

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
Administration Office

3. MINOR SUBDIVISION
Human Resources and Management Systems

4. NAME OF PERSON WITH WHOM TO CONFER
Colleen Devine

5. TELEPHONE
(202) 906-6025

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-483-92-4

DATE RECEIVED
12/17/91

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
9/16/92

ARCHIVIST OF THE UNITED STATES
[Signature]

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/27/91	Colleen M. Devine	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 GRS OR SUPERSEDED JOB CITATION	10.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:

[Signature] 8/28/92 NARA appraiser date
Colleen M. Devine 8/17/92 Agency representative date

Copies sent to agency, N1-W, N1-T, NCF 9/24/92

**OFFICE OF THRIFT SUPERVISION
HUMAN RESOURCES AND MANAGEMENT SYSTEMS**

All records covered on this schedule are in the Office of Thrift Supervision, Deputy Assistant Director for Human Resources and Management. These records pertain to nationwide management programs including: human resources; equal employment opportunity; correspondence, records, directives, organizational reviews and efficiency studies. Records are arranged alphabetically or chronologically. Some of these records existed under the Federal Home Loan Bank Board (FHLBB). OTS continues to maintain and use these records. (NOTE: OTS is the successor agency to the FHLBB). Rate of accumulation for all files on this schedule is 1 cubic foot per year.

Item No.	Description
1.	Outgoing Correspondence Files - Files consist of outgoing correspondence generated by the Human Resources and Management Systems. Volume: 4 cubic feet Cut off: Annually Disposition: Temporary. Destroy when 3 years old. Privacy Act: Yes Inclusive Dates: Jan. 1990 - Present
2.	Subject File - Files consist of information regarding programs meetings, committees, reports and other activities/functions sponsored by OTS. Volume: 3 cubic feet Cut off: Annually Disposition: Temporary. Transfer to FRC after Deputy Assistant Director leaves OTS. Destroy when 5 years old. Privacy Act: Yes Inclusive Dates: 1989 - Present

3. **Transitional Files** - Series consists of information concerning conferences, FIRREA legislation and background information of the reorganization of FHLBB to OTS.

Volume: 3 cubic feet

Cut off: Completed.

Disposition: ~~Permanent.~~ ^{Temporary} Transfer to FRC when 3 years old. ~~Transfer to National Archives when 10 years old.~~ ^{Destroy}

Privacy Act: Yes

Inclusive Dates: 1989 - 1990