## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

<table>
<thead>
<tr>
<th>TO</th>
<th>NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WASHINGTON, DC 20408</td>
</tr>
</tbody>
</table>

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

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;  
   - [ ] has been requested.

   SIGNATURE OF AGENCY REPRESENTATIVE  
   Colleen M. Devine  
   TITLE  
   Director, DMD

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   See attached

   All changes to this proposed schedule have been approved by:

   Colleen M. Devine  
   8/1/91  
   Agency representative  
   8/1/91  
   8/5/92  
   NARA appraiser  
   8/5/92

   Copy sent to agency  
   9/24/92

- LEAVE BLANK (NARA use only)
- JOB NUMBER  
   N1-483-92-4

- DATE RECEIVED  
   12/1/91

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NAF USE ONLY)
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.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Volume:</th>
<th>Cut Off:</th>
<th>Disposition:</th>
<th>Inclusive Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Outgoing Correspondence Files</strong> - Files consist of outgoing</td>
<td>4 cubic feet</td>
<td>Annually</td>
<td>Temporary. Destroy when 3 years old.</td>
<td>Jan. 1990 - Present</td>
</tr>
<tr>
<td></td>
<td>correspondence generated by the Human Resources and Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Systems.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Subject File</strong> - Files consist of information regarding</td>
<td>3 cubic feet</td>
<td>Annually</td>
<td>Temporary. Transfer to FRC after Deputy Assistant Director leaves OTS. Destroy when 5 years old.</td>
<td>1989 - Present</td>
</tr>
<tr>
<td></td>
<td>programs, meetings, committees, reports and other activities/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>functions sponsored by OTS.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. **Transitional Files** - Series consists of information concerning conferences, FIRREA legislation and background information of the reorganization of FHLBB to OTS.

<table>
<thead>
<tr>
<th>Volume:</th>
<th>3 cubic feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut off:</td>
<td>Completed</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Permanent. Transfer to FRC when 3 years old. Transfer to National Archives when 10 years old.</td>
</tr>
<tr>
<td>Privacy Act:</td>
<td>Yes</td>
</tr>
<tr>
<td>Inclusive Dates:</td>
<td>1989 - 1990</td>
</tr>
</tbody>
</table>