

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI 483-91-1*

TO **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
*1-28-91*

1. FROM (Agency or establishment)

Office of Thrift Supervision (OTS), Dept of Treasury

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Administration

3. MINOR SUBDIVISION

Financial and Administrative Management

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Estella E. Peters

5. TELEPHONE EXT.

(202)  
906-6989

DATE

*1/22/91*

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 3 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence  is attached, or  is unnecessary.

B. DATE

*1/23/91*

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

Director, Directives Management Division

7  
ITEM  
NO.

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

See Attached

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10 ACTION  
TAKEN  
(NARS USE  
ONLY)

*Copies sent to agency, NCF 7/23/92*

ITEM                      DESCRIPTION OF ITEM

This schedule includes records of the Deputy Assistant Director, Financial and Administrative Management (FAM), Administration, OTS

The Deputy Assistant Director is responsible for the oversight and management of the Budget, Procurement, Administrative Services and Controller's Division staff. The office has primary responsibility for the commercial tenants' leasing and agency office space leasing programs

This schedule includes records which were created by the Federal Home Loan Bank Board which ceased to exist on October 8, 1989.

1. COMMERCIAL TENANTS/OFFICE SPACE FILES  
1977 to Present  
(Including leases and correspondence of the commercial tenants and for the office space leased by the agency)

Disposition    Cut-off at the end of the contract.  
Destroy 2 years after cut-off.  
Volume: 104 linear inches

2. DEPUTY DIRECTOR'S INTER-AGENCY OPERATIONAL FILES  
1985 to present  
(Files documenting FHLBB and OTS interaction with other government agencies on routine administrative operational matters. Includes memoranda of understanding inter-agency agreements and OMB correspondence of a non-budgetary nature.)

Disposition    Cut-off at the end of the calendar year or term of agreement.  
Destroy 3 years after cut-off.  
Volume is 36 linear inches

3. DEPUTY DIRECTOR'S INTER-AGENCY SUBJECT FILES  
1985 to present  
(Correspondence, including inter-agency agreements with other government agencies, including OMB. OMB correspondence is of a non-budgetary nature.)

Disposition: ~~Permanent~~ **TEMPORARY.**  
~~Cut off at the end of the calendar year. Offer to NARA 10 years after cut off.~~  
Volume is 36 linear inches

*CMW*  
*7/16/91*    *JB*  
*4/29/91*    **BREAK FILES AT END OF CALENDAR YEAR. TRANSFER TO FRC  
IN 5-YEAR BLOCKS. DESTROY AFTER 15 YEARS.**

All changes to this proposed schedule have been approved by:

*[Signature]*  
NARA appraiser

*7/16/91*  
date

*[Signature]* *July 16, 1991*  
Agency representative    date