

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC 1-195-77-5	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-4-77 Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVE 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
EEO

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 <i>12/30/76</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Allyce L. Haralson</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	<p>REPORTS ON PRECOMPLAINT COUNSELING</p> <p>Contains statistical data on the number and types of complaints based on race, color, religion, sex, national origin, age.</p> <p>a. Monthly report Disposition: Cut-off at end of each year. Destroy 3 years after cut-off.</p> <p>b. Annual summary Disposition: Cut-off at end of each year. Destroy 5 years after cut-off.</p>		
2	<p>EEO SPECIAL REPORTS</p> <p>Contains data provided in response to special requests from CSC, OMB & CONGRESS.</p> <p>Disposition: Cut-off at end of each year. Destroy 3 years after cut-off.</p>		

Sent to agency 2/8/77

14 items

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	<p>EQUAL OPPORTUNITY AFFIRMATIVE ACTION PLAN ANNUAL REPORT</p> <p>Contains annual assessment of Agency-wide EEO problems and specific commitments intended to correct them.</p> <p>Disposition: Cut-off at end of each year. Destroy 5 years after cut-off.</p>		
4	<p>EEO/KOI REPORT</p> <p>Equal Employment Opportunity/Key Operating Indicators -- contains statistical data on the number of minorities and females hired, promoted, and terminated.</p> <p>a. Year-end report Disposition: Cut-off at end of each year. Destroy 5 years after cut-off.</p> <p>b. Monthly Report Disposition: Cut-off at end of each year. Destroy 1 year after cut-off.</p>		
5	<p>EEO STATISTICAL REPORT, QUARTERLY (COMPUTER PRINT-OUT)</p> <p>Contains statistical data on the distribution of specific minority groups and females throughout the workforce.</p> <p>a. Mid & Year-End Reports (June and December) Disposition: Cut-off annually. Destroy 5 years after cut-off.</p> <p>b. Quarterly reports (other than June and December) Disposition: Cut-off quarterly. Destroy 1 year after cut-off.</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
6	<p>FHLBB - EEO JOB SERIES REPORT, (COMPUTER PRINT-OUT) -- # AGY 399</p> <p>Contains statistical data on the distribution of minorities and females in major occupational groups.</p> <p>a. Year-end Report</p> <p>Disposition: Cut-off at end of each year. Destroy 5 years after cut-off.</p> <p>b. Quarterly report</p> <p>Disposition: Cut-off at end of each year. Destroy 1 year after cut-off.</p>		
7	<p>EEO REPORT (COMPUTER PRINT-OUT) -- # FPP 011</p> <p>Personnel roster with minority classifications. (Prepared and issued at irregular intervals.)</p> <p>Disposition: Retain 2 latest issues in office. Destroy prior issues.</p>		
8	<p>EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION PLANS (ANNUAL) - OES DISTRICTS</p> <p>Contains annual assessment of EEO problems in OES Field Offices, and specific commitments to correct them.</p> <p>Disposition: Cut-off at end of each year. Destroy 2 years after cut-off.</p>		
9	<p>EEO QUARTERLY PROGRESS REPORT - DISTRICT</p> <p>Contains summary of results achieved or targets relating to OES District EEO Affirmative Action Plans.</p> <p>Disposition: Cut-off at end of each year. Destroy 2 years after cut-off.</p>		
10	<p>UPWARD MOBILITY PROGRAM</p> <p>Quarterly summaries of progress of the upward mobility program participants.</p> <p>Disposition: Cut-off when employee participation in program is terminated. Destroy 30 days after cut-off.</p>		