

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC 1-195-77-9

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-21-77
Date

James B. Rhoads
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

TRAINING

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 2 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 U. 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	OES MONTHLY TRAINING REPORT (Sample attached) Disposition: Cut-off at end of calendar year. Destroy 2 years after cut-off.		
2	STATUS REPORT - HOME STUDY COURSES (ISSUED 2-3 TIMES PER QUARTER) Contains list of correspondence courses (active and completed). Disposition: Cut-off at end of calendar year. Destroy 5 years after cut-off.		
3	UNCOMPLETED TRAINING (CANCELLED/DISAPPROVED) -SEMI-ANNUAL REPORT Contains list of training courses applied for but not taken, and reason for uncompleted training. Disposition: Cut-off at end of calendar year. Destroy 1 year after cut-off.		

115-707
Sent to agency, NNF - 6/22/77 80 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
4	OES STAFF PROFILE-QUARTERLY Contains biographic data on all OES employees. Disposition: Cut-off at end of calendar year. Destroy 1 year after cut-off.		
5	OES TRAINING LOG (Sample attached) Disposition: Cut-off 3 years after latest entry on log sheet. Destroy 3 years after cut-off.		