

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
ADMINISTRATION DIVISION

3. MINOR SUBDIVISION
PRINTING & REPRODUCTION BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
David Brumfield

5. TEL. EXT.
63015

LEAVE BLANK	
JOB NO.	NC 1 195 77 21
DATE RECEIVED	04 JAN 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-7-77 Date	<i>James B. Rhoads</i> Archivist of the United States

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>Rhoyce U. Harding</i>	E. TITLE Associate Director, 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.	COPY CENTERS LOG BOOKS (Includes chronological listing of requests for fast copy service; separate log maintained for each copy center.) Disposition: _____ Cut-off annually, at end of Fiscal Year. Destroy 3 years after cut-off.		
2.	COPY CENTER MACHINE LOGS (METER READINGS) (Includes chronological record of number of copies made by each fast copy machine) Disposition: _____ Cut-off annually, at end of Fiscal Year. Destroy 1 year after cut-off.		
3.	PRINT SHOP LOG BOOKS (Includes chronological listing of requests for printing service.) Disposition: _____ Cut-off annually, at end of Fiscal Year. Destroy 3 years after cut-off.		

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

Request for Records Disposition Authority - Continuation

JOB NO.

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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
4.	AD-PRINTING & REPRO. BR.-Cont. TIME CARDS, FORM 295 (Used by Printing & Reproduction Branch staff) Disposition: <u>2</u> Cut-off annually, at end of Fiscal Year. Destroy 2 years after cut-off.		