

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-483-92-1</i>	DATE RECEIVED <i>12/17/91</i>
1. FROM (Agency or establishment) Office of Thrift Supervision		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Administration Office		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Human Resources Division			
4. NAME OF PERSON WITH WHOM TO CONFER  Colleen Devine	5. TELEPHONE  (202) 906-6025	DATE <i>6/4/92</i>	ARCHIVIST OF THE UNITED STATE 

**6. AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>11/27/91</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Colleen M. Devine</i>	TITLE <i>Director, DMO</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAF USE ONLY)
1	See attached		1
<i>Copy sent to agency, NN-W, NNT 6/16/92</i>			

**OFFICE OF THRIFT SUPERVISION  
HUMAN RESOURCES DIVISION**

All documents on this schedule are in the Office of Thrift Supervision, Human Resources Division (HRD). The HRD directs, oversees development and implementation of agency-wide policy for all human resource functions. These functions include: recruiting, staffing, salary administration; position management, agency and government-wide benefits, performance management and incentives, employee and labor relations, employee development, leave and hours of work, personnel security and standards of conduct. The OTS Washington office directs and oversees human resource services as well as provides training guidance and oversight for OTS regional offices. These records are arranged by alphabetically or subjectively. OTS, as the successor agency to the Federal Home Loan Bank Board continues to maintain and use these records.

- | Item No. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <p><b>Workman's Compensation Files</b> - Files contain Continuation of Pay reports sent to the Office of Workers Compensation. The reports contain the quarterly figures on continuance of pay, the number of people, the number of work days and the total costs of workman compensation.</p> <p>Volume: 3 cubic feet<br/>Cut off: Annually<br/>Disposition: Temporary. Destroy when 3 years old.<br/>Privacy Act: Yes<br/>Inclusive Dates: 1989 - Present</p> |
| 2.       | <p><b>Administrative Files - Branch Chief.</b> Files contain general administrative correspondence on compensation and benefits, reports and HRD branch programs.</p> <p>Volume: 6 cubic feet<br/>Cut off: When Revised/Superseded<br/>Disposition: Temporary. Destroy when 2 years old.<br/>Inclusive Dates: 1988 - Present</p>                                                                                                                                |

3. **Health and Wellness Program.** Files contain information of exercise class enrollments, schedules of classes, lunch-time seminars, information on nutrition, publicity and resource materials, Bond drives, CFC drives and Blood drives.

Volume: 2 cubic feet  
Cut off: Annually or when information is no longer needed  
Disposition: Temporary. Destroy when 2 years old.  
Privacy Act: Yes  
Inclusive Dates: 1990 - Present

4. **Merit Increase, Bonus and Incentive Awards Program.** Files contain administrative correspondence of awards nominations, budgets, initial formulation data regarding performance level ratings and calculations for increases, periodic reports and final bonuses calculations.

Volume: 6 cubic feet  
Cut off: Annually  
Disposition: Temporary. Destroy when 3 years old.  
Privacy Act: Yes  
Inclusive Dates: 1991 - Present

*6/1/81  
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5. **Congressional Response.** Files contain congressional inquiries regarding their constituent's application for a position at OTS.

Volume: 2 cubic feet  
Cut off: Every 3 years  
Disposition: Temporary. Destroy when 3 years old.  
Privacy Act: Yes  
Inclusive Dates: 1988 - Present

6. ~~Leave Donation. Files contain transmittals of Leave Transfer Authorization forms, which records the employee who is donating leave and the employee who is receiving leave.~~

~~Volume: 1 cubic foot~~

*Withdrawn*

~~Cut off: Annually~~

~~Disposition: Temporary. Destroy, upon completion + 2 years~~

~~Privacy Act: Yes~~

~~Inclusive Dates: 1988 - Present~~

7. **Employee Locator.** Files contain the name, current address, telephone number of employees and name, address and telephone number of another person in case of emergency.

Volume: 1 cubic foot

Cut off: Termination/Separation from agency + 6 months

Disposition: Temporary. Termination/Separation from agency + 6 months

Privacy Act: Yes