

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *N1-483-91-3*

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

DATE RECEIVED
5-2-91

1. FROM (Agency or establishment)

Office of Thrift Supervision, Department of Treasury

2. MAJOR SUBDIVISION

Administration

3. MINOR SUBDIVISION

Budget Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joan Sago

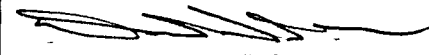
5. TELEPHONE EXT.

(202)
906-7065

DATE

9/5/91

ARCHIVIST OF THE UNITED STATES



NOTIFICATION TO AGENCY
In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 1 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

4/29/91

C. SIGNATURE OF AGENCY REPRESENTATIVE

Colleen M Devine

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 GRS OR SUPERSEDED JOB CITATION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, NN-W, NNT 9/11/91

ITEM

DESCRIPTION OF ITEM

GRS OR
SUPERSEDED
JOB CITATION

This schedule includes records of the Budget Division, a division within the Administration Directorate, Office of Thrift Supervision (OTS).

The Budget Division is responsible for the formulation and ongoing oversight and management of the OTS budget.

Item 1 includes records of both OTS and the Federal Home Loan Bank Board (FHLBB), which ceased to exist on October 8, 1989. Other FHLBB records of the Budget Division are covered on schedule NC1-195-77-30, Items 1 through 19.

1. BUDGET VARIANCE REPORTS

(Fiscal and calendar year-end reports showing expenditures vs. allocations by budget account)

Disposition: Cut-off at the end of the fiscal year.
Destroy 10 years after cut-off.

Volume: 18 linear inches
Record dates: 1979 to present
Subject to the Privacy Act? No

2. MANPOWER DISTRIBUTION REPORTS

(Bi-weekly report of employment and vacancies -- ties to agency working ceiling.)

Disposition: Cut-off at the end of the fiscal year.
Destroy 3 years after cut-off.

Volume: 20 linear inches
Record dates: 1989 to present
Subject to the Privacy Act? YES

3. OTS BUDGET

(Final budget formulation records which represent OTS' budget and reallocations which are effected throughout the budget year)

Disposition: Permanent. Cut off ~~at end of calendar year~~ ^{EVERY 5 CALENDAR YEARS AND} transfer to FRC, ~~5 years after cut off~~ ²⁰ Offer to NARA ~~25~~ ²⁰ years after cut off. *

Volume: 20 linear inches
Record dates: 1989 to present
Subject to the Privacy Act? NO

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6/7/91

* Agency concurrence to all changes received 8/26/91 by telephone from Colleen Devine, OTS records officer.