REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

2. MAJOR SUBDIVISION
   Information Resources Management

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Nina Alexander

5. TELEPHONE
   (202) 906-7690

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 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
   2/25/91

   SIGNATURE OF AGENCY REPRESENTATIVE
   Colleen M. Devine

   TITLE
   Director, DMD

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   See Attached

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)
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Cut-off and destroy when revised or superceded.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.
Office of Thrift Supervision
IRM, SF 115, cont.

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.
   Records are not subject to the Privacy Act.

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)
   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.
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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.