

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC 1-195-77-28	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-14-77 <i>Date</i>	<i>James B. Blodgett</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 and Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Brenda Sansone

5. TEL. EXT.
376-3227

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<i>12/30/76</i>	<i>Alyce H. Harding</i>	Agency Records Officer	1	<p><u>RECORDS OF THE OFFICE OF MANAGEMENT SYSTEMS AND ADMINISTRATION</u></p> <p><u>SPECIAL PROJECTS FILES:</u></p> <p>Working papers and reports received and issued in conjunction with special projects, studies or programs assigned to OMSA staff, i.e. Building Security, Specifications for Board Security Force, selling present board furniture/equipment.</p> <p>DISPOSITION: Cut off at end of year study/project is completed or program responsibility is transferred to appropriate FHLBB office. Destroy 1 year after cut off.</p>		
			2	<p><u>NEW BUILDING PROGRAM FILES:</u></p> <p>Material relating to construction characteristics, features of new building. Floor plans for each floor showing layouts and architectural drawings/specifications.</p> <p>DISPOSITION: Cut off and destroy when superseded <i>non-record material</i> obsolete or when building is demolished. Weed out <i>at time</i> of move to new building, transfer remainder to function designated responsibility for management of building.</p>		

115-107
Sent to agency and NNF - 3/15/77 70P 3 items

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p><u>NEW BUILDING SUBJECT FILES:</u></p> <p>Correspondence and technical material relating to construction of new building, space planning, leasing of office and commercial space, planning for special facilities, i.e. gym. Budget information, Congressional and GSA inquiries concerning building, material on leasing Management, specific leasing proposals received from businesses interested in leasing space. Documentation from new building planning conferences and progress meetings. Copies of all reports made concerning new building.</p> <p>DISPOSITION: Cut off 1 year after official date of move to new building. Destroy 5 years after cut off.</p>		