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)

2. MAJOR SUBDIVISION
Administration

3. MINOR SUBDIVISION
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Norma Woods

5. TELEPHONE EXT.
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 H. Dehrn
director, directives mgmt. division

D. TITLE

7. ITEM NO.

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

See Attached

9. GRS OR SUPERSEDED ITEM

JOB CITATION

10. ACTION TAKEN
(HARS USE ONLY)

All changes to this proposed schedule have been approved by:

[Signatures]

NARA appraiser 9/3/91  Agency representative 9/12/91

Copies sent to agency, NAR, NAR, NCP 10/23/91

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JOB NO.
N1-483-91-4

DATE RECEIVED
6-19-91

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.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

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4
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.
1. BUILDING RENOVATION

(File 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

2. 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
Disposition: Cut-off at the end of the contract.
Destroy 20 years after cut-off. Destroy when no longer needed for reference.
Subject to the Privacy Act? No

3. UTILITY CONSUMPTION FILES

(Files of the utility consumption of the building)

Record Dates: 1977 through 1991
Disposition: Cut-off at the end of the fiscal year.
Destroy 7 years after cut-off. Cut off files every 5 calendar years and transfer to WNRC. Destroy when the most recent records are 20 years old.
Subject to the Privacy Act? No

4. SUBJECT BUILDING FILES

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

Record Dates: 1986 through 1991
Disposition: Cut-off at the end of the contract calendar year.
Destroy 20 years after cut-off.
Subject to the Privacy Act? No