

**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  
N1-483-93-6

DATE RECEIVED  
1-6-93

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Regional Operations

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

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

5. TELEPHONE  
906-6025

DATE ACTING ARCHIVIST OF THE UNITED STATES  
2/28/94 Raymond A. Moxley

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 6 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
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAF USE ONLY)
	See Attached		

All changes to this proposed schedule have been approved by:

	2/1/94	Colleen M. Devine	1/13/94
NARA appraiser	date	Agency representative	date

Copies sent to NSR, NSNW, Agency, NCF, NNT, NIA 3/9/94 [initials]

**OFFICE OF THRIFT SUPERVISION  
DEPUTY DIRECTOR REGIONAL OPERATIONS**

All documents on this schedule pertain to the Office of Thrift Supervision (OTS), Assistant and Deputy Director for Regional Operations and immediate staff. This office provides expert personal and confidential counsel to the OTS Director concerning policy decisions and considerations involving the program responsibilities for regional operations, including all regulatory and support activities performed in the regional offices (excluding legal support). Directs and oversees development of training programs for regulators and thrift industry officials to maintain and improve the condition of the industry. These records are arranged alphabetically or numerically. Some of these records existed under the Office of Regulatory Activities (ORA) and the Federal Home Loan Bank Board (FHLBB). (NOTE: OTS is the successor agency to the FHLBB). OTS continues to maintain and use these records. Rate of accumulation for all the files on this schedule is 1 cubic foot per year.

- | Item No. | Description  |
|----------|--|
| 1.       | <p><b>Signature Files for Regional Operations.</b> This series contains copies of all documents signed by the Deputy Director for Regional Operations. This series also contains copies of all documents signed by the Assistant Director, Executive Assistant and Special Assistant for Regional Operations.</p> <p>Volume: 12 cubic feet</p> <p>Cut off: Annually</p> <p>Disposition: Temporary. Retain in office 3 years, then transfer to FRC for 17 years. Destroy when 20 years old.</p> <p>Privacy Act: Yes</p> <p>Inclusive Dates: 1989 - Present</p>                                  |
| 2.       | <p><b>Subject Files.</b> These files consist of documents relating to a variety of subjects of interest to the Deputy Director. Examples are: Examinations for all thrift related institutions, applications restructuring, capital plans, institution files, restructuring of the industry, and other policy issues.</p> <p>Volume: 12 cubic feet</p> <p>Cutoff: Termination/Separation</p> <p>Disposition: Temporary. Upon termination of Deputy Director, transfer records to FRC. Destroy records 10 years after cutoff.</p> <p>Privacy Act: No</p> <p>Inclusive Dates: 1989 - Present</p> |

JAN 13 1994

*[Handwritten initials]*

3. **Assistant Director and Regional Coordinators' and Workpapers Case Files.** These series contains files which the Assistant Director and each Regional Coordinator maintains materials relating to important Top 10 institutions in each region, cases of particular interest to the Director and Deputy Director for Regional Operations and other regional issues.
- Volume: 6 cubic feet  
Cut off: 1 year after closing of institution  
Disposition: Permanent. Immediately transfer to FRC. Transfer to National Archives when records are 10 years old.  
Privacy Act: Yes  
Inclusive Dates: 11/90 - Present
4. **Quality Assurance Program Files.** These files contain correspondence, notes, reports and special reviews on the regional quality assurance programs and how the regional offices satisfy national program standards relating to the examination and supervision of thrift institutions.
- Volume: 4 cubic feet  
Cut off: Annually  
Disposition: Temporary. Do not transfer to FRC. Destroy when 5 years old.  
Privacy Act: No  
Inclusive Dates: 1991 - Present
5. **Quality Assurance Handbook.** This handbook presents the OTS national program standards and policy and procedures for oversight reviews/self-examination in the regional offices.
- Volume: 1 cubic foot  
Cut off: Life of function  
Disposition: Permanent. Transfer to National Archives, when records are no longer needed.  
Privacy Act: No  
Inclusive Dates: 1991 - 1992

6. **IG Audit/Investigation Files.** These files consist of the individual audit files (initial entrance meetings, interim and final reports, agency response and follow-up), general IG audit correspondence (correspondence with IG which does not pertain to a specific audit plan), and notes and pertinent information relating to Treasury IG investigations.

Volume: 18 cubic feet

Cut off: Annually

Disposition: Temporary. Retain in office 5 years then transfer to FRC for 5 years. Destroy when records are 10 years old.

Privacy Act: Yes

Inclusive Dates: 1990 - Present

7. **GAO Records.** Documentation of the GAO audits of OTS, FHLBB and Office of Regulatory Affairs, including but not limited to, the opening conference, requests for information, interim reports, and draft reports.

Volume: 1 cubic foot

Cutoff: Close of Contract or Case. One year after final report is issued.

Disposition: Temporary. Retain in office for 5 years after case closes. Transfer to FRC for 5 years. Destroy when records are 10 years old.

Privacy Act: Yes

Inclusive Dates: 1989 - Present

8. **Managing Director/ORR Files.** These files consist of the correspondence files of former director of ORR.

Volume: 6 cubic feet

Cut off: Completed

Disposition: Temporary. Retain in office 3 years, then transfer to FRC for 7 years. Destroy when records are 10 years old.

Privacy Act: Yes

Inclusive Dates: 1986 - 10/89

9. **1988 FSLIC Deals.** Office of Regulatory Affairs/FHLBB/FSLIC and Federal Reserve documents relating to the 1988 FSLIC sales of troubled thrifts. These are studies of the 88 deals and not the legal documents or supervisory analysis done for the individual deals.

Volume: 1 cubic foot  
Cutoff: Completed  
Disposition: Permanent. Retain in office 3 years, then transfer to the FRC for 7 years. Transfer to National Archives when records are 10 years old.  
Privacy Act: No  
Inclusive Dates: 1988 - 1988

10. **Regional Managers Group Meetings.** Records documenting the meetings of the Regional Managers Group, includes agendas, information distributed at meetings and informal notes by OTS staff.

Volume: 3 cubic feet  
Cutoff: Annually  
Disposition: Temporary. Retain in office 3 years, then transfer to the FRC for 7 years. Destroy when records are 10 years old.  
Privacy Act: No  
Inclusive Dates: 1990 - Present