

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

|  |  |
|--|--|
| LEAVE BLANK  |  |
| JOB NO.<br><br><b>NC 1-195-77-20</b>   |  |
| DATE RECEIVED<br><b>04 JAN 1977</b>  |  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |  |
| <b>3-7-77</b><br><i>Date</i>   | <i>James B. [Signature]</i><br><i>Archivist of the United States</i> |

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 MANAGEMENT SYSTEMS & ADMINISTRATION**

3. MINOR SUBDIVISION  
**INFORMATION SYSTEMS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER  
**TOMAS D. BANDA**

5. TEL. EXT.  
**44066**

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<br><b>12/30/76</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i> | E. TITLE <b>Associate Director, OMSA<br/>Management Systems Division,<br/>Management Analysis Branch</b> |
|----------------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1           | ADMINISTRATIVE SUBJECT FILES<br><br>(Material relating to training, budget, inventory and similar subject matter)<br><br>Disposition: Cut-off at end of calendar year; destroy 3 years after cut-off. |                      |                  |
| 2           | PROGRESS REPORTS<br><br>(Summary reports on utilization and costs of equipment.)<br><br>Disposition: Cut-off at end of calendar year; destroy 3 years after cut-off.                                  |                      |                  |
| 3           | STAFF MEETING MINUTES<br><br>(Minutes of ISD meetings.)<br><br>Disposition: Cut-off at end of calendar year; destroy 3 years after cut-off.   |                      |                  |

115-107  
*sent to agency and NNF - 3/8/77 10 6 items*

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 4              | <p>CONTROL LOGS &amp; REPORTS</p> <p>(Material used to insure control of processes required to prepare computerized print-outs.)</p> <p>Disposition: Cut-off at end of calendar year;<br/>destroy 3 years after cut-off.</p>       |                            |                     |
| 5              | <p>CONTRACT KEYPUNCH CONTROL LOG</p> <p>(Log of work sent to contractors to be keypunched.)</p> <p>Disposition: Cut-off at end of calendar year;<br/>destroy 2 years after cut-off.</p>  |                            |                     |
| 6              | <p>OPERATIONAL SUBJECT FILE</p> <p>(Material relating to expenses, happenings progress reports, as they relate to the group directly.)</p> <p>Disposition: Cut-off at end of calendar year;<br/>destroy 3 years after cut-off.</p> |                            |                     |