Schedule Number: N1-483-07-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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 4, FINANCIAL OPERATIONS DIVISION POLICY AND PROCEDURES MANUAL
Items 6A and B, FINANCIAL PLANNING AND ANALYSIS SUBJECT/PROJECT/PROGRAM FILES - WORKING PAPERS AND BACKGROUND INFORMATION

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

3 MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFERENCE
   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
   March 6, 2007

SIGNATURE OF AGENCY REPRESENTATIVE
   Kathy Collins

TITLE
   Manager, Records Management, Help Desk & Web Services

7 ITEM NO.

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   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.

   NOTE: Authorization to destroy temporary records is subject to prior approval of OTS Counsel.

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
   (NARA USE ONLY)

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

115-109 PREVIOUS EDITION NOT USABLE
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item and Proposed Disposition</th>
<th>GRS or Superseded Job Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Budget Variance Reports</td>
<td>483-91-3/1</td>
</tr>
<tr>
<td>2</td>
<td>GAO Audit Files</td>
<td>483-92-7/2</td>
</tr>
<tr>
<td>3</td>
<td>Financial Operations Correspondence Files</td>
<td>483-92-7/3</td>
</tr>
<tr>
<td>5</td>
<td>U. S. Standard General Ledger</td>
<td>483-92-7/6</td>
</tr>
<tr>
<td>6</td>
<td>Financial Planning and Analysis Subject/Project/Program Files – Working Papers and Background Information</td>
<td>483-93-10/1a and 483-93-10/1b</td>
</tr>
</tbody>
</table>
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.

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)