseded or obsolete. Destroy superseded and obsolete reports 1 year after cut-off.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

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 3
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8	<p>DISCRIMINATION COMPLAINTS LOG-CONSUMER</p> <p>Includes chronological listing of complaints received from S & LA customers.</p> <p>Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.</p>		
9	<p>SPECIAL STUDIES RELATING TO S & L INDUSTRY: <i>OES studies relating to all aspects of examinations, supervision, operations of S&L, including such subjects as accounting, audits, appraisals, conflicts of interest, electronic fund transfers, affiliates, nondiscrimination, & internal controls.</i></p> <p>a. Final Report</p> <p>Disposition: PERMANENT. <i>Cut-off when function is terminated; offer to NARS when no longer needed for administrative purposes.</i></p> <p>b. Workpapers and Background Data</p> <p>Disposition: Cut-off at study completion. Destroy 5 years after cut-off.</p>		
10	<p>CONFIDENTIAL REPORT OF SECURITY INFORMATION & PROTECTION DEVICES (P-1) - FHLBB FORM 93 (Sample form attached), OR EQUIVALENT.</p> <p>Disposition: Cut-off when superseded or obsolete. Destroy superseded and obsolete reports when cut-off.</p>		
11	<p>PROGRAM SUBJECT FILES</p> <p>Includes correspondence and reference material.</p> <p>Disposition: Cut-off at end of calendar year. Destroy 10 years after cut-off.</p>		

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