

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-483-91-4

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

DATE RECEIVED
6-19-91

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Administration

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

3. MINOR SUBDIVISION
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE
10/20/91

ARCHIVIST OF THE UNITED STATES

Norma Woods

202/906-6222



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 _____ 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

6/10/91

C. SIGNATURE OF AGENCY REPRESENTATIVE

Colleen M. Devine

D. TITLE

Director, Directives Mgt. Division

7. ITEM NO.

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

See Attached

All changes to this proposed schedule have been approved by:

Shume
NARA appraiser

9/13/91
date

Colleen Devine
Agency representative

9/12/91
date

Copies sent to agency, NN-W, NNT, NCP 10/23/91

<u>ITEM</u>	<u>DESCRIPTION OF ITEM</u>	<u>GRS OR SUPERSEDED JOB CITATION</u>
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This schedule includes records of the Administrative Services Division (ASD), Financial and Administrative Management (FAM), Administration.

The ASD is responsible for providing support services including: Copying and distribution, mail management, facilities management, space planning, building security, etc.

The records are those of OTS and of the Federal Home Loan Bank Board (FHLBB), an independent regulatory agency which was succeeded by the Office of Thrift Supervision (OTS) on October 8, 1989.

WITHDRAWN

~~1. BUILDING RENOVATION~~

~~(Files documenting the major 1987-1988 renovation of the buildings housing FHLBB staff in Washington, DC)~~

~~Record Dates: 1987-1988~~

~~Disposition: Cut-off at the close of the contract~~

~~Destroy 5 years after cut-off.~~

~~Subject to the Privacy Act? No~~

BUILDING AND RENOVATION

2. A CONSTRUCTION BUILDING FILES

(Subject files pertaining to the construction and occupancy of the building located at 1700 G Street, NW Washington, DC)

Record Dates: 1975 ~~through 1978~~ FORWARD

Disposition: ~~Cut-off at the end of the contract.~~

~~Destroy 20 years after cut-off.~~ DESTROY WHEN NO LONGER NEEDED FOR

Subject to the Privacy Act? No REFERENCE.

Change made w/ concurrence of agency RD.

3. UTILITY CONSUMPTION FILES

~~(Files of the utility consumption of the building.)~~ Records of utility consumption reports.

Record Dates: 1977 ~~through 1991~~ FORWARD

Disposition: ~~Cut-off at the end of the fiscal year.~~

~~Destroy 7 years after cut-off.~~

Subject to the Privacy Act? No

CUT OFF FILES EVERY 5 CALENDAR YEARS AND TRANSFER TO UNRL. DESTROY WHEN THE MOST RECENT RECORDS ARE 20 YEARS OLD.

TT 10/14/04

BUILDING MAINTENANCE AND ADMINISTRATION SUBJECT FILES

4. ~~SUBJECT BUILDING FILES~~

(Subject files on contracts relating to the building, including preventive maintenance on electrical, plumbing, etc.)

Record Dates: 1986 ~~through 1991~~ FORWARD

Disposition: Cut-off at the end of the ~~contract~~ CALENDAR YEAR.

Destroy ~~5~~ 6 years after cut-off.

Subject to the Privacy Act? No

JA 7/15/91