## REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

**FROM (Agency or establishment):**  
Office of Thrift Supervision

**MAJOR SUBDIVISION:**  
Public Affairs

**MINOR SUBDIVISION:**  
Front Office

**NAME OF PERSON WITH WHOM TO CONFER:** Colleen M. Devine  
**TELEPHONE:** (202) 906-6025

**DATE:** APR 18 1994

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 USC 3303a, the disposition request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**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,

- [x] is not required  
- [ ] is attached; or  
- [ ] has been requested

**DATE:** 4/13/94  
**SIGNATURE OF AGENCY REPRESENTATIVE:** Colleen M. Devine  
**TITLE:** Director, D.M. D.

**ITEM NO**  
**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

See attached.

**ACTION TAKEN (NARA USE ONLY):**

Copies sent to DCFNIA Agency, NARA, NMT 7/9/94

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**STANDARD FORM 115 (REV 3-91)**

Prescribed by NARA  
36 CFR 1228
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.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Volume</th>
<th>Cutoff</th>
<th>Disposition</th>
<th>Privacy Act</th>
<th>Inclusive Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Correspondence Files.</strong> This file contains the original and/or copies of documents signed by the Director for Public Affairs with attached incoming and/or outgoing correspondence.</td>
<td>1 cubic foot</td>
<td>Annually</td>
<td>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.</td>
<td>No Restrictions</td>
<td>1990 - Present</td>
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<td>2.</td>
<td><strong>Director’s Speech Files.</strong> This file consists of speeches made by the OTS Director. These speeches are distributed to the press, the public and OTS offices/staff upon request.</td>
<td>3 cubic feet</td>
<td>Annually</td>
<td>Permanent. Offer to the National Archives 10 years after cut off.</td>
<td>No Restrictions</td>
<td>Oct. 1989 - Present</td>
</tr>
</tbody>
</table>
3. **Biographical Files.** These files consist of biographical information and photographs of former FHBB 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

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 contain 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