

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-483-06-1</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7/25/06</i>	
1 FROM (Agency or establishment) Office of Thrift Supervision		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 MAJOR SUBDIVISION Information Systems & Finance			
3 MINOR SUBDIVISION Records Management, Helpdesk & Web Services			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Collins, Records Manager	5 TELEPHONE (202) 906-7514	DATE <i>7/21/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies.			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE July 24, 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy Collins</i>		TITLE Manager, Records Management, Help Desk & Web Services
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		
<i>cc Agency DR NWMA NWMWA</i>			

OFFICE OF THRIFT SUPERVISION
Washington Headquarters

Records relating to the projects and procedures completed for ensuring the Office of Thrift Supervision's (OTS) automated systems continued to function reliably when the date changed to the year 2000. The projects related to functions and activities by all offices and divisions of OTS.

NOTE: Authorization to destroy these documents is subject to prior approval of OTS counsel.

1. **Y2K Policy and Planning Records.**

Records created or approved by the OTS Director or heads of program that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, system identification criteria, summary progress reports, and e-mail messages.

a) Recordkeeping copies maintained in OTS Washington.

DISPOSITION. Temporary. Cut off files at project completion. Transfer to NARA-approved records storage facility, or maintain onsite. Destroy 8 years after cutoff.

b) All other copies.

DISPOSITION. Temporary. Destroy when no longer needed for administrative purposes.

2. **Y2K Administrative Records.**

Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, equipment, organizational charts, statements of work, training, work request forms, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, and related materials.

DISPOSITION. Temporary. Cutoff files at project completion. Transfer to NARA-approved records storage facility, or maintain onsite. Destroy 8 years after cutoff.

Office of Thrift Supervision
Information Systems & Finance

3. **System Implementation Records.**

These records document the system testing, modification, and verification for Y2K compliance.

- a) Records created during the implementation of OTS' Y2K plan. Included are such records as system certification, contingency plans, records discussing specific systems and their Y2K problems, implementation plans, Office of Inspector General inquiries, meeting minutes/notes, budget files.

DISPOSITION. Temporary. Cutoff at project completion. Transfer to NARA-approved records storage facility, or maintain onsite. Destroy 8 years after cutoff, or when the system is superseded or retired, whichever is later.

- b) Records of the revision, testing, and validation of a specific system or group of systems. Includes listings of potential problems, test plans, test data, test procedures and results, final validation results, and quality assurance reviews.

DISPOSITION. Temporary. Cutoff at project completion. Transfer to NARA-approved records storage facility, or maintain onsite. Destroy when 8 years old.

4. **Testimonies.**

Records include congressional testimonies by the Director of OTS before Senate and House Committees regarding Y2K activities, responses to congressional hearings, briefings and related materials.

DISPOSITION. Temporary. Cutoff at project completion. Transfer to NARA-approved records storage facility, or maintain onsite. Destroy when 8 years old.