

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO. NC 1-195-77-30 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 5-13-77 Date | <i>James B. Rhoads</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 & ADMINISTRATION

3. MINOR SUBDIVISION
FINANCIAL MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
ALMA B. RIMA

5. TEL. EXT.
376-3491

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 9 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>Allyce U. Harding</i> | E. TITLE Associate Director, OMSA Management Systems Div., Mgt. Anal Br. |
|----------------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1 | ADMINISTRATIVE SUBJECT FILES (Including Instructions, Assignments, & Meetings) Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | | |
| 2 | BUDGET ESTIMATES (Including Workups on Personnel, Operations, Equipment, Supplies, Facilities, & Utilities) Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | GRS #5 Item #4 | |
| 3 | BUDGET FILES - FHLBB (Including Control Act, Language, Industry Statistics, & Projections) Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. <i>Permanent items: info on volume & arrangement given on supplemental sheet attached as 7.10 to 58-115.</i> | | <i>48 items</i> |

*Changes in description & disposition standards authorized by
Allyce U. Harding, FAHBB, 11 May 77. JFW*

Sent to assessor. NEW. NNF and NNB - 5/17/77

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 |
|----------------|---|------------------------------|---------------------|
| 4 | CONGRESSIONAL HEARINGS Disposition: Cut off at end of fiscal year. Destroy 5 years after cut off. | | |
| 5 | OMB HEARINGS Disposition: Cut off at end of fiscal year. Destroy 2 years after cut off. | | |
| 6 | PERSONNEL CEILINGS (SF 113A OR EQUIVALENT) Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | | |
| 7 | ANNUAL RATE REPORTS (MANPOWER BUDGET) Disposition: Cut off at end of fiscal year. Destroy 2 years after cut off. | | |
| 8 | APPORTIONMENT AND REAPPORTIONMENT Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | GRS, Item 5 | |
| 9 | BUDGET SUBMISSION, OMB Disposition: Cut off at end of fiscal year. Transfer to FRC 5 years after cut off. Destroy 15 years after cut off. | | |
| 10 | BUDGET SUBMISSION - CONGRESS: FHLBB Justifications for FY Estimates Disposition: Permanent. Cut off at end of fiscal year. Transfer to FRC 5 years after cut off. Offer to NARS upon termination of function 25 years after cut off. <i>auth</i> | NN-469-4 Stanford 1(i) | |

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| 11 | OMB CORRESPONDENCE & INSTRUCTIONS Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | | |
| 12 | <i>Budget-related</i> FEDERAL REPORTS (Reports to Other Federal Agencies, e.g., Federal Civil Rights <i>on expenditures of funds - inapplicable</i>) <i>and</i> Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | | |
| 13 | WORKPAPERS - ROUGH DATA, AND COST STATEMENTS ACCUMULATED IN PREPARATION OF ANNUAL BUDGET SUBMISSIONS (Includes Duplicates) Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | FRSS, Item 4 | |
| 14 | DISTRIBUTION OF MANPOWER (Bi-weekly Report of Employment & Vacancies by Office; Relates to OMB & Agency Working Ceiling) Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | | |
| 15 | TRAVEL REPORTS (TO GSA) (Costs & Savings in Travel & Transportation of Personnel) Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | | |
| 16 | PAY INCREASES (Analysis of Increased Pay Costs for Personnel Pay Raises) Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | | |
| 17 | PROJECTIONS, LONG RANGE (Projection of Budget Outlays for Budget Year and 4 Future Fiscal Years) Disposition: Cut off at end of fiscal year. Destroy 2 years after cut off. | | |

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| 18 | <p>PROGRESS REPORTS (Interagency Report for Management on Budget Operations)</p> <p>Disposition: Cut off at end of fiscal year. Destroy 1 year after cut off.</p> | | |
| 19 | <p>NUMBER OF CIVILIAN PERSONNEL (Monthly Report of Employment and Permanent Vacancies by Office; Relates to OMB & CSC Report)</p> <p>Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off.</p> | | |
| 20 | <p style="text-align: center;"><u>ACCOUNTING & FISCAL OPERATIONS</u></p> <p>RECEIVERSHIP FILES (Including Check Register, Shareholders Register, Material Relating to the Liquidation of an Insured Association in Default for which FSLIC has been Appointed Receiver)</p> <p>Disposition: Cut off when case is closed (i.e., receiver is discharged and the association is dissolved by order of the State S & LA Commissioner, or appropriate Court of Jurisdiction, and after settlement payment has been completed). Transfer to FRC immediately after cut off. Destroy 10 years after cut off.</p> | | |
| 21 | <p>FINANCIAL ASSISTANCE FILES (Records of Financial Assistance to Problem Case Associations, e.g., Contribution Agreements, Loan Agreements, and Purchase of Assets)</p> <p>Disposition: Cut off when case is closed. Transfer to FRC immediately after cut off. Destroy 6 years after cut off.</p> | | |

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| 22 | <p>ASSET LIQUIDATION FILES (Material Relating to the Liquidation of FSLIC Titled Real Estate Assets and Mortgage Loans)</p> <p>Disposition: Cut off when case is closed (i.e., after disposed of). Transfer to FRC immediately after cut off.</p> | | |
| 23 | <p>ASSET MANAGEMENT FILES</p> <p>a. Real Property Management Files</p> <p>Disposition: Cut off when case is closed. Transfer to FRC immediately after cut off. Destroy 10 years after cut off.</p> <p>b. Mortgage Loan Files</p> <p>Disposition: Cut off when case is closed. Transfer to FRC immediately after cut off. Destroy 50 years after cut off.</p> | | |
| 24 | <p>GENERAL AND SUBSIDIARY LEDGERS</p> <p>Disposition: Cut off at end of fiscal year. Transfer to FRC 2 years after GAO audit. Destroy 10 years after cut off.</p> | GRS #7 item #2 | |
| 25 | <p>BANK RECONCILIATION FOR PROBLEM CASE ACCOUNTS & SECONDARY RESERVE PAYBACK</p> <p>Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off, or after problem is resolved (whichever is longer).</p> | | |
| 26 | <p>FIDELITY BONDS FOR CORPORATION EMPLOYEES (Problem Cases)</p> <p>Disposition: Cut off when case is closed. Transfer to FRC 3 years after cut off. Destroy 10 years after cut off.</p> | | |

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| 27 | <p>CANCELLED CHECKS FOR SECONDARY RESERVE PAYBACK</p> <p>Disposition: Cut off at end of calendar year. Transfer to FRC 3 years after phaseout of the Secondary Reserve is completed. Destroy 10 years after phaseout of the Secondary Reserve is completed.</p> | | |
| 28 | <p>INSURANCE POLICIES - COMPREHENSIVE LIABILITY FOR FSLIC</p> <p>Disposition: Cut off at expiration date of policy. Destroy 3 years after cut off.</p> | | |
| 29 | <p>ANNUAL HISTORY STATEMENTS <i>of the Secondary Reserve + related documents</i> (To Inform S&L's of Financial Transactions re Their Accounts and to Respond to CPA Inquiries)</p> <p>Disposition: Permanent. Cut off at end of calendar year. Transfer to FRC 3 years after cut off. Offer to NARS upon termination of function. <i>Destroy 25 years after cut off.</i></p> | <i>auth</i> | |
| 30 | <p>CERTIFICATE REGISTER - FSLIC INSURED ASSOCIATIONS (Certificate Numbers Assigned by FMD are entered into the Register for Control Purposes)</p> <p>Disposition: Permanent. Cut off when register book completely filled. Offer to Destroy NARS upon termination of function.</p> | <i>auth</i> | |
| 31 | <p>INSURANCE OF ACCOUNTS - PAYOUT FILES (Records of Payments of Accounts Insurance to Insured Members of Defaulting Insured Associations)</p> <p>Disposition: Cut off when case is closed (i.e., date of final payment). Transfer to FRC 10 years after cut off. Destroy 20 years after cut off.</p> | | |
| 32 | <p>PAID EXAMINATION BILLS (Includes Annual Assessments, Transcripts, Miscellaneous Bills, and Schedule of Cancelled Checks)</p> <p>Disposition: Cut off at end of fiscal year. Destroy 2 years after cut off.</p> | | |

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| 33 | <p>FURNITURE, FIXTURES & EQUIPMENT INVENTORY RUNS</p> <p>a. Monthly runs (cumulative)</p> <p>Disposition: Cut off at end of month. Destroy 3 months after cut off.</p> <p>b. Calendar year-end runs</p> <p>Disposition: Cut off at end of calendar year. Destroy after GAO audit completed.</p> <p>c. Fiscal year-end runs</p> <p>Disposition: Cut off at end of fiscal year. Destroy after GAO audit completed.</p> | | |
| 34 | <p>CONTRACT FILES (Contracts, Invoices, & Other Related Back-up Material)</p> <p>Disposition: Cut off at end of calendar year. Destroy 1 year after cut off.</p> | <p>GRS #3 item #4c</p> | |
| 35 | <p>LEASES FOR RENT OF BUILDING - COPIES</p> <p>Disposition: Cut off at end of calendar year in which lease expired. Destroy 1 year after cut off.</p> | <p>GRS #3 item #4c</p> | |
| 36 | <p>SF 2806 RETIREMENT CARDS</p> <p>Disposition: Cut off at end of year in which employee retires or terminates. Transfer to FRC 1 year after cut off. Destroy 6 years after cut off.</p> | | <p>WITHDRAWN</p> |

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| 37 | PAYROLL 50 FOLDERS (Includes all Personnel Actions (copies), W-4's, State Withholding, Authorizations to Receive Checks, Bond and Life Insurance Authorization, Health Insurance, Beneficiary Notifications and Savings Allotments) Disposition: Cut off at end of calendar year in which employee retires or terminates. Transfer to FRC 1 year after cut off. Destroy ³ years after cut off. | GRS 2, Item 11 | |
| 38 | CUMULATIVE RETIREMENT DEDUCTIONS - ANNUAL Disposition: Cut off at end of calendar year. Destroy 3 year ^s after cut off. | auh | |
| 39 | W-2 FORMS FOR FHLBB & FSLIC EMPLOYEES Disposition: Cut off at end of calendar year. Transfer to FRC 2 years after cut off. Destroy ³ years after cut off. | auh GRS 2, Item 19 | |
| 40 | RETIREMENT REPORTS - FORM SF 2807 (Includes Annual Reconciliation) Disposition: Cut off at end of calendar year. Destroy 3 years after cut off. | | |
| 41 | HEALTH CARRIER REPORTS Disposition: Cut off at end of calendar year. Destroy 3 years after cut off. | | |
| 42 | OLD BOND AUTHORIZATION FORMS (Employees Hired Prior to 1975) Disposition: Cut off when employee retires or terminates. Destroy ³ years after cut off. | auh GRS 2, Item 4b | |
| 43 | LEAVE APPLICATION - SF 71 (Or Equivalent) Disposition: Cut off at end of calendar year. Destroy 1 year after cutoff, | GRS #2 Item 8b | |

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| 44 | TIME & ATTENDANCE REPORTS - (T & A's) - final individual card showing accumulated leave on separation Disposition: Transfer to National Personnel Records Center (NPRC), St. Louis, MO, after audit by GAO or after 3 years, whichever is earlier. NPRC will destroy when 10 years old. | GRS #2 items 3a, 9a | |
| 45 | ANNUAL ASSESSMENT & LEAVE RUNG EVALUATIONS <i>anh</i> Disposition: Cut off at end of calendar year. Transfer to FRC 2 years after cut off. Destroy 7 years after cut off. <i>anh</i> → 3 | GRS #7 item 4a | |
| 46 | PAYROLL SUMMARIES - FSLIC & FHLBB Disposition: Cut off at end of calendar year. Destroy 3 years after cut off. | GRS #7 item 4b | |
| 47 | ACCOUNTS PAYABLE REPORTS (Undelivered Orders, Recurring Purchase Orders, and Accrued Expenses) Disposition: Cut off at end of fiscal year. Destroy 3 years after cut off. | | |

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| Date | 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 & ADMINISTRATION

3. MINOR SUBDIVISION

FINANCIAL MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

ALMA B. RIMA

5. TEL. EXT.

376-3491

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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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 Associate Director, Management Systems Division, Management Analysis Branch |
|---------|---------------------------------------|--|

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| | | Current Vol. cu. ft. | Annual Growth cu. ft. | |
| 10 | BUDGET SUBMISSION - CONGRESS | 4.5 | .5 | <i>Arrangement</i> <i>Chronologically by date</i> <i>of submission.</i> |
| 33 | ANNUAL HISTORY STATEMENTS | 10. | 2. | |
| 35 | CERTIFICATE REGISTER - FSLIC INSURED ASSOCIATIONS | Less than 1 | Less than 1 | |