

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC 1-195-77-19
DATE RECEIVED 04 JAN 1977
NOTIFICATION TO AGENCY
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>
<i>2-15-77</i> Date <i>Acting</i> James E. O'Neil 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 INDUSTRY DEVELOPMENT (OLD)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Paul J. McGinty

5. TEL. EXT.
376-63206

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 12/30/76	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.	APPLICATION CONTROL CARD (F731 or equivalent, 5" x 8") Control card to determine status of bank applications within FHLBB; date and action taken on application; and number of agency days required to process application. <u>DISPOSITION:</u> _____ Cut off at end of calendar year; destroy 3 years after cut-off.		
2.	ACCUMULATIVE APPLICATION RECORD (F267 or equivalent, 4"x6") Card for maintaining a continual record of transactions between the FHLBB and the applicant. <u>DISPOSITION:</u> <u>For the life of the association.</u> Interfile new applicant cards and/or addition of new data to previous applicant cards. Destroy cards when association is dissolved.		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	OID - PAGE 2		
3.	<p>BUDGET FILES Work papers, cost statements, and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes.</p> <p><u>DISPOSITION:</u> Cut-off at end of fiscal year; destroy 2 years after cut-off.</p>	195-75-5 Item 1.	
4.	<p>INTRA-OFFICE MEMO FILES Internal correspondence of the Office of Industry Development relating to administrative and application processing matters.</p> <p><u>DISPOSITION:</u> Cut-off at end of calendar year; destroy 5 years after cut-off.</p>	195-75-5 Item 3.	
5.	<p>CONFERENCES AND MEETINGS FILES Material relating to the planning, agenda, proceedings, resolutions, papers and correspondence in connection with conferences and meetings organized by or participated in by the Office of Industry Development or the Bank Board.</p> <p><u>DISPOSITION:</u> Cut-off at end of calendar year; destroy 5 years after cut-off.</p> <p>WORKING UNDERSTANDING FILE</p> <p><u>WITHDRAWN:</u> Function absorbed by Docket Section, Office of the Secretary.</p>	195-75-5 Item 13	WITHDRAWN
		195-75-5 Item 19.	