

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC 1-195-77-29	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>4-4-77</i> <i>James E. O'Neil</i> Date <i>acting</i> Archivist of the United States	

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
Management Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Alyce U. Harding

5. TEL. EXT.
376-3002

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 8 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 U. Harding</i>		1	Records of the Management Systems Division <u>MANAGEMENT STUDIES AND PROJECTS OF MAJOR SCOPE AND IMPACT:</u> Formal reports resulting from studies of a major organizational or program nature which have significant impact on or insight to the operation of the FHLBB. Studies/Projects are conducted by MSD and branches of MSD. i.e. Applications Processing studies, study of FHLBB Directives System. DISPOSITION: <u>Permanent</u> Cut off at end of calendar year in which project/study is completed. Offer to National Archives 25 years after cut off. Present Accumulation: 1 cubic foot Annual Growth Rate: 8" <i>Permanent items: additional info on volume + info on arrangement in NCD memo, 8 Mar. 77.</i>	NC-195-75 -11 item 2A	

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2	<p><u>MANAGEMENT STUDIES AND PROJECTS OF MINOR SCOPE AND IMPACT:</u></p> <p>Formal reports resulting from studies of a minor or limited organizational or program nature. They do not have major or agency wide impact. Studies/Projects are conducted by MSD and branches of MSD, i.e. industry condition report, specific Micrographic feasibility studies, Word Processing studies, File system studies.</p> <p>DISPOSITION: Cut off at end of calendar year in which project/study is completed. Destroy 5 years after cut off.</p>	NC-195-75-11 <i>Item 2B</i>	
3	<p><u>POLICIES PROCEDURES AND GUIDELINES:</u></p> <p>This specific reference material is for programs MSD and branches of MSD are responsible for or involved with, i.e. Records Management, Micrographics, Word Processing.</p> <p>DISPOSITION: Cut off at end of calendar year in which superseded or obsolete. Destroy 5 years after cut off.</p>		
4	<p><u>ORIENTATION AND TRAINING:</u></p> <p>Materials relating to the career development of FHLBB executive level employees.</p> <p>DISPOSITION: Permanent Cut off at end of calendar year program is terminated. Transfer to FARG 3 years after cut off. Offer to National Archives 10 years after cut off.</p> <p>Present Accumulation: 6 inches Annual Growth Rate: 3 inches</p>		
5	<p><u>MBO/KOI CASE FILES:</u></p> <p>Personnel - History of and documentation relating to the operation of the FHLBB Management by Objectives/Key Operating Indicator Program. Includes plan accepted by Civil Service Commission, forms and regulations.</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
	<p>DISPOSITION: Permanent weed out files, transfer to PMD when they take over program. CUT OFF AND DESTROY AT END OF CALENDAR YEAR PROGRAM IS TERMINATED ^{CUT OFF AT TIME PROGRAM IS TERMINATED} Transfer to FARC 3 years after cut off. Offer to National Archives 10 years after cut off.</p> <p>Present Accumulation: 1 cubic foot Annual Growth rate: 6 inches</p> <p>Management Analysis Branch</p>	<p>RAM 3-2-77</p>	
6	<p><u>WEEKLY TIME DISTRIBUTION REPORTS:</u></p> <p>Description of efforts/accomplishments for each employee in the Management Analysis Branch. Shows assignments, progress, and completion of projects. Gives individual staff hours for each activity/project listed.</p> <p>DISPOSITION: Cut off at end of every calendar year. Destroy 1 year after cut off.</p>		
7	<p><u>WORD PROCESSING INVENTORIES AND USAGE LOGS:</u></p> <p>Inventories of equipment at FHLBB and periodic studies and analysis of word processing equipment usage.</p> <p>DISPOSITION: Cut off at end of calendar year superseded or obsolete. Destroy 2 years after cut off.</p>		
8	<p><u>PRODUCTIVITY REPORTS:</u></p> <p>Copies of all productivity reports. Annual submission to B.L.S. giving agency increases or decreases in productivity.</p> <p>DISPOSITION: Permanent ^{OF REPORT.} Cut off at end of calendar year superseded. Transfer to FARC 2 years after cut off, offer to National Archives ^{DESTROY} 10 years after cut off.</p> <p>Present Accumulation: 4 inches Annual Growth Rate: ¼ inch</p>	<p>NN469-4</p>	

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9	<p><u>REPORTS MANAGEMENT SURVEYS & STUDIES:</u></p> <p>Inventories of reports prepared by or received by various offices within the Board and special studies.</p> <p>DISPOSITION: Cut off at end of calendar year superseded or obsolete. Destroy 3 years after cut off.</p>		
10	<p><u>RECORDS DISPOSITION FILES:</u></p> <p>Includes: Records schedules for retirement of records, disposal authorizations, SF-115's, records inventories, FHLBB Form 1's, correspondence relating to records schedules, revisions.</p> <p>DISPOSITION: ^{Perm 3-24-77} Permanent cut off at end of calendar year superseded or upon disposal of all records covered by schedule. Offer to National Archives 25 years after cut off. DESTROY 10</p> <p>Present Accumulation: 2 cubic feet Annual Growth Rate: 4 inches</p>		
11	<p><u>RECORDS DISPOSITION FILES:</u></p> <p>FRC Accessions: Includes transfer, retirement and disposal of records. S.F. 135 (Records Transmittal and receipt).</p> <p>DISPOSITION: Permanent cut off at end of calendar year in which the last of the records covered by the transmittal (SF135) have been destroyed. Offer to National Archives 25 years after cut off. DESTROY 10 YEARS ^{Perm 3-24-77}</p> <p>Present Accumulation: 10 inches Annual Growth Rate: 1/2 inch</p>		
12	<p><u>RECORDS DISPOSITION FILES:</u></p> <p>Archives Accessions: Summaries of all Board records transferred to the National Archives.</p>		

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13	<p>DISPOSITION: ^{Perman.} Permanent cut off at end of calendar year in which records are transferred to Archives. Offer to National Archives 25 years after cut off. <i>DESTROY 10 YEARS</i></p> <p>Present Accumulation: 1/2 inch Annual Growth Rate: 1/4 inch</p> <p><u>RECORDS INVENTORIES:</u></p> <p>Inventories of agency records holdings.</p> <p>DISPOSITION: Cut off at end of calendar year inventory is superseded. Destroy 3 years after cut off.</p>		
14	<p><u>PRIVACY ACT SYSTEMS OF RECORDS:</u></p> <p>Records series at the FHLBB which come under the Privacy Act.</p> <p>DISPOSITION: ^{Perman.} Permanent cut off at end of calendar year system is discontinued. Offer to National Archives 10 years after cut off. <i>DESTROY 5 YEARS</i></p> <p>Present Accumulation: 7 inches Annual Growth Rate: 2 inches</p>		
15	<p><u>PRIVACY ACT REPORTS:</u></p> <p>Record copies of agency reports.</p> <p>DISPOSITION: <u>Permanent</u> cut off at end of calendar year report is superseded. Transfer to FARC 2 years after cut off. Offer to National Archives 10 years after cut off.</p> <p>Present Accumulation: 2 inches Annual Growth Rate: 1 inch</p>	NN469-4	
16	<p><u>PRIVACY ACT STATEMENTS:</u></p> <p>Copies of supplemental statements to forms affected by provisions of the privacy act.</p> <p>DISPOSITION: Cut off and destroy when superseded, obsolete or incorporated into forms design.</p>		

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17	<p><u>FORM HISTORY FILES:</u></p> <p>Includes complete history of each FHLBB form from its inception. Original "record copies" of forms. Gives the scope of the form, purposes served by it and the related procedures instituted, revised, superseded or cancelled.</p> <p><i>PERMANENT.</i></p> <p>DISPOSITION: Cut off when form is cancelled or obsolete Destroy 3 years after cut off. <i>OFFER TO NATIONAL ARCHIVES</i> <i>5 YEARS AFTER CUT OFF.</i></p>		
18	<p><u>NUMERICAL CARD FILE:</u></p> <p>Used to assign form numbers to new/revised FHLBB forms. Gives the form number, date number issued, exact title of form and office of origin.</p> <p>DISPOSITION: Cut off when form is cancelled or obsolete Transfer to inactive cards section. Destroy 3 years after cut off when cancelled forms are destroyed.</p>		
19	<p><u>PROPOSED FORMS, FORMS IN SUSPENSE:</u></p> <p>Documents relating to forms which have been requested by offices within the Board, but no final form has been completed.</p> <p>DISPOSITION: Cut off on final action date or at end of the year, whichever is later. Destroy 3 years after cut off.</p>		
20	<p><u>FORMS INVENTORIES AND SURVEYS:</u></p> <p>Copies of forms inventories conducted by MA Branch.</p> <p>DISPOSITION: Cut off at end of calendar year in which inventory/survey is superseded or completed. Destroy 3 years after cut off.</p>		

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21	<p><u>FORMS MANAGEMENT DAILY WORK LOGS:</u></p> <p>Logs showing daily activity. This is a statistical summary, it shows revisions, cancellations, requests for printing, etc. by form number. Each entry describes an action concerning a specific form in existence.</p> <p>DISPOSITION: Cut off at end of every calendar year. Destroy 1 year after cut off.</p>		
22	<p><u>PUBLIC USE FORMS:</u></p> <p>Public Use Forms for which no OMB clearance is required.</p> <p>DISPOSITION: Cut off and destroy when cancelled or superseded.</p>		
23	<p><u>HOW TO DO IT MANUAL (HTDIM) HISTORY FILES:</u></p> <p>Copies of each transmittal sheet and attached HTDIM article inserts. The transmittal sheet either sets forth minor pen & ink changes to a current article, advises that a particular article has been discontinued and should be destroyed, or is the vehicle for transmitting new or revised sections to the HTDIM.</p> <p>DISPOSITION: <u>Permanent</u>, Life of program. Offer to National Archives when program is terminated. <i>no longer needed for administrative purposes.</i></p> <p>Present Accumulation: 8 cubic feet Annual Growth Rate: 4 inches</p>	<p>NC-195-75-11 Item 3A</p>	
24	<p><u>HANDBOOKS AND MANUALS:</u></p> <p>Includes only those that are developed and issued by the MA Branch for agency wide use, i.e. Employee Handbook, FHLBB Organization Manual.</p> <p>DISPOSITION: <u>Permanent</u>, cut off at end of calendar year in which document becomes obsolete. Transfer to FARC 2 years after cut off. Offer to National Archives 10 years after cut off.</p> <p>Present Accumulation: 1/4 inch Annual Growth Rate: 1/4 inch</p>	<p>NN469-4</p>	

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25	<p>Audit Branch</p> <p><u>FINANCIAL AUDIT REPORTS:</u></p> <p>Record copies of all internal audit reports of FHLBB Washington offices, OES, FSLIC field offices, Office of Neighborhood Reinvestment and Office of Finance. Workpapers and background material for each financial audit conducted by them. Final audit reports received from GAO for audits conducted by them.</p> <p>DISPOSITION: Cut off at end of calendar year in which audit is completed. Transfer to FARC 1 year after cut off. Destroy 7 years after cut off.</p>		
26	<p><u>OPERATIONAL AUDIT REPORTS:</u></p> <p>Record copies of all operational audit reports. Workpapers and background material for each operational audit.</p> <p>These reports present analysis and findings to assist management in increasing the efficiency and effectiveness of various procedures, policies and operations. These operational audits are conducted for FHLBB offices in both Washington and the field.</p> <p>DISPOSITION: Cut off at end of calendar year in which audit is completed. Transfer to FARC 1 year after cut off. Destroy 7 years after cut off.</p>		