

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-483-92-009**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/09/2022

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1 remains active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2 was superseded by N1-483-08-001, item 17.

Item 3 was superseded by N1-483-08-001, item 18.

Item 4 was superseded by N1-483-08-001, item 19.

Item 5 was superseded by N1-483-08-001, item 20.

Item 6 was superseded by N1-483-08-001, item 21.

Item 7 was superseded by N1-483-08-001, item 22.

Item 8 was superseded by N1-483-08-001, item 23.

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-483-92-9</i>	DATE RECEIVED <i>2-28-92</i>
1. FROM (Agency or establishment) Office of Thrift Supervision		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION Information Resources Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. <i>Acting</i>	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Nina Alexander	5. TELEPHONE (202)- 906-7690	DATE <i>3/2/93</i>	ARCHIVIST OF THE UNITED STATES <i>Raymond A. Mackey</i>

**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 <i>2/25/92</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Colleen M. Devine</i>	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 (NARA USE ONLY)
	See Attached		

GRS OR  
SUPERSEDED  
JOB CITATION

ITEM

DESCRIPTION OF ITEM

This schedule includes records pertaining to the management of Data Processing (DP) and Management Information Systems (MIS) by the Information Resources Management (IRM), Office of Thrift Supervision (OTS)

This schedule includes records which were created by the Federal Home Loan Bank Board (FHLBB) which ceased to exist on October 8, 1989. The OTS is the successor to the FHLBB.

1. ASSISTANT DIRECTOR'S AND DEPUTY ASSISTANT DIRECTORS'  
SUBJECT FILES

Disposition: Temporary  
Cut-off at the end of the calendar year.  
Do not transfer to the Federal Records Center.  
Destroy when records are 5 years old.  
Records are not subject to the Privacy Act.

2. IRM POLICIES AND PROCEDURES  
(Internal OTS policies used in the systems development and maintenance process)

Disposition: Temporary  
Cut-off and destroy when revised or superceded.  
Do not transfer to the Federal Records Center.  
Records are not subject to the Privacy Act.

3. DATA PROCESSING/MANAGEMENT INFORMATION SYSTEMS (DP/MIS)  
BUDGET PLANNING FILES

(Correspondence, background data and reports from OTS offices that feed into the creation of the OTS DP/MIS budget)

Disposition: Temporary  
Cut-off at the end of the budget preparation cycle.  
Do not transfer to the Federal Records Center.  
Destroy when records are 5 years old.  
Records are not subject to the Privacy Act.

4. MIS COMMITTEE FILES  
(Correspondence, meeting minutes and reports of the OTS  
MIS Committee)

Disposition: Temporary  
Cut-off at the end of the calendar year.  
Do not transfer to the Federal Records Center.  
Destroy when records are 5 years old.  
Records are not subject to the Privacy Act.

5. DP SECURITY PROGRAM FILES  
(Correspondence and reports describing OTS' management of  
DP security and implementation of the Computer Security  
Act of 1987.)

Disposition: Temporary  
Cut-off at the end of the calendar year.  
Do not transfer to the Federal Records Center.  
Destroy when records are 5 years old.  
Records are not subject to the Privacy Act.

6. DISASTER RECOVERY PLAN  
(Correspondence and reports describing OTS' DP disaster  
recovery plans)

Disposition: Temporary  
Cut-off at the end of the calendar year.  
Do not transfer to the Federal Records Center.  
Destroy when records are ~~5 years old~~ revised, superseded or obsolete.  
Records are not subject to the Privacy Act.

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7. FIVE-YEAR DP PLAN  
(Correspondence, plan and reports describing OTS' plan for  
meeting its information technology needs)

Disposition: Temporary  
Cut-off at the end of the calendar year.  
Do not transfer to the Federal Records Center.  
Destroy when records are 7 years old.  
Records are not subject to the Privacy Act.

8. ~~SOFTWARE RELEASE INFORMATION~~  
(Records that document installation of software on OTS  
computer equipment)

Withdrawn

~~Disposition: Temporary  
Cut-off when installation is completed.  
Do not transfer to the Federal Records Center.  
Destroy 1 year after cut-off.  
Records are not subject to the Privacy Act.~~

Withdrawn from SF115  
J.P.D. 2/22/93

Office of Thrift Supervision  
IRM, SF 115, cont.

9. SERVICE/TROUBLE AND OPERATORS LOGS  
(Records that document personnel on duty, service calls, maintenance activities, equipment problems, etc. in OTS computer rooms)

Disposition: Temporary

Cut-off twice a year.

Do not transfer to the Federal Records Center.

Destroy 6 months after cut-off.

Records are not subject to the Privacy Act.