

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

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

5. TELEPHONE  
906-6025

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-483-93-2

DATE RECEIVED  
1-6-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
6-9-95

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 1 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12/17/92	Colleen M. Devine	Director Directives Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAF USE ONLY)
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See Attached

All changes to this proposed schedule have been approved by:

*[Signature]* 5/17/95 *[Signature]* 5/2/95  
NARA appraiser date Agency representative date

Copies sent to agency, NCF, NNT, NIA 6/14/95

**OFFICE OF THRIFT SUPERVISION (OTS)  
DAILY ACTIVITIES OF SENIOR OFFICIALS**

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.

<u>ITEM</u>	<u>DESCRIPTION OF ITEM</u>
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.
	Volume: 1 cubic foot
	Cut off: End of calendar year.
	Disposition: 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.
	Privacy Act: Yes
	Sensitive Information: Yes
	Annual Growth: 1 cubic foot