

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-483-93-1	
1. FROM (Agency or establishment) Office of Thrift Supervision		DATE RECEIVED 1-6-93	
2. MAJOR SUBDIVISION Public Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Corporate Records			
4. NAME OF PERSON WITH WHOM TO CONFER Colleen M. Devine	5. TELEPHONE (202) 906-6025	DATE 12-20-92	ARCHIVIST OF THE UNITED STATES John W. Cal

**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 9 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 12/17/92	SIGNATURE OF AGENCY REPRESENTATIVE Colleen M. Devine	TITLE Director, Directives Management Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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		

JAN 27 1997 copy to: Agency, WNRG  
MHR  
NWR DB

**OFFICE OF THRIFT SUPERVISION  
CORPORATE RECORDS**

All documents on this schedule pertain to the corporate records and archive the actions of the Office of Thrift Supervision (OTS) and its predecessor, the Federal Home Loan Bank Board (FHLBB). The documents contained on this schedule are arranged either alphabetically, chronologically or numerically. Some of these records existed under the FHLBB. OTS continues to maintain and use these records. Rate of accumulation for all the files on this schedule is 65 cubic feet per year. Records may be in paper, video tape, microfilm or microfiche format.

This schedule supersedes schedules NC1-195-95-79-1, NC1-195-77-1, NC1-195-75-8, NC1-174-130, and NC1-195-77-23.

Item        Description  
No.

1.    **Director's Decisional Packages.** Files consist of staff memoranda, reports of regional directors, legal opinions and other material documenting proposals presented to the Director, OTS for approval. Also included are the approved resolutions signed by the Director, OTS.

Volume:            5 cubic feet  
Cut off:            At the end of the calendar year in which  
                          the decision/action is approved  
Disposition:        Permanent. Immediately microfilm records  
                          and destroy paper copy. Retain in office  
                          for 10 years, then transfer to Federal  
                          Records Center (FRC) for 5 years. Transfer  
                          to the National Archives when records are  
                          15 years old.

Privacy  
Considerations:    No  
Inclusive Dates:  1989 - Present

2.    **Directors Orders.** Files consist of copies of the resolutions approved by the Director of OTS which are retained to facilitate search and retrieval.

Volume:            4 cubic feet  
Cut off:            At the end of the calendar year in which  
                          the decision/action is approved  
Disposition:        Permanent. Microfilm paper at end of  
                          Calendar Year. Retain paper for 10 years,  
                          then destroy. Transfer microfilm to  
                          National Archives after 10 years.

Privacy  
Considerations:    No  
Inclusive Dates:  August 1989 - Present

3. **Board Resolutions and Minute Files of the FHLBB.**

- a. **Resolutions and Minute Files.** Files consist of resolutions adopted by the FHLBB and minute entries relating to, but not limited to, applications, studies, and reports.

Volume: 24 cubic feet  
Cut off: Completed 1989  
Disposition: Permanent. Transfer to FRC, records activity permitting. Transfer records to the National Archives in January 2005.

Privacy  
Considerations: No  
Inclusive Dates: 1980 - August 1989

- b. **Exhibits.** Files consist of documents that serve as a direct basis for Board actions recorded in the formal minutes of Board meetings. These are files such as applications, studies, reports, and similar exhibit material.

Volume: 7 cubic feet  
Cutoff: Completed 1989  
Disposition: Permanent. Transfer to FRC, records activity permitting. Transfer to the National Archives in January 2005.

Privacy  
Considerations: No  
Inclusive Dates: 1975 - August 1989

- c. **Index.** Detailed cross reference to all Board Actions indexed by thrift institutions.

Volume: 2 cubic feet  
Cut off: Completed 1989  
Disposition: Permanent. Transfer to FRC, records activity permitting. Transfer to the National Archives in January 2005.

Privacy  
Considerations: No  
Inclusive Dates: 1976 - August 1989

4. **Chairman's Orders.** Orders issued by the Chairman of the FHLBB relating to internal operations and agency administration.

Volume: 1 cubic foot  
Cut off: Completed 1989  
Disposition: Permanent. Immediately transfer records to the National Archives.

Privacy  
Considerations: No  
Inclusive Dates: 1933 - August 1989

5. **Board Agenda Files.** Files consist of voting sheets recording the votes of Board members for each matter before the Board, together with agendas, staff memoranda, reports of Bank Board agents, legal opinions and other material documenting proposals presented to the Board.

Volume: 6 cubic feet  
Cut off: Completed 1989  
Disposition: Permanent. Transfer records to the FRC, records activity permitting. Transfer records to the National Archives in January 2005.

Privacy  
Considerations: No  
Inclusive Dates: 1976 - August 1989

6. **Thrift Institution Files -- Institutions active as of August 8, 1989.** These files consist of the following items:

**Application Folder.** Files contain documents of various applications, including merger conversions, acquisitions of another thrift, relocations, purchase or sale of branch offices, Oakar and Sasser applications, insurance of accounts, private placements, subordinated debentures, and waivers of certain regulatory restrictions.

**Certificates.** Files may include duplicates of items 12a, 12b, and 12c.

**Examination Reports.**

**Supervisory Correspondence Folder.** Files consist of District Bank, interagency, public and supervisory correspondence pertaining to each regulated institution and may include the by-laws of the institution. This folder may not exist for all institutions after 1989.

**Securities and Exchange Act of 1934.** These files exist only for stock institutions. Files consist of the following information from S&Ls as required by the Securities and Exchange Act of 1934: Forms 4, 10K, 8A,

10Q, 8K, 8, 15, Reports by Insiders, Preliminary Proxy Statements, Proxy Statements, Schedule 14c Information Statement, Schedule 14b, Tender Offer Rules, OC circulars and forms filed by S&Ls pursuant to the OTS Securities Offering regulation, Schedules 13e-3 and 13e-4.

**Board Actions Files.** Files consist of Board resolutions, internal memoranda and correspondence relating to FHLBB actions.

**a. 1933 to 1985 Records**

Volume: 10 cubic feet  
Cut off: Completed 1985  
Disposition: Permanent. Transfer to the FRC, records activity permitting. Transfer to the National Archives in 2000.

Privacy  
Considerations: No  
Inclusive Dates: 1933 - 1985

**b. 10-year Segments Dated 1986 and Continuing**

Volume: 7 cubic feet  
Cut off: Annually  
Disposition: Permanent. Immediately microfilm records and destroy paper copy. Transfer in 10-year blocks, records activity permitting, to the FRC when newest records are 5 years old. Transfer to the National Archives when newest records are 15 years old.

Privacy  
Considerations: No  
Inclusive Dates: 1986 - present

**7. Thrift Institution Files -- Institutions closed prior to August 8, 1989.**

These files are of institutions that were closed by the FHLBB and consist of those thrift records described in item 6 above that relate to the closed institutions. In addition, the files may also contain:

**FSLIC Receivership Audit Reports.** Files contain reports of institutions in receivership. Includes inventories of accounts, furniture, real property, tangible and intangible items. An audit of this type was performed annually until the case was resolved.

**FSLIC Insurance Appeals.** Legal documents, reports and decisions of whether petitions for additional reimbursement were granted from the FSLIC Insurance fund.

Volume: 26 cubic feet  
Cut off: Completed in 1989  
Disposition: Permanent. Transfer to the FRC, records activity permitting. Transfer to the National Archives in January 2005.

Privacy  
Considerations: No  
Inclusive Dates: 1933 - August 1989

8. **Comment Letters.** Files consist of all comment letters received on all proposed regulations.

Volume: 7 cubic feet  
Cut off: Annually  
Disposition: Permanent. Transfer to FRC, records activity permitting. Transfer to NARA in 5 year blocks when newest records are 3 years old.

Privacy  
Considerations: No  
Inclusive Dates: 1976 - Present

9. **Service Corporation Files.** Files consist of correspondence and applications for Service Corporations.

Volume: 2 cubic feet  
Cut off: Annually. *TEMPORARY. RETAIN IN OFFICE FOR*  
Disposition: ~~Permanent. Immediately transfer records to the National Archives.~~ *LIFE OF FUNCTION PLUS 10 YEARS THEN DESTROY.*

Privacy  
Considerations: No  
Inclusive Dates: 1975 - 1982

10. **Holding Company Files and Reports.** Files consist of monthly, quarterly, and annual reports filed by Holding Companies as required by FHLBB/OTS regulations and any correspondence and applications.

a. **Examinations and Correspondence**

Cut off: Completed in 1990  
Disposition: Permanent. Immediately transfer records to the National Archives.

Volume: 10 cubic feet

Privacy  
Considerations: No  
Inclusive Dates: 1975 - 1990

*Change made with agency concurrence*

**b. Applications**

Cut off: Annually.  
Disposition: Permanent. Immediately microfilm records and destroy paper copy. Transfer to the FRC in 5-year blocks when newest records are 1 year old. Transfer to the National Archives in 5-year blocks when newest records are 10 years old.  
Volume: 5 cubic feet  
Privacy  
Considerations: No  
Inclusive Dates: 1975 - Present

**c. Reports**

Cut off: Completed in 1990.  
Disposition: Permanent. Transfer to the FRC, records activity permitting. Transfer to the National Archives in 2000.  
Volume: 5 cubic feet  
Privacy  
Considerations: No  
Inclusive Dates: 1975 - 1990

**11. Certificates Files**

- a. Certificates of FHLB System Membership and Certificates of Insurance by the Federal Savings and Loan Insurance Corporation (FSLIC).** These files consist of certificates of membership in the Federal Home Loan Bank System and certificates issued as proof that the institution was insured by the FSLIC..

Volume: 2 cubic feet  
Cut off: Completed 1989  
Disposition: Temporary. Retain in office for life of function plus 10 years then destroy.  
Privacy  
Considerations: No  
Inclusive Dates: 1933 - August 1989

- b. Certificates of OTS Charter.** These files consist of certificates of charter issued by the OTS. They are issued only upon request of the thrift. They are intermixed with (a) and (b) above.

Volume: 2 cubic feet  
Cutoff: Life of Function.  
Disposition: Temporary. Immediately microfilm the records and destroy the paper copy

after verification of paper and  
microfilm. Retain microfilm in office  
for life of function then destroy.

Privacy

Considerations: No

Inclusive Dates: August 1989 - Present