

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

LEAVE BLANK	
JOB NO.  <b>NC 1-195-77-23</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-21-77 <i>Date</i>	<i>James B. Rhoads</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 Communications**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Brigid C. McMurrough**

5. TEL. EXT.  
**376-3324**

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>Cheryl A. Harding</i>	E. TITLE <b>Agency Records Officer</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	<p>Records of the Office of Communications</p> <p><u>Chairman Biography and Photo File</u> Biographical notes and photographs of all Chairman and Board Members of the Federal Home Loan Bank Board.</p> <p>Disposition: Permanent. Cut off upon termination of employment. Transfer to FRC 4 years after cut off. Offer to National Archives 20 years after cut off.</p> <p>Current accumulation: 1/2 cubic foot Annual Growth Rate: 1/2 linear inch/year</p>	NN-469-4 Item 1s	
2	<p><u>Key Personnel Biography and Photo File</u> Biographical notes and photographs of key personnel of the Federal Home Loan Bank Board, including FHLBank Presidents, Federal Savings and Loan Advisory Council members, and FSLIC key personnel.</p>		

*Sent to agency, NNE, NNB, NCW-4/10/77 JPB*

*Permanent item: info on arrangement in NED memo of 13 Apr. 77.*

*6 items*

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p>Disposition: Cut off at end of calendar year in which employee terminates. Destroy 6 months after cut off.</p> <p><u>ANNUAL REPORTS FOR BOARD</u></p> <p>Copies of the Federal Home Loan Bank Board Annual report which is the April edition of the Federal Home Loan Bank Board Journal (see attached copy).</p> <p>Disposition: Permanent. Cut off at termination of Agency. Offer to National Archives after cut off.</p>	NN-469-Item 1g	WITHDRAWN
4	<p><u>MANAGEMENT INFORMATION CENTER</u></p> <p>Completed MIC Projects</p> <hr/> <p>Projects completed by the Management Information Center from original request through completion, and include such as requests, motion picture planning script and memoranda.</p> <p>Disposition: Cut off at termination of function. Destroy after cut off.</p>		WITHDRAWN
5	<p>Video and <u>Audio Tape File</u></p> <p>Video and audit tapes originated or purchased for the purpose of training and/or information. Not containing policy matters. I.E. Tapes of FHLB Presidents' meetings tapes of FHLB Directors' meetings tapes of new man training sessions in OES.</p> <p>Applied econometrics speed reading. In-house training tapes.</p> <p>Disposition: Cut off when superseded destroy after cut off.</p>		WITHDRAWN
6	<p><u>Photo File for Journal</u></p> <p>Disposition: Cut off at termination of function. Then destroy.</p>		WITHDRAWN