REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

TO
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION
Administration Office

3. MINOR SUBDIVISION
Directives Management Division

4. NAME OF PERSON WITH WHOM TO CONFERENCE
Colleen Devine

5. TELEPHONE
(202) 906-6025

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 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
11/27/91
SIGNATURE OF AGENCY REPRESENTATIVE
Colleen Devine
TITLE
Director, DM2D

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
See attached

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

All changes to this proposed schedule have been approved by:

Date
5/19/92
OFFICE OF THRIFT SUPERVISION
DIRECTIVES MANAGEMENT DIVISION

All records covered under this schedule are in the Office of Thrift Supervision, Directives Management Division (DMD). These records pertain to the development and maintenance of OTS organizational manuals, correspondence, delegations of authority, management studies and management programs. The records are arranged alphabetically or numerically. Some of these records existed under the Federal Home Loan Bank Board (FHLBB). OTS, as the successor agency to the FHLBB, continues to maintain and use these records. Rate of accumulation for all files on this schedule is 1 cubic foot per year.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Division Subject Files - These are case files of various management studies and projects completed by the DMD.</td>
</tr>
<tr>
<td>Volume:</td>
<td>3 cubic feet</td>
</tr>
<tr>
<td>Cut off:</td>
<td>Annually</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Temporary. Destroy when 5 years old.</td>
</tr>
<tr>
<td>Privacy Act:</td>
<td>No</td>
</tr>
<tr>
<td>Inclusive Dates:</td>
<td>1980 - Present</td>
</tr>
</tbody>
</table>

| 2.       | Organizational Manuals. Files consist of organization manuals for the FHLBB and OTS offices. |
| Volume:  | 1 cubic foot                                                               |
| Cut off: | Annually                                                                   |
| Disposition: | Permanent. Transfer to National Archives in 5 years. Destroys when 20 years old. |
| Privacy Act: | No                                                                     |
| Inclusive Dates: | 1980 - Present               |
3. **Directives Manual Files** - These are case files which document the development of policy and procedures. These files include directives created before the reorganization of FHLBB to OTS.

- **Volume:** 1 cubic foot
- **Cut off:** When Revised/Superseded
- **Disposition:** Permanent. Transfer to National Archives in 5 year blocks when oldest records in block are 10 years old.
- **Privacy Act:** No
- **Inclusive Date:** 1972 - Present

4. **Correspondence Manual.** Series consists of manuals describing policies and procedures for the creation of FHLBB and OTS correspondence.

- **Volume:** 3 cubic feet
- **Cut off:** Annually
- **Disposition:** Temporary. Destroy when 3 years old.
- **Privacy Act:** No
- **Inclusive Dates:** 1989 - Present

5. **Internal Control/FFMIA Program Files.** Series consists of background information, forms, assessment reports and internal control reviews, 3-year Management Control Plan, and all other information relating to the Internal Control/FFMIA program.

- **Volume:** 3 cubic feet
- **Cut off:** End of review cycle
- **Disposition:** Temporary. Transfer when 3 years old. Transfer to FRC for 7 years. Destroy when 10 years old.
- **Privacy Act:** No
- **Inclusive Date:** 1992 - Present
6. Delegations of Authority. Series consist of signed copies of OTS delegations of authority.

Volume: 1 cubic foot
Cut off: Annually
Disposition: Permanent. Transfer to National Archives when records are 30 years old.

Privacy Act: No
Inclusive Dates: 1989 - Present