

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-195-77-30

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/09/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 10 records 1936 to 1962 were transferred to NARA in 1995, per NARS-5 History. Records through 1988 were transferred to NARA in 2014, per ARCIS.

Item 20 was superseded by NC1-195-78-01.

Item 21 was superseded by NC1-195-78-01.

Item 22 was superseded by NC1-195-78-01.

Item 23 was superseded by NC1-195-78-01.

Item 31 was superseded by NC1-195-78-01.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
12/30/76	<i>Allyce U. Harding</i>	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 50-105.</i>			<i>48 items</i>

115-107

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

sent to assessor. NCW. NNF and NNB - 5/17/77

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

2

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>cut</i>	NN-469-4 Standard 1(i)	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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 + manpower</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.		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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>		
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>		
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>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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>

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

8

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

9

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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 2 years after cut off. <i>→ 3</i> <i>anh</i>	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)

LEAVE BLANK	
JOB NO.	
DATE RECEIVED	
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.	
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:

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.		10. ACTION TAKEN
		Current Vol. cu. ft.	Annual Growth cu. ft.	
10	BUDGET SUBMISSION - CONGRESS	4.5	.5	<i>Arrangement Chronologically by date of submission. J</i>
33	ANNUAL HISTORY STATEMENTS	10.	2.	
35	CERTIFICATE REGISTER - FSLIC INSURED ASSOCIATIONS	Less than .1	Less than .1	