Schedule Number: N1-483-07-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 4/26/2021

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Item 9, AGENCY REPORTS

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

N1-483-09-002 supersedes all other items.
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)  
   Office of Thrift Supervision

2. MAJOR SUBDIVISION  
   Chief Counsel

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFERR  
   Kathy Collins

5. TELEPHONE NUMBER  
   (202) 906-7514

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 page(s) are not needed now for the business for 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,

   ☒ is not required  ☐ is attached; or  ☐ has been requested.

DATE  
10/17/2006

SIGNATURE OF AGENCY REPRESENTATIVE  
Kathy Collins

TITLE  
Manager, Records Management, Help Desk and Web Services

7. ITEM NO.  
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
9. GRS OR SUPERSEDED JOB CITATION  
10. ACTION TAKEN (NARA USE ONLY)

<table>
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<td>N1-483-98-1/4c</td>
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<td>N1-483-98-1/7a</td>
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Note: Authorization to destroy temporary records is subject to prior approval of OTS Counsel.
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This schedule applies to all formats and media in which records are created and maintained at the Office of Thrift Supervision (OTS), including paper, microfilm, and electronic.

1. **LITIGATION FILES – NON-SIGNIFICANT CASE FILES**

   **MAJOR SUBDIVISION:** Office of Chief Counsel

   **DESCRIPTION:** This series includes work papers, materials involved in discovery proceedings, briefs, transcripts, pleadings, bankruptcy files and request for documents from outside parties.

   **DISPOSITION:** Temporary. Cut off at the end of the calendar year in which the case is closed. (A case is considered closed when the time period for which an appeal may be filed has elapsed). Destroy records 10 years after cutoff. (Supersedes Job No. N1-483-98-1/4b1)

2. **LITIGATION FILES – NON-SIGNIFICANT CASE FILES – REQUESTS FOR DOCUMENTS**

   **MAJOR SUBDIVISION:** Office of Chief Counsel

   **DESCRIPTION:** Requests from outside parties for documents pertaining to Litigation.

   **DISPOSITION:** Temporary. Cut off at the end of the calendar year in which the matter is closed. Destroy records 5 years after cutoff. (Supersedes Job No. N1-483-98-1/4c)

3. **ENFORCEMENT FILES – NON-SIGNIFICANT CASE FILES (ENFORCEMENT INVESTIGATIONS)**

   **MAJOR SUBDIVISION:** Office of Chief Counsel

   **DESCRIPTION:** This series may include, but is not limited to, examination reports, transcripts of depositions, cease and desist orders, supervisory agreements, civil money penalties, criminal referrals, and removal and prohibition orders. Other records relating to this series include issues relevant to the enforcement of statues and regulations, opinions, memoranda of law, correspondence, enforcement proceedings, and documentation of actions sent to the Enforcement Review Committee for their review and action.

   **DISPOSITION:** Temporary. Cut off when case closes. Destroy records 10 years after cutoff. (Supersedes Job No. N1-483-98-1/5b1)

4. **THRIFT INSTITUTION FILES**

   **MAJOR SUBDIVISION:** Office of Chief Counsel

   **DESCRIPTION:** Information, including opinions and memoranda, relating to individual thrift institutions, specifically, initial chartering; any change in incorporation or corporate organization, such as stock conversions, merger and acquisitions; and the institution's periodic reporting documents.
5. NON-THRIFT RELATED OPINIONS, POLICY AND MEMOS

MAJOR SUBDIVISION: Office of Chief Counsel

DESCRIPTION: These are the EEO case files, employment administrative appeals, contracts, leases, complaints, employee and labor relations and arbitration issues, federal tort claims, and FOIA appeal cases.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy when 10 years old. (Supersedes Job No. N1-483-98-1/9a)

6. NON-THRIFT CASE FILES

MAJOR SUBDIVISION: Office of Chief Counsel

DESCRIPTION: Files pertain to non-thrift related matters in which the FHLBB was, or the OTS is, an affected party. Files also contain chronological administrative documents and non-case specific research memoranda, as well as some correspondence that does not relate to any particular litigation case.

DISPOSITION: Temporary. Cut off at the end of the calendar year in which the case is closed. Destroy 10 years after cutoff. (Supersedes Job No. N1-483-98-1/11a)

7. LEGAL SUBJECT FILES

MAJOR SUBDIVISION: Office of Chief Counsel

DESCRIPTION: Files consist of the working files and reference files used or created by the Chief Counsel divisions.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy records 10 years after cutoff. (Supersedes Job No. N1-483-98-1/12a)

8. DIVISION SIGNATURE FILES

MAJOR SUBDIVISION: Office of Chief Counsel

DESCRIPTION: Files contain correspondence signed by FHLBB and OTS legal staff. Incoming, outgoing and possibly background documents may be attached to the signed correspondence.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 5 years after cutoff. (Supersedes Job No. N1-483-98-1/13a)
9. AGENCY REPORTS

MAJOR SUBDIVISION: Office of Chief Counsel

DESCRIPTION: Reports to Congress and other Federal agencies pertaining to administrative matters and statutes.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy records 5 years after cutoff. (Supersedes Job No. N1-483-98-1/15a)

10. STATUS REPORTS AND STAFF MEETING FILES

MAJOR SUBDIVISION: Office of Chief Counsel

DESCRIPTION: This series consists of status reports, significant activities, activity reports, regional counsel reports, and agenda files.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy records 5 years after cutoff. (Supersedes Job No. N1-483-98-1/16a)