

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NT-483-92-3	DATE RECEIVED 12/17/91
1. FROM (Agency or establishment) Office of <sup>Thrift</sup> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Minority Affairs Division			
4. NAME OF PERSON WITH WHOM TO CONFER Colleen Devine	5. TELEPHONE (202) 906-6025	DATE 6/4/92	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 2 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 M. Devine	TITLE Director, DMD
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached		

All changes to this proposed schedule have been approved by:

	3/18/92		3/17/92
NARA appraiser	date	Agency representative	date

*Copies sent to agency, NA-W, NNT 6/16/92*

**OFFICE OF THRIFT SUPERVISION  
MINORITY AFFAIRS DIVISION**

The documents on this schedule are in the Office of Thrift Supervision, Minority Affairs Division (MAD). The MAD directs and oversees management, administration, investigation and disposition of employees' complaints of discrimination in coordination with the Department of the Treasury, OTS officials and OTS regional offices. Records are arranged by subject and alphabetically. Some of these records existed under the Federal Home Loan Bank Board. OTS continues to maintain and use these records. Rate of accumulation for all the files on this schedule is 1 cubic foot per year. (NOTE: OTS is the successor agency to the Federal Home Loan Bank Board).

Item No.	Description
1.	<p><b>Correspondence Files.</b> Files consists of copies of all incoming/outgoing correspondence and background information of outside vendors which could provide services for MAD programs.</p> <p>Volume: 6 cubic feet</p> <p>Cut off: Annually</p> <p>Disposition: Temporary. Destroy when 3 years old.</p> <p>Privacy Act: No</p> <p>Inclusive Dates: 1988 - Present</p>
2.	<p><b>Exhibits for OTS Programs.</b> Files consists of posters and visual aids for display in the OTS lobby for programs sponsored by MAD.</p> <p>Volume: 3 cubic feet</p> <p>Cut off: Annually</p> <p>Disposition: Temporary. Destroy when 2 years old. <i>1 year</i></p> <p>Privacy Act: No</p> <p>Inclusive Dates: 1985 - Present</p>

3. ~~Program Files.~~ <sup>Announcements, Records, posters, Flyers & announcements</sup> Files consist of information relating to OTS programs and outside agency programs. ~~The programs include:~~ <sup>including</sup> Hispanic Heritage Week, National Secretary Week, Black History Month, National Association of Urban Bankers, the NAACP Convention and other minority programs.

Volume: 6 cubic feet  
Cut off: Annually  
Disposition: Temporary. Destroy when 5 years old.  
Privacy Act: No  
Inclusive Dates: 1980 - Present

4. **Contracts Questionnaire.** Files consist of questionnaires sent out to various contractors' to request information of the types of services the contractor's company provides.

Volume: 3 cubic feet  
Cut off: Annually  
Disposition: Temporary. Destroy when 1 year old.  
Privacy Act: No  
Inclusive Dates: 1988 - Present

- ~~5. **Recruitment Files.** Recruitment correspondence. Areas covered are: 1) Recruitment conferences 2) Recruitment advertisements 3) Black colleges/grants and 4) Solicitations for employment.~~

~~Volume: 7 cubic feet  
Cut off: Annually  
Disposition: Temporary. Destroy after 5 years old.  
Privacy Act: No  
Inclusive Dates: 1982 - Present~~

WITHDRAWN