REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

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

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION
   Schedules of Daily Activities (OTS-wide)

4. NAME OF PERSON WITH WHOM TO CONFER
   Colleen M. Devine
   906-6025

5. TELEPHONE

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: 12/17/92
   Signature of Agency Representative: Colleen M. Devine
   Title: Director
              Directives Management Division

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   See Attached

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

All changes to this proposed schedule have been approved by:

NARA appraiser 5/17/95
Agency representative 6/14/95

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-1993)
Prescribed by NAF
36 CFR 12
All documents on this schedule pertain to daily activities, such as calendars, appointment books, telephone calls/logs, of OTS senior-level management officials. The documents contained on this schedule are arranged chronologically. Rate of accumulation for all files on this schedule is 1 cubic foot per year. The records are in paper or microform.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Schedule of Daily Activities. This series contains the schedules of daily activities, such as calendars, appointment books, telephone calls/logs of OTS senior-level management officials.</td>
<td></td>
</tr>
<tr>
<td>Volume:</td>
<td>1 cubic foot</td>
</tr>
<tr>
<td>Cut off:</td>
<td>End of calendar year.</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Permanent. Retain in office for one year then transfer to the Federal Records Center for nine years. Transfer to the National Archives ten years after cut-off. Records not containing any substantive information may be destroyed during archival processing without further notice to OTS.</td>
</tr>
<tr>
<td>Privacy Act:</td>
<td>Yes</td>
</tr>
<tr>
<td>Sensitive Information:</td>
<td>Yes</td>
</tr>
<tr>
<td>Annual Growth:</td>
<td>1 cubic foot</td>
</tr>
</tbody>
</table>