

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-483-93-4	DATE RECEIVED APR 18 1994
1 FROM (Agency or establishment) Office of Thrift Supervision		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Public Affairs		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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Front Office		DATE <i>7-15-94</i> ARCHIVIST OF THE UNITED STATES <i>Gundy Huckamp Peters</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Colleen M. Devine	5 TELEPHONE (202) 906-6025		

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 4/13/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Colleen M. Devine</i>	TITLE <i>Director, D.M.S.</i>
-----------------	--	----------------------------------

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

Copies sent to OCF, NIA, Agency, NND, NNT @ 7/20/94

**OFFICE OF THRIFT SUPERVISION
PUBLIC AFFAIRS**

All documents on this schedule pertain to the release to the public by the Office of Thrift Supervision (OTS) information concerning OTS regulations, policy statements, and key developments within the agency. The documents contained on this schedule are arranged either alphabetically or chronologically. Some of these records existed under the Federal Home Loan Bank Board (FHLBB). OTS continues to maintain and use these records. Rate of accumulation for all the files on this schedule is 10 cubic feet per year. (NOTE: OTS is the successor agency to the FHLBB). Records are in paper format.

Item No.	Description
1.	<p>Correspondence Files. This file contains the original and/or copies of documents signed by the Director for Public Affairs with attached incoming and/or outgoing correspondence.</p> <p>Volume: 1 cubic foot</p> <p>Cut off: Annually</p> <p>Disposition: Temporary. Retain in office 3 years from date of cut off, then transfer to FRC and retain for 7 years. Destroy 10 years after cut off date. <i>per telecons w/c. Devine 6/14/94 RWM</i></p> <p>Privacy Act: No Restrictions</p> <p>Inclusive Dates: 1990 - Present</p>
2.	<p>Director's Speech Files. This file consist of speeches made by the OTS Director. These speeches are distributed to the press, the public and OTS offices/staff upon request.</p> <p>Volume: 3 cubic feet</p> <p>Cutoff: Annually</p> <p>Disposition: Permanent. Offer to the National Archives 10 years after cut off.</p> <p>Privacy Act: No Restrictions</p> <p>Inclusive Dates: Oct. 1989 - Present</p>

3. **Biographical Files.** These files consist of biographical information and photographs of former FHLBB Chairmen, senior staff, the OTS Directors and senior staff.

Volume: 3 cubic feet
Cutoff: Termination/Separation of Individual
Disposition: Record Set is permanent. Retain in office 3 years after termination of OTS Director. Offer to National Archives when records are 3 years old. Duplicate copies can be destroyed upon separation of individual.
Privacy Act: No Restrictions
Inclusive Dates: 1971 - Present

4. **Press Releases.** ~~Files contain copies of the Agency's "Press Releases" on numerous issues related to agency activities. Press release information include but are not limited to: cost funds information, adjustable rate mortgage information, savings and loans, receivership/conservatorships appointments, and significant announcements.~~

Volume: 36 cubic feet
Cutoff: Annually
Disposition: Permanent. Retain in office for 3 years, then offer to National Archives in 3 year blocks when records are 3 years old.
Privacy Act: No Restrictions
Inclusive Dates: 1985 - Present

Change made w/ concurrence of agency R.D. TT 10/14/04
This file contains copies of the Agency's "Press Releases" on various agency activities. Press releases provide information to the public on important agency and thrift industry developments, such as the Director's briefing on the quarterly financial condition of the industry, major regulatory initiatives and chartering activities. Press releases are often accompanied by attachments expanding the information on a particular subject.

5. **Fact Sheets.** These files contain information provided to the general public and other government agencies. Information consist of such items as: adjustable mortgage rates, fixed rate mortgage and conventional home rate mortgage programs. Other information include media questions regarding S&L receiverships and information on the organizational structure of OTS.

Volume: 1 cubic foot
Cutoff: Annually
Disposition: Permanent. Retain in office 3 years, then offer to National Archives in 3 year blocks when records are 3 years old.
Privacy Act: No Restrictions
Inclusive Dates: 1985 - Present

6a. **Adjudicatory Files.** These files contains adjudicatory materials received and processed by the Public Affairs/Press Relations section of OTS. These files contain the record of Administrative Hearings arising from OTS enforcement and investigative actions against thrift institutions.

Volume: 110 cubic feet
Cut Off: Calendar year in which case closes
Disposition: Permanent. Retain office 3 years after case is closed. Transfer to FRC for 17 years. Offer to the National Archives when records are 20 years old.
Inclusive Dates: 1980 - Present

6b. **Adjudicatory Master List.** This is a finding aid for the adjudicatory files.

Volume: .5 cubic foot
Cut Off: End of Calendar Year when corresponding files are transferred to FRC.
Disposition: Permanent. Retain in office 3 years after case is closed. Transfer to FRC for 17 years. Offer to National Archives when records are 20 years old.

7. **Regulatory Policy Files.** These files consist of the finalized versions of the Thrift Bulletins and Regulatory Bulletins, and all correspondence information pertaining to each bulletin.

Volume: 3 cubic feet
Cutoff: Superceded or Obsolete
Disposition: Permanent: Retain in office 10 years, then transfer to the FRC for 10 years. Offer to the National Archives when records are 20 years old.
Privacy Act: No Restrictions
Inclusive Dates: 1988 - Present

per telecons
w/ Colleen Devine
6/14/94
EWM