

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC 1-195-77-31

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-15-77
Date

James B. Rhoads
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
ADMINISTRATION DIVISION (AD)

3. MINOR SUBDIVISION
OFFICE OF THE DIRECTOR

4. NAME OF PERSON WITH WHOM TO CONFER
David Brumfield

5. TEL. EXT.
63015

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 <u>12/30/76</u> | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Alyce U Harding RA</i> | 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 |
|-------------|--|-------------------------|------------------|
| 1. | NEW BUILDING ACTIVITIES REPORT, MONTHLY Disposition: ... Cut-off monthly. Destroy 13 months after cut-off. | | |
| 2. | ADMINISTRATION DIVISION MONTHLY PROGRESS REPORT (Covers the Division's activities.) Disposition: ... Cut-off monthly. Destroy 13 months after cut-off. | | |
| 3. | General Subject Correspondence Files - incoming and outgoing correspondence relating to the administrative services performed by AD for the FHLBB. These services include communications, management analysis, printing, procurement and transportation. Disposition: Retain in office three years, then destroy. | NC-195-75-11 item# 1 | |

Sent to agency, NNF - 3/17/77 JB

3 items