

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

**NC 1-195-77-10**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

*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 SECRETARY**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Ronald Snider**

5. TEL. EXT.  
**376-3145**

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 <b>12/30/76</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Alyce Harding</i>	E. TITLE: <b>Associate Director, Management Systems Division Management Analysis Branch</b>
----------------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<b>ADMINISTRATIVE SUBJECT FILES</b>  Disposition: Cut-off annually. Destroy 2 years after cut off.		
2.	<b>MINUTE BOOKS of Federal Home Loan Bank Board proceedings.</b> a. Hardcopy  Disposition: Retain in office for life of Agency. Destroy at termination of Agency.  b. Microfilm:  Disposition: Permanent. Microfilm semi-annually. <del>Retain for life of Agency.</del> Offer to NARS <del>at termination of Agency,</del> when no longer needed for administrative purposes.	NC 1-195-76-6 Item 2.	

**PERMANENT ITEMS:** data on arrangement and volume in NCD memo, 18 Jan 77.

*Sent to agency & NNF - 3/25/77 JOP*

*Changes authorized by Alyce Harding, Jan. 14/77. Changes in wording of descr. from disposition statements authorized by Ralph Meyer, FHBB, Mar. 17/77.*

## 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>OFFICE OF SECRETARY-Page 2</p> <p>CHAIRMAN'S ORDERS issued <del>Administrative Orders published</del> by the Chairman relating to internal operations and agency administration.</p> <p>Disposition: <u>Permanent</u>. <del>Retain for life of Agency</del> Offer to NARS <del>at termination of Agency</del> when no longer needed for administrative purposes.</p>	<i>JW</i>	<i>JW</i>
4.	<p>INDEX TO MINUTE BOOKS</p> <p>Detailed index of all Board actions by association or individual.</p> <p>a. Hardcopy</p> <p>Disposition: <u>Permanent</u>. Microfilm annually. Cut-off every 10 years. Destroy after microfilming at end of 10th year.</p> <p>b. Microfilm</p> <p>Disposition: <u>Permanent</u>. Microfilm annually.</p> <p>(1) Destroy microfilm upon completion of next annual microfilming, <i>except</i></p> <p>(2) Retain microfilm of 10th year filming <u>permanently</u>. Offer to NARS at <del>termination of Agency</del> when no longer needed for administrative purposes.</p>	<i>JW</i>	<i>JW</i>
5.	<p>HOLDING COMPANY NOTICES</p> <p>Notices sent for publication in the Federal Register for each proposed acquisition.</p> <p>Disposition: <u>Permanent</u>. Cut-off annually. Destroy 1 year after cut-off.</p>		
6.	<p>MINUTE ENTRIES EXHIBITS <i>JW</i> Consists of documents--applications, studies, reports, &amp; similar exhibit material--that serve <del>Copies of documents presented to the Board for action</del> as a direct basis for Board actions recorded in the formal minutes of meetings (cf. Item 1). <i>JW</i></p> <p>a. Hardcopy</p> <p>Disposition: <u>Permanent</u>. Microfilm annually. Destroy hardcopy after micro- filming.</p> <p>b. Microfilm</p> <p>Disposition: <u>Permanent</u>. Cut-off annually. Retain until termination of Agency. Offer to NARS <del>at</del> <del>termination of Agency</del> when no longer needed for administrative purposes. <i>JW</i></p>	<i>JW</i>	<i>JW</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p>OFFICE OF SECRETARY-PAGE 3            Consists of voting sheets recording vote of Board members on each matter before the Board, together with agenda, staff memoranda, reports of Board agents, legal opinions, and other material documenting proposals presented to the Board for action.</p> <p>a. Hardcopy            Disposition: <u>18 months</u> Cut-off after 18 months and destroy.</p> <p>b. Microfilm            Disposition: <u>Permanent</u>. Microfilm semi-annually. <del>Retain in office for life of Agency.</del> Offer to NARS at termination of Agency, when no longer needed for administrative purposes.</p> <p>8. ELECTION OF FEDERAL HOME LOAN BANK DIRECTORS            Includes Certificates of Nomination, Ballots, Certifications, Vote tallies, Advisory ballots, Voting results.</p> <p>Disposition: <u>1 year</u> Cut-off annually. Destroy 1 year after cut-off.</p> <p>This certifies that the records described on this form shall be microfilmed <sup>maintained</sup> in accordance with the standards set forth in 41 CFR 101-11.504 <sup>+ 101-11.506</sup> and that the silver original microfilm plus one positive copy of each microfilm which is a diazo microfilm copy shall be offered to the Office of National Archives (NN), National Archives and Records Service, General Service Administration, Washington, D.C. 20408.</p> <p>When filming is completed FHLBB will destroy hard copy after accuracy of film is verified and there is no doubt Federal Standards for Archival quality film have been met.</p>	<p>NC 1-195-76-6            Item 1.</p>	