

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N1-483-07-2</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>10-20-2006</b>	
1 FROM (Agency or establishment) <b>Office of Thrift Supervision</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Chief Counsel</b>			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Collins</b>	5 TELEPHONE NUMBER <b>(202) 906-7514</b>	DATE <b>10/17/06</b>	ARCHIVIST OF THE UNITED STATES <i>Alta Wernick</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>4</u> 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE <b>10/17/2006</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy Collins</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	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	N1-483-98-1/4b1	
2	Litigation Files -Non-Significant Case Files-Requests for Documents	N1-483-98-1/4c	
3	Enforcement Files- Non-Significant Case Files (Enforcement Investigations)	N1-483-98-1/5b1	
4	Thrift Institution Files	N1-483-98-1/7a	
5	Non-Thrift Related Opinions, Policy and Memos	N1-483-98-1/9a	
6	Non-Thrift Case Files	N1-483-98-1/11a	
7	Legal Subject Files	N1-483-98-1/12a	
8	Division Signature Files	N1-483-98-1/13a	
9	Agency Reports	N1-483-98-1/15a	
10	Status Reports and Staff Meeting Files	N1-483-98-1/16a	
Note: Authorization to destroy temporary records is subject to prior approval of OTS Counsel.			

*24 copies sent to Agency, NARA, NARA, NARA, NR*

ITEM NO.	DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	GRS OR SUPERSEDED JOB CITATION
1	Litigation Files – Non-Significant Case Files	483-98-1/4b1
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9	Agency Reports	483-98-1/15a
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## **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 statutes 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.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year. Destroy records 10 years after cutoff. (Supersedes Job No. N1-483-98-1/7a)

## **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)