

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

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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

5. TEL. EXT.

**TOMAS D. BANDA**

**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 <b>12/30/76</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <b>Associate Director, OMSA Management Systems Division, Management Analysis Branch</b>
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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	ADMINISTRATIVE SUBJECT FILES  (Material relating to training, budget, inventory and similar subject matter)  Disposition: Cut-off at end of calendar year; destroy 3 years after cut-off.		
2	PROGRESS REPORTS  (Summary reports on utilization and costs of equipment.)  Disposition: Cut-off at end of calendar year; destroy 3 years after cut-off.		
3	STAFF MEETING MINUTES  (Minutes of ISD meetings.)  Disposition: Cut-off at end of calendar year; destroy 3 years after cut-off.		

*Sent to agency and NNF - 3/8/77 10 6 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	<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; 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; 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; destroy 3 years after cut-off.</p>		