

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
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>
		NOTIFICATION TO AGENCY	
1. FROM (Agency or establishment) Office of Thrift Supervision		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>	
2. MAJOR SUBDIVISION Information Resources Management			
3. MINOR SUBDIVISION		DATE <i>3/2/93</i>	ARCHIVIST OF THE UNITED STATES <i>Raymond A. Madley</i>
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 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
------------------------	--	------------------------

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 GRS OR SUPERSEDED JOB CITATION	10.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SUPERSEDED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Cut-off and destroy when revised or superceded.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.

J.P.D. 2/22/93

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.