

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>N1-483-93-3</i>	DATE RECEIVED <i>1-6-93</i>
1. FROM (Agency or establishment) Office of Thrift Supervision		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Congressional Affairs			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Colleen M. Devine	5. TELEPHONE (202) 906-6025	DATE <i>10-14-93</i>	ARCHIVIST OF THE UNITED STATES <i>Candy Huskamp Peterson</i>

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 4 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>12/17/92</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Colleen M. Devine</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 (NARS USE ONLY)				
	See Attached						
<p>All changes to this proposal have been approved by:</p> <table style="width:100%; border: none;"> <tr> <td style="width:30%; text-align: center;"><i>John W. Mans</i> NARA appraiser</td> <td style="width:10%; text-align: center;"><i>8/13/93</i> date</td> <td style="width:30%; text-align: center;"><i>Colleen M. Devine</i> Agency representative</td> <td style="width:10%; text-align: center;"><i>7/19/93</i> date</td> </tr> </table>				<i>John W. Mans</i> NARA appraiser	<i>8/13/93</i> date	<i>Colleen M. Devine</i> Agency representative	<i>7/19/93</i> date
<i>John W. Mans</i> NARA appraiser	<i>8/13/93</i> date	<i>Colleen M. Devine</i> Agency representative	<i>7/19/93</i> date				

**OFFICE OF THRIFT SUPERVISION
CONGRESSIONAL AFFAIRS**

All documents on this schedule are records of the Office of Congressional Affairs, Office of Thrift Supervision (OTS). The Congressional Affairs office coordinates all OTS contact with Congress and the White House, prepares testimony, responds to Congressional inquiries and subpoenas, and attends hearings. In addition, tracks the correspondence of the Director, OTS and other controlled mail items. These records are arranged either numerically by control number, chronologically, subjectively, or by official's name. The rate of accumulation is 14 cubic feet per year.

This schedule contains some Federal Home Loan Bank Board (FHLBB) records. (NOTE: OTS is the successor agency to the FHLBB.) OTS continues to create and maintain these records.

- | Item No. | Description |
|----------|---|
| 1. | <p style="text-align: center;"><i>Controlled</i></p> <p>Non-Congressional Correspondence. Files contain the incoming and outgoing letters and other documentation relating to OTS. Records are arranged by the control number assigned to the incoming record.</p> <p>Volume: 12 cubic feet</p> <p>Cut off: End of OTS Director's term</p> <p>Disposition: Temporary. Retain in office 2 year after termination of OTS Director, then transfer to FRC for 10 years. Destroy 12 years after cut-off.</p> <p>Privacy Act: Yes</p> <p>Inclusive Dates: 1990 - Present</p> |
| 2. | <p>Federal Home Loan Bank Board/Office of Thrift Supervision Congressional Correspondence. Series contain the incoming and outgoing correspondence to members of Congress or their staffs filed prior to October 26, 1990, may include supporting documentation.</p> <p>Volume: 45 cubic feet</p> <p>Cut off: At the end of each Congress remove the files for members who are no longer in office due to retirement, defeat for re-election, death, or other reason.</p> <p>Disposition: Permanent. Retain in office for 2 years after member leaves office then transfer directly to the National Archives.</p> <p>Privacy Act: No</p> <p>Inclusive Dates: 1970 - 1990</p> |

*Change made w/
commence of
agency RD.
TT
10/14/04*

- Controlled* *Files* *Change made w/ concurrence of agency RD.*
3. ~~OTS Congressional Correspondence. This series contains incoming and outgoing correspondence to members of Congress and their staffs filed after October 26, 1990, and may include supporting documentation.~~ *These files include incoming and outgoing correspondence and supporting documentation. The correspondence contains information to and from Members of Congress and/or their staff, the White House and the Department of the Treasury.*
- Volume: 45 cubic feet
- Cut off: At the end of each Congress remove the files for members who are no longer in office due to retirement, defeat for re-election, death, or other reason.
- Disposition: Permanent. Retain in office for 2 years after member leaves office then transfer directly to the National Archives.
- Privacy Act: Yes
- Inclusive Dates: 1990 - Present
4. **Congressional Requests for Documents** - These files contain copies of documents produced in response to Congressional investigative oversight request, Congressional subpoenas, and document production requests.
- Volume: 32 cubic feet
- Cut off: End of each Congress
- Disposition: Temporary. Retain in office for 2 years after end of Congress. Transfer to FRC for 8 years. Destroy 10 years after cut-off.
- Privacy Act: Yes
- Inclusive Dates: 1989 - Present
5. ~~Congressional Hearings - Files with testimony before various hearings and committees before Congress.~~ *and Testimony Files* *A series of files that contain testimony and statements presented by the OTS Director, designated staff, and other witnesses on matters of interest to the OTS.*
- Volume: 15 cubic feet
- Cut off: End of each Congress
- Disposition: Temporary. Retain in office 4 years after end of Congress. Destroy 4 years after cut-off.
- Privacy Act: No
- Inclusive Dates: 1981 - Present
- TT*
10/24/04

6. **Department of Treasury Correspondence** - Files contain incoming and outgoing correspondence with the Department of Treasury and may include supporting documentation.

Volume: 6 cubic feet
Cut off: End of OTS Director's term
Disposition: Temporary. Retain in office for 2 years after end of the OTS Director's term. Transfer to FRC for 10 years. Destroy 12 years after cut-off.
Privacy Act: No
Inclusive Dates: 1990 - Present

7. **OTS Director's Correspondence Files** - Files contain letters and memoranda in chronological order issued by the Director of OTS.

Volume: 3 cubic feet
Cut off: End of OTS Director's term
Disposition: Permanent. Retain in office for 2 years after end of OTS Director's term then transfer directly to the National Archives.
Privacy Act: No

Inclusive Dates: 1990 - Present

8. **Signature File for the Director of External Affairs and Press Relations**
~~Correspondence of the Director, Congressional Affairs and Assistant~~ - This file contains correspondence signed by the Director or Assistant relating to savings and loan issues.

Volume: 1 cubic foot
Cut off: Annually
Disposition: Temporary. Retain in office 5 years. Destroy when 5 years old.
Privacy Act: No
Inclusive Dates: 1988 - Present

*Change made w/
concurrence of agency
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10/14/04*

*This file contains
correspondence signed by
the Director of External
Affairs and Press Relations*

9. **Senior Staff Meeting Minutes** - Files contain formal minutes documenting each meeting.

Volume: 1 cubic foot
Cut off: End of OTS Director's term
Disposition: Permanent. Retain in office for 2 years after end of OTS Director's term then transfer directly to the National Archives.
Privacy Act: No
Inclusive Dates: January 1991 - Present

10. **Director's Reference Correspondence ("FYI") File** - These files contain incoming correspondence and reports forwarded to the OTS Director as background information.

Volume: 12 cubic feet
Cut off: End of OTS Director's term
Disposition: Temporary. Retain in office for 2 years after end of OTS Director's term. Transfer to FRC for 8 years. Destroy when 10 years old.
Privacy Act: No
Inclusive Dates: 1990 - Present