**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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.

   [x] B Request for disposal after a specified period of time or request for permanent retention.

   C. DATE
   10/30/76

   D. SIGNATURE OF AGENCY REPRESENTATIVE
   Alice A. Harding

   E. TITLE
   Associate Director, OMSA
   Management Systems Division, Management Analysis Branch

7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN
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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. | | |

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>4</td>
<td>OES STAFF PROFILE-QUARTERLY</td>
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<td>Contains biographic data on all OES employees.</td>
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<td>Disposition: Cut-off at end of calendar year. Destroy 1 year after cut-off.</td>
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<td>5</td>
<td>OES TRAINING LOG (Sample attached)</td>
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<td>Disposition: Cut-off 3 years after latest entry on log sheet. Destroy 3 years after cut-off.</td>
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