

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-483-92-2	DATE RECEIVED 12/17/91
1. FROM (Agency or establishment) Office of Thrift Supervision		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Administration Office			
3. MINOR SUBDIVISION Directives Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Colleen Devine	5. TELEPHONE (202) 906-6025	DATE 7/27/92	ARCHIVIST OF THE UNITED STATES 

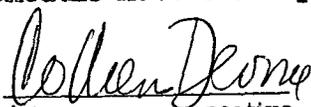
6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention 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 11/27/91	SIGNATURE OF AGENCY REPRESENTATIVE Colleen Devine	TITLE Director, DMD
------------------	--	------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAF USE ONLY)
	See attached		

All changes to this proposed schedule have been approved by:

	5/20/92		5/19/92
NARA appraiser	date	Agency representative	date

Copies sent to Gernsey, NN-W NNT NIA 8/4/92

**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.

- | Item No. | Description |
|----------|--|
| 1. | <p>Division Subject Files - These are case files of various management studies and projects completed by the DMD.</p> <p>Volume: 3 cubic feet</p> <p>Cut off: Annually</p> <p>Disposition: Temporary. Destroy when 5 years old.</p> <p>Privacy Act: No</p> <p>Inclusive Dates: 1980 - Present</p> |
| 2. | <p><i>Bureau Organizational Charts/Manuals</i>
 Organizational Manuals. Files consist of organization manuals for the FHLBB and OTS offices. <i>Bureau level record copy of organizational charts and manuals. Includes transition statements.</i></p> <p>Volume: 1 cubic foot <i>Note: Beginning in 1998, the OTS Human Resources Office became the official custodian of this record.</i></p> <p>Cut off: Annually
 Permanent. <i>Transfer to National Archives in 5 year</i></p> <p>Disposition: Temporary. Destroy when 20 years old.
 <i>blocks when oldest record in block are 10 years old.</i></p> <p>Privacy Act: No</p> <p>Inclusive Dates: 1980 - Present</p> |

*Change made w/
concurrent at agency RO.
TT
10/14/04*

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
~~Temporary. Destroy when 20 years old.~~
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/FMFI 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/FMFI 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: 1982 - 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