REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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

1. FROM (Agency or establishment)  
Office of Thrift Supervision (OTS), Dept of Treasury

2. MAJOR SUBDIVISION  
Administration

3. MINOR SUBDIVISION  
Financial and Administrative Management

4. NAME OF PERSON WITH WHOM TO CONFER  
Estella E. Peters

5. TELEPHONE Ext.  
(202) 906-6989

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 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  
1/29/91

C. SIGNATURE OF AGENCY REPRESENTATIVE  
[Signature]

D. TITLE  
Director, Directives Management Division

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>See Attached</td>
</tr>
</tbody>
</table>

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

STANDARD FORM 115 (REV 8-83)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This schedule includes records of the Deputy Assistant Director, Financial and Administrative Management (FAM), Administration, OTS</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
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<td>This schedule includes records which were created by the Federal Home Loan Bank Board which ceased to exist on October 8, 1989.</td>
</tr>
<tr>
<td>1.</td>
<td>COMMERCIAL TENANTS/OFFICE SPACE FILES</td>
</tr>
</tbody>
</table>
|      | 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 |

**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:

[Handwritten signatures and dates]