

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

|  |   |
|--|---|
| LEAVE BLANK  |   |
| JOB NO.<br><br><b>NC 1 195 77 21</b>   |   |
| DATE RECEIVED<br><b>04 JAN 1977</b>  |   |
| NOTIFICATION TO AGENCY<br><br>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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<br><i>Date</i>  | <i>James B. Rhoads</i><br><i>Archivist of the United States</i> |

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVE AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**FEDERAL HOME LOAN BANK BOARD**

2. MAJOR SUBDIVISION  
**ADMINISTRATION DIVISION**

3. MINOR SUBDIVISION  
**PRINTING & REPRODUCTION BRANCH**

4. NAME OF PERSON WITH WHOM TO CONFER  
**David Brumfield**

5. TEL. EXT.  
**63015**

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.

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
|             | <p>C. DATE: <i>12/30/76</i></p> <p>D. SIGNATURE OF AGENCY REPRESENTATIVE: <i>Alyce U. Harding</i></p> <p>E. TITLE: <b>Associate Director,<br/>Management Systems Division<br/>Management Analysis Branch</b></p>   |                      |                  |
| 1.          | <p><b>COPY CENTERS LOG BOOKS</b><br/>(Includes chronological listing of requests for fast copy service; separate log maintained for each copy center.)</p> <p>Disposition: _____ Cut-off annually, at end of Fiscal Year. Destroy 3 years after cut-off.</p> |                      |                  |
| 2.          | <p><b>COPY CENTER MACHINE LOGS (METER READINGS)</b><br/>(Includes chronological record of number of copies made by each fast copy machine)</p> <p>Disposition: _____ Cut-off annually, at end of Fiscal Year. Destroy 1 year after cut-off.</p>              |                      |                  |
| 3.          | <p><b>PRINT SHOP LOG BOOKS</b><br/>(Includes chronological listing of requests for printing service.)</p> <p>Disposition: _____ Cut-off annually, at end of Fiscal Year. Destroy 3 years after cut-off.</p>  |                      |                  |

*Sent to agency and NNF - 3/8/77 TP 4 items*

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF 2  
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| 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>AD-PRINTING &amp; REPRO. BR.-Cont.</p> <p>TIME CARDS, FORM 295<br/>(Used by Printing &amp; Reproduction Branch staff)</p> <p>Disposition: _____ Cut-off annually, at end<br/>of Fiscal Year. Destroy 2 years after<br/>cut-off.</p> |                            |                     |