

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-195-79-1	
DATE RECEIVED OCT 11 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-28-79 Date	<i>James O. Cook</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 Secretariat	
3. MINOR SUBDIVISION Dockets, Index, and Micrographics Branch	
4. NAME OF PERSON WITH WHOM TO CONFER Herbert L. Mayberry	5. TEL EXT 377-6262

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 1/19/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Allyce H. Harding</i>	E. TITLE Agency Records Officer
---------------------------	---	------------------------------------

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Records of Dockets, Index and Micrographics Branch The primary function of this Branch is to perform as custodian of all institutional records that are members of the Federal Home Loan Bank Board System, such as Savings and Loan Associations, Holding Companies, and Service Corporations. These records are kept in hard copy and microfilm useable form and made ready for inspection immediately upon request from the Bank Board's official staff. Most of these records are the Bank Board's official active business records.		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 8

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>RECORD FOLDER</u></p> <p>a. <u>FEDERAL CHARTERS 1932 - 1977</u> Consists of Board Actions, Legal Papers, Charters, Bylaws, Security Forms, Pledge and Escrow Agreement, Lending areas, and Applications for each federally chartered S&L.</p> <p>DISPOSITION: Cut off 12/31/77. Transfer to FRC immediately after cut off. Destroy 20 years after cut off.</p> <p><i>Federal Charters,</i></p> <p>b. <u>1978 FORWARD</u> - Consists of 3 folders. The Board [^] Action folder contains Board Actions, Delegations of Authority, Minute Entries and Resolutions. Bylaws and Security folders contain the bylaws and security forms. Legal Papers folder consists of Pledge and Escrow Agreements, Legal Opinions and Legal Papers.</p> <p>DISPOSITION: Cut off at end of each calendar year. Destroy 2 years after cut off.</p> <p>c. <u>MICROJACKETS OF FEDERAL CHARTERS - 1932 FORWARD</u></p> <p>DISPOSITION: Permanent. Cut off end of year in which insurance is terminated. Offer to National Archives 20 years after cut off.</p> <p>d. <u>STATE CHARTERS 1932 - 1977</u></p> <p>DISPOSITION: Cut off 12/31/77. Transfer to FRC immediately after cut off. Destroy 20 years after cut off.</p> <p><i>State Charters,</i></p> <p>e. <u>1978 FORWARD</u> [^]</p> <p>DISPOSITION: Cut off at end of each calendar year. Destroy 2 years after cut off.</p> <p>f. <u>MICROJACKETS OF STATE CHARTERS - 1932 FORWARD</u></p> <p>DISPOSITION: Cut off at end of calendar year in which insurance is terminated. Destroy 12 years after cut off.</p>	<i>new Item</i>	
2	<p><u>CORRESPONDENCE FOLDER</u> - Consists of all Congressional, District Banks, Interagency, Public, and Supervisory correspondence pertaining to each association.</p>	<i>NC-195-75-2 Item 2</i>	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
3 8

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3	<p>a. <u>1932 - 1974</u></p> <p>1. <u>Two (2) Percent Sample (Number 01 and 51 of each 100 Files)</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Transfer to the FRC 5 years after cut off. Offer to National Archives 30 years after cut off.</p> <p>2. <u>Remaining Ninety-Eight (98) Percent of Files</u></p> <p>DISPOSITION: Cut off at end of each calendar year. Transfer to the FRC 10 years after cut off. Destroy 30 years after cut off.</p> <p>b. <u>1975 FORWARD</u></p> <p>1. <u>Hardcopy</u></p> <p>DISPOSITION: Cut off at end of each year. Destroy 3 years after cut off.</p> <p>2. <u>MICROJACKETS</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Transfer to the FRC 10 years after cut off. Offer to National Archives 30 years after cut off.</p> <p><u>APPLICATION FOLDER</u> - Consists of substantive documents in support of Relocation of Home Office, Relocation of Branch Office, Branch Office exact location, Branch Office Application, Applications for Membership and Insurance of Accounts, Merger Applications, Conversion Applications and Debenture Applications.</p> <p>a. <u>1932 - 1977</u></p> <p>1. <u>Branch Office Applications</u></p> <p>DISPOSITION: Cut off at end of each calendar year. Transfer to FRC 3 years after cut off. Destroy 10 years after cut off.</p>	NC-195-75-2 Item 1	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
4 8

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>2. <u>All Folders Except Branch Office Applications</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Transfer to FRC 3 years after cut off. Offer to National Archives 30 years after cut off.</p> <p>b. <u>1978 FORWARD - PUBLIC SECTION</u> - Consists of substantive documents including Briefs, Charters, Delegation of Authority, Financial Reports, Lending Areas, Notice of Publication, Oral Arguments, and Protest Letters in support of Relocation of Home Office, Relocation of Branch Office, Branch Office exact location, Branch Office Application, Applications for Membership and Insurance of Accounts, Merger Applications and Debenture Applications.</p> <p><u>NONPUBLIC SECTION</u> - Consists of substantive documents including Biographical Reports, Examination Summaries, OES Recommendations, OGC Opinions, OID Digest and Evaluations, Rating Sheets, Supervisory Agents Digest and Recommendations in support of Relocation of Home Office, Relocation of Branch Office, Branch Office exact location, Branch Office Application, Applications for Membership and Insurance of Accounts, Merger Applications, Conversion Applications and Debenture Applications.</p> <p>1. <u>Hardcopy (all Applications)</u></p> <p>DISPOSITION: Cut off at end of each calendar year. Destroy 1 year after cut off.</p> <p>2. <u>Microjackets</u></p> <p>a. <u>Branch Office Applications</u></p> <p>DISPOSITION: Cut off at end of each calendar year. Destroy 10 years after cut off.</p> <p>b. <u>All Applications Except Branch Office Applications</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Offer to National Archives 30 years after cut off.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

5 8

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
4	<p><u>EXAMINATION FOLDER</u> - Consists of Examinations Reports, Examination Ratings, Appraisal Reports, Defalcation Reports, Semiannual Reports with all Schedules, Evaluation Reports and Scheduled items.</p> <p>a. <u>1932 - 1973</u></p> <p>1. <u>2 Percent Sample (Number 01 and 51 of Each 100 Files)</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Transfer to the FRC 3 years after cut off. Offer to National Archives 30 years after cut off.</p> <p>2. <u>Remaining 98 Percent of Files</u></p> <p>DISPOSITION: Cut off at end of each calendar year. Transfer to the FRC 3 years after cut off. Destroy 30 years after cut off.</p> <p>b. <u>1974 FORWARD</u></p> <p>1. <u>Hardcopy</u></p> <p>DISPOSITION: Cut off at end of each calendar year. Destroy 3 years after cut off.</p> <p>2. <u>Microjackets</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Transfer to the FRC 10 years after cut off. Offer to National Archives 30 years after cut off.</p>	<p><i>NC-195-75-2 Item 3</i></p>	
5.	<p><u>CERTIFICATE FOLDERS</u> - Consists of the Charter and Certificate of Insurance of every insured S&L.</p> <p>a. <u>Hardcopy</u></p> <p>DISPOSITION: Cut off at end of each calendar year. Destroy 6 months after cut off.</p> <p>b. <u>Microfilm</u></p> <p>DISPOSITION: Permanent. Cut off at termination of Insurance. Offer to National Archives 30 years after cut off.</p>	<p><i>New Item</i></p>	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
6 8

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
6	<p><u>SECURITIES AND EXCHANGE ACT FOLDER</u> - Consists of the following reports from S&L's as required by the Securities & Exchange Act of 1934. The reports are:</p> <p>Quarterly Report (Form 10Q) Annual Report (Form 10K) Stockholders Report (Form 13D) Registration of Certain Classes of Securities Proxy Statements</p> <p>a. <u>1969 - 1975</u></p> <p>DISPOSITION: Cut off 12/31/75. Transfer to FRC immediately. Destroy 12 years after termination of Insurance.</p> <p>b. <u>1976 FORWARD</u></p> <p>1. <u>Hardcopy</u></p> <p>DISPOSITION: Destroy after filming.</p> <p>2. <u>Microfilm</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Offer to National Archives 30 years after cut off. <i>Destroy upon cancellation of membership and insurance.</i></p>	<i>New Item</i>	
7	<p><u>BOARD AGENDA (SECRETARY'S RECORD COPY)</u> - Consists of voting sheets recording vote of Board members of each matter before the Board, together with agenda, staff memoranda, reports of Bank Board agents, legal opinions and other material documenting proposals presented to the Board for action.</p> <p>a. <u>1932 - 1974</u></p> <p>DISPOSITION: Permanent. Cut off 2 years after Board action. Transfer to the FRC immediately after cut off. Offer to National Archives 30 years after cut off.</p> <p>b. <u>1975 FORWARD</u></p> <p>1. <u>Hardcopy</u></p> <p>DISPOSITION: Cut off 6 months after Board action. Destroy 12 months after cut off.</p>	NCI-195-76-6 Item 1	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7 8

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
8	<p>2. <u>Microfilm</u></p> <p>DISPOSITION: Permanent. Cut off 6 months after Board action. Offer to National Archives 30 years after cut off.</p> <p><u>MINUTE EXHIBITS</u> - Consists of document--applications, studies, reports, and similar exhibit material--that serve as a direct basis for Bank Board actions recorded in the formal minutes of meetings.</p> <p>a. <u>Hardcopy</u></p> <p>DISPOSITION: Cut off at end of calendar year. Destroy 1 year after cut off.</p> <p>b. <u>Microfilm</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Offer to National Archives 30 years after cut off.</p>	NCI-195-77-10 Item 6	
9	<p><u>MINUTES BOOKS OF THE FHLBB</u> - Bound volumes containing a record of the attendance at Bank Board meetings and actions taken by the Bank Board.</p> <p>a. <u>1932 - 1975</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Offer to National Archives 30 years after cut off.</p> <p>b. <u>1976 FORWARD</u></p> <p>1. <u>Hardcopy</u></p> <p>DISPOSITION: Cut off at end of each calendar year. Destroy when reference needs have ended.</p> <p>2. <u>Microfilm</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Offer to National Archives 30 years after cut off.</p>	NCI-195-77-6 Item 2	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

8 8

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
10	<p><u>INDEX TO MINUTE BOOKS</u> - Detailed cross reference to all Bank Board Actions indexed by associations, individual and subject matter.</p> <p>a. <u>Hardcopy</u></p> <p>DISPOSITION: Cut off and destroy at end of each calendar year.</p> <p>b. <u>Microfilm</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Offer to National Archives 30 years after cut off.</p>	NC1-195-77-10 Item 4	
11	<p><u>CHAIRMAN'S ORDERS</u> - Orders issued by the Chairman of FHLBB relating to internal operations and agency administration.</p> <p>a. <u>Hardcopy</u></p> <p>DISPOSITION: Cut off at end of each calendar year. Destroy 1 year after cut off.</p> <p>b. <u>Microfilm</u></p> <p>DISPOSITION: Permanent. Cut off at end of each calendar year. Offer to National Archives 30 years after cut off.</p> <p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the microfilm shall be inspected in accordance with 41 CFR 101-11.506-8. The first biennial inspection will occur in 1980.</p>	NC1-195-77-10 Item 3	