

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC 1-195-77-2

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-9-77 *James B. Choad*
Date 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 (OES)

3. MINOR SUBDIVISION

ADMINISTRATION

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 5 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 <i>12/30/76</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Alyce J. Harding</i>	E. TITLE Associate Director, OMSA, Management Systems Div., Mgt. Analysis Br.
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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	OES HQS PERSONNEL LEAVE RECORDS (FHLBB FORM 223-A, or Equivalent) -- (Sample Form Attached) Disposition: Cut-off at end of each month. Destroy 15 months after cut-off.		
2	GOVERNMENT REQUESTS FOR TRANSPORTATION BOOKS - RECEIPT FILE (FHLBB FORM 380, or Equivalent) -- (Sample Form Attached) Disposition: Discard receipt when book is returned.		
3	DISTRICT TIME REPORT, MONTHLY (FHLBB FORM 215, or Equivalent) -- (Sample Form Attached) Disposition: Cut-off at end of each calendar year. Destroy 5 years after cut-off.		

115-107 Permanent Items: info on volume on 7.6 of Schedule; description & arrangement info in NCD memo 24 Jan. 77. Due to Agency and NAF 3/11/77 plus 30 items

Request for Records Disposition Authority -- Continuation

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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
4	<p>CONSOLIDATED DISTRICT OES TIME REPORT -- (Sample Form Attached) (Covers 12 FHLBB District Offices)</p> <p>a. Monthly</p> <p>Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.</p> <p>b. Semi-annual</p> <p>Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.</p> <p>c. Annual</p> <p>Disposition: Cut-off at end of calendar year. Destroy 15 years after cut-off.</p>		
5	<p>EXAMINATIONS COMPLETED DURING PERIOD REPORT -- (Sample Form Attached) (OES Examinations of Savings & Loans Associations)</p> <p>a. Monthly</p> <p>Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.</p> <p>b. Semi-annual</p> <p>Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.</p> <p>c. Annual</p> <p>Disposition: Cut-off at end of calendar year. Destroy 15 years after cut-off.</p>		
6	<p>SUMMARY OF REIMBURSABLE & NON-REIMBURSABLE TIME BY DISTRICTS-ANNUAL (FY) -- (Sample Form Attached) (Covers 12 FHLBB District Offices)</p> <p>Disposition: Cut-off at end of Fiscal Year. Destroy 15 years after cut-off.</p>		
7	<p>TEMPORARY DUTY BETWEEN DISTRICTS**-- (Sample Form Attached) (Covers 12 FHLBB District Offices)</p> <p>Disposition: Cut-off at end of Fiscal Year. Destroy 15 years after cut-off.</p> <p>**Section IV of FHLBB/OES Time Report (FHLBB Form 215)</p>		

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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	SEMI-ANNUAL AGGREGATES - STATEMENT OF CONDITION - INSURED S & L (PROGRAM AG 110) -- (Sample Form Attached) Disposition: Cut-off at end of calendar year. Destroy 2 years after cut-off.		WITHDRAWN
9	INSURED S & L MARKET SHARES - SAVINGS BY OFFICE BY BRANCH (PROGRAM 8033040) -- (Sample Form Attached) Disposition: Cut-off when superseded. Destroy immediately after cut-off.		WITHDRAWN
10	OES PROGRAM FILES (LIBRARY TECHNICAL REFERENCE) -- (Sample Form Attached) <i>consists of copies of correspondence, memoranda, letter rulings, legal opinions, Board regulations relating to interpretation of Supervisory Policies & Procedures.</i> Disposition: Permanent. Cut-off upon termination of Agency + Offer to NARS. when no longer needed for administrative purposes.		<i>sub</i>
11	ALL INSURED ASSOCIATIONS (BY OES DISTRICT) - SURVEY OF SAVINGS BY OFFICE -- (Sample Form Attached) Disposition: Cut-off when superseded. Destroy immediately after cut-off.		WITHDRAWN
12	FINANCIAL DATA - FSLIC - INSURED S & L (COMPUTER PRINT-OUT) -- (Sample Form Attached) a. Preliminary run Disposition: Cut-off after 2 calendar years. Destroy immediately after cut-off. b. Final run Disposition: Cut-off after 2 calendar years. Destroy immediately after cut-off.		WITHDRAWN WITHDRAWN
13	AVERAGE GRADES (GS CLASSIFICATIONS), OES STAFF -- HQS & FIELD, MONTHLY -- (Sample Form Attached) Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.		
14	NUMBER OF PERSONNEL ON BOARD BY GS GRADES, MONTHLY -- (Sample Form Attached) Disposition: Cut-off at end of calendar year. Destroy 15 years after cut-off.		

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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
15	LIST OF VACANT POSITIONS, MONTHLY -- (SAMPLE FORM ATTACHED) Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.		
16	BREAKDOWN OF TOTAL STAFF ON BOARD AND VACANCIES, MONTHLY Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.	(Sample Form Attached)	
17	EXAMINER & APPRAISER PERSONNEL, GS-5 THRU GS-14 -- NO. OF APPOINTMENTS, TERMINATIONS & TURNOVER RATE, ANNUAL (FY) -- (Sample Form Attached) Disposition: Cut-off at end of Fiscal Year. Destroy 15 years after cut-off.		
18	CHRONOLOGICAL DISTRIBUTION OF THE NUMBER OF ASSOCIATIONS WHICH HAVE NOT BEEN EXAMINED WITHIN THE PAST YEAR- MONTHLY (FHLBB FORM 871, or Equivalent) -- (Sample Form Attached) Disposition: Cut-off at end of calendar year. Destroy 5 years after cut off.		
19	EXAMINATION INTERVALS IN EXCESS OF ONE YEAR, MONTHLY- (FHLBB FORM 872, or Equivalent) -- (Sample Form Attached) Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.		
20	EXAMINATIONS COMMENCED, MONTHLY (FHLBB FORM 843, or Equivalent) -- (Sample Form Attached) Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.		
21	SUMMARY OF EXAMINATIONS COMMENCED -- (Sample Form Attached) a. Annual (FHLBB Form 870, or Equivalent) Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off. b. Monthly (FHLBB Form 332, or Equivalent) Disposition: Cut-off at end of calendar year. Destroy 2 years after cut-off.		

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22	<p>AVERAGE TIME REQUIRED TO MAKE EXAMINATIONS -- (Sample Form Attached)</p> <p>a. Monthly (FHLBB Form 868, or Equivalent)</p> <p>Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.</p> <p>b. Semi-annual (FHLBB Form 869, or Equivalent)</p> <p>Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.</p> <p>c. Annual (FHLBB Form 869, or Equivalent)</p> <p>Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.</p>		

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10.	OES PROGRAM FILES (Library Technical Reference)	Current Volume <u>cu. ft.</u> 30.	Annual Growth <u>cu. ft.</u> 1.5	