

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

LEAVE BLANK	
JOB NO. <b>NC 1-195-77-22</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>4-27-77</i> Date	<i>James B. Rood</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVE SERVICE, WASHINGTON, DC, 2008**

1. FROM (AGENCY OR ESTABLISHMENT)  
Federal Home Loan Bank Board

2. MAJOR SUBDIVISION  
Personnel Management Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Marie F. Janois

5. TEL. EXT.  
376-3303

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 \_\_\_\_\_ 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 <i>12/30/76</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Clyde H. Harding</i>	E. TITLE Agency Records Officer
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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.	Records of the Personnel Management Division <u>Director's Office</u>  <u>Personnel Reports</u>  Weekly, monthly, yearly and one-time reports submitted to Civil Service Commission and the Congress on topics such as the Status of Women, Management Improvement Program, Executive Salary Ceiling etc.  Disposition: Cut off at end of calendar year. Transfer to FRC 2 years after cut off. Destroy 5 years after cut off.		
✓ 2.	<u>Program Files</u>  Case files of various personnel programs such as the classification system, employee relations, conflict of interest, crossover program etc.  Disposition: Cut off at end of calendar year. Destroy 1 year after cut off.		

## Request for Records Disposition Authority - Continuation

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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
✓ 3	<p><u>Labor Relations Correspondence Files</u> Correspondence files for Director of Labor Management Relations. Subjects include negotiations, national consultation rights, contracts, EEO plans etc.</p> <p>DISPOSITION: Permanent. Cut off at end of calendar year: Transfer to FRC 5 years after cut off. Offer to National Archives 20 years after cut off.</p> <p>Present Accumulation: 1 cubic foot Annual growth rate: .5 CF</p>		WITHDRAWN
✓ 4	<p><u>Labor Management Relations Case Files</u> Case files relating to such items as Employee Management Relations, conflicts of interest, adverse actions, discriminations etc.</p> <p>Disposition: Permanent. Cut off at end of calendar year. Transfer to FRC 5 years after cut off. Offer to National Archives 20 years after cut off.</p> <p>Present Accumulation: 11 cubic feet Annual Growth Rate: 1 CF</p>		WITHDRAWN
✓ 5	<p><u>Statements of Employment and Financial Interest</u> Copies of forms recording employment and financial interests for all Board employees classified at GS-13 or above, or at a comparable pay level.</p> <p>Disposition: Cut off when employee leaves a position in which a statement is required or when employee separates. Destroy 2 years after cut off.</p>		
✓ 6	<p><u>Award Nominees</u> Files of nominees for various awards (internal and external) such as the FHLBB Distinguished Service Award, Stockberger Award, Federal Employees Volunteers Award, Federal Woman's Award etc.</p> <p>Disposition: Cut off at end of fiscal year. Destroy 2 years after cut off.</p>		

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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
✓ 7	<p><u>Desk Audits</u></p> <p>Materials necessary for a personnel desk audit, such as evaluation statements, position evaluation, results of audit and written reports on the audit.</p> <p>Disposition: Cut off at end of calendar year. Destroy 5 years after cut off.</p>		
✓ 8	<p><u>Merit Promotion File</u></p> <p>All papers necessary for selection of employees for vacancies including evaluation papers, letters to selectees and nonselectees etc.</p> <p>Disposition: Cut off at end of calendar year. Destroy 2 years after cut off.</p>		
✓ 9	<p><u>In-House Course File</u></p> <p>File contains a form completed by those employees taking courses. File also has information on course itself.</p> <p>Disposition: Cut off at end of calendar year. Destroy 2 years after cut-off.</p>		
✓ 10	<p><u>Agency Super Grade File</u></p> <p>Nominations to the Civil Service Commission for Grades 16-18 including charts, graphs, correspondence and forms.</p> <p>Disposition: Cut off at end of calendar year. Destroy 5 years after cut off.</p>		