

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-483-07-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/12/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Planning Budget & Finance			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kathy Collins	5. TELEPHONE NUMBER (202) 906-7514	DATE <i>6/12/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alber...</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>2</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 March 6, 2007	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>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 records.</p> <p>NOTE: Authorization to destroy temporary records is subject to prior approval of OTS Counsel.</p>		

All copies sent to Agency

<u>Item No.</u>	<u>Description of Item and Proposed Disposition</u>	<u>GRS or Superseded Job Citation</u>
1	Budget Variance Reports	483-91-3/1
2	GAO Audit Files	483-92-7/2
3	Financial Operations Correspondence Files	483-92-7/3
4	Financial Operations Division Policy and Procedures Manual	483-92-7/5
5	U. S. Standard General Ledger	483-92-7/6
6	Financial Planning and Analysis Subject/Project/Program Files – Working Papers and Background Information	483-93-10/1a and 483-93-10/1b

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1. BUDGET VARIANCE REPORTS

MAJOR SUBDIVISION: Planning Budget & Finance

DESCRIPTION: Fiscal and calendar year-end reports showing expenditures vs. allocations by budget account.

DISPOSITION: Temporary. Cut off at the end of the fiscal year. Destroy 10 years after cutoff. (Supersedes Job No. N1-483-91-3/1)

2. GAO Audit Files

MAJOR SUBDIVISION: Planning Budget & Finance

DESCRIPTION: Copies of the final audit report pertaining to the financial audits of the former Federal Home Loan Bank Board, the Federal Savings and Loan Insurance Corporation and the OTS.

DISPOSITION: Temporary. Cut off at the end of the audit. Destroy 10 years after cutoff. (Supersedes Job No. N1-483-92-7/2)

3. FINANCIAL OPERATIONS CORRESPONDENCE FILES

MAJOR SUBDIVISION: Planning Budget & Finance

DISPOSITION: Temporary. Cut off quarterly. Destroy 5 years after cutoff. (Supersedes Job No. N1-483-92-7/3)

4. FINANCIAL OPERATIONS DIVISION POLICY AND PROCEDURES MANUAL

MAJOR SUBDIVISION: Planning Budget & Finance

DISPOSITION: Temporary. Cut off when revised or superseded. Destroy upon cutoff. (Supersedes Job No. N1-483-92-7/5)

5. U.S. STANDARD GENERAL LEDGER

MAJOR SUBDIVISION: Planning Budget & Finance

DISPOSITION: Temporary. Cut off when revised or superseded. Destroy upon cutoff. (Supersedes Job No. N1-483-92-7/6)

6. FINANCIAL PLANNING AND ANALYSIS SUBJECT/PROJECT/PROGRAM FILES – WORKING PAPERS AND BACKGROUND INFORMATION

MAJOR SUBDIVISION: Planning Budget & Finance

DESCRIPTION: Documents include reports, studies, workload analyses, memos, letters and papers that set forth budget development and interpretation, communications and oversight regarding budgetary policies, procedures and standards.

Included is financial information and special projects resulting from requests and questions posed by agency officials and other government enterprises.

Programs and projects include but are not limited to: the Assessment Program, Management Reports Committee, Chief Financial Officer and Treasury, OPM and OMB requests.

- a. Documentation regarding budgetary issues, management of the program or project historic files.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Destroy 10 years after cutoff. (Supersedes Job No. N1-483-93-10/1a)

- b. Supporting background information and workpapers.

DISPOSITION: Temporary. Cut off at the end of the calendar year. Valuable materials to be transferred to Item 6a. Remaining records are to be destroyed 3 years after cutoff. (Supersedes Job No. N1-483-93-10/1b)