

# 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  
Washington Operations

3 MINOR SUBDIVISION  
Supervisory Operations

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
Colleen M. Devine 906-6025

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-483-93-8

DATE RECEIVED  
NOV 25 1994

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

2-28-95 *Cecilia Huskamp Peter*

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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE  
11/21/94 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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
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See Attached

All changes to this proposed schedule have been approved by:

*Richard W. Marcus* 12/2/94 *Colleen M. Devine* 11/21/94  
NARA appraiser date Agency representative date

Copies sent to agency, NNT, NCF, NIA 3/17/95

OFFICE OF THRIFT SUPERVISION  
SUPERVISORY OPERATIONS

All of the documents on this schedule pertain to the functions and responsibilities of the Office of Thrift Supervision (OTS) and concern the analysis of the condition and performance of the thrift industry, the policies and procedures for transactional activities, and the monitoring and assessment of the savings associations of sufficient supervisory concern.

Some of the records originate from the time such functions and responsibilities were assigned to the Federal Home Loan Bank Board (FHLBB). Under the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), these functions were transferred to the OTS. OTS continues to use and maintain these records.

ITEM NO. DESCRIPTION

1. **REGULATORY AND SUPERVISORY SUBJECT FILES**

Records from Supervisory Operations' predecessors including the FHLBB, which contain information about program planning and implementation and specific projects such as the Net Worth Certificate program. Arranged by subject and/or filed chronologically.

a. Documentation regarding management of the program/project and the historic files of the FHLBB including the Office of Examinations and Supervision (OES), the Office of Regulatory Policy, Oversight, and Supervision (ORPOS), and the Office of Regulatory Activities (ORA).

Volume: 15 cubic feet  
Cut off: Completed in 1988.  
Disposition: PERMANENT. Transfer immediately to FRC. Transfer to NARA in 2010. Records which are duplicative, non-record, or disposable under the GRS may be destroyed during archival processing.  
Privacy Act: No  
Inclusive Dates: 1970 - 1988

b. OTS records regarding management of the programs or projects. FHLBB/OES, ORA, and ORPOS records that are necessary and used for current business are included.

Volume: 120 cubic feet  
Cut off: At the end of the calendar year.  
Disposition: Permanent. Retain in office for  
10 years. Transfer to FRC for  
10 years. Transfer to NARA when  
records are 20 years old.  
Privacy Act: No  
Inclusive Dates: 1989 - Present

c. Supporting background information, working papers  
and other material pertaining solely to Supervisory  
Operations' administrative functions.

Volume: 67 cubic feet  
Cut off: At the end of the calendar year.  
Disposition: Temporary. Retain in office for  
5 years then destroy.  
Privacy Act: No  
Inclusive Dates: 1970 - Present

2.

**HOME OWNERS LOAN CORPORATION CASE FILES**

Correspondence and forms relating to the release of  
home mortgages from the 1930s and 1940s. Arranged by  
Case number.

Volume: 1 cubic foot  
Cut off: At the end of the calendar year  
in which paperwork is completed  
and the release granted.  
Disposition: Temporary. Maintain in office  
for 3 years. Destroy 3 years  
after cut off.  
Privacy Act: No  
Dates: 1989 - Present

3.

**DELAY MEMORANDUMS AND THE RESOLUTION TRUST  
CORPORATION CALENDAR**

Administrative files concerning the transfer of  
troubled thrifts to the Resolution Trust Corporation  
(RTC). Arranged chronologically.

Volume: 8 cubic feet  
Cut off: Completed in 1993.  
Disposition: TEMPORARY. Maintain in office  
for 10 years. Destroy 10 years  
after cut off.  
Privacy Act: No  
Dates: 1990 - 1993

4. **ACCELERATED RESOLUTION PROGRAM CASE FILES**  
Correspondence, reports, and financial documentation compiled about thrifts recommended for receivership. Arranged by institution.

Volume: 12 cubic feet  
Cut off: Termination of institution.  
Disposition: Temporary. Maintain in office for 2 years. Transfer to FRC for 13 years. Destroy 15 years after cut off.  
Privacy Act: No  
Dates: 1989 - Present

5. **SPECIAL SUPERVISION WORKING GROUP CASE FILES**  
Records compiled during the evaluation of certain large problem thrifts. Arranged by region, thereunder alphabetically by state, and thereunder by institution.

Volume: 80 cubic feet  
Cut off: Completed in 1991.  
Disposition: Permanent. Immediately transfer to the FRC upon cutoff. Transfer to NARA 15 years after cutoff.  
Privacy Act: No  
Dates: 1987 - 1991

6. **PUBLICATIONS**  
a. One copy each of FHLBB and OTS publications which include but are not limited to Summary of Savings Accounts by Geographic Area, Savings and Home Finance Source Books, Trends in the Savings and Loan Field, OTS Corporate Directory and Holding Companies.

(a.1) FHLBB records

Volume: 3 cubic feet  
Cut off: Completed in 1988.  
Disposition: Permanent. Transfer eligible records to FRC upon approval of schedule then transfer to NARA in 1996.  
Privacy Act: No  
Inclusive Dates: 1932 - 1988

(a.2) OTS records

Volume: 1 cubic foot  
Cut off: At the end of the calendar year.  
Disposition: Permanent. Transfer to NARA in  
5 year blocks when oldest  
records are 5 years old. First  
transfer to NARA to occur in  
1996.  
Privacy Act: No  
Inclusive Dates: 1989 - present  
Annual Growth: 1 cubic foot

b. Supporting/background information and working  
papers.

Volume: 2 cubic feet  
Cut off: At the end of the calendar year.  
Disposition: Temporary. Destroy 5 years  
after cut off.  
Privacy Act: No  
Inclusive Dates: 1970 - present  
Annual Growth: 2 cubic feet

7.

**HANDBOOKS**

a. Active record set of FHLBB and OTS handbooks which  
include but are not limited to the "Regulatory  
Handbook on Application Processing."

Volume: 5 cubic feet  
Cut off: Revised or Superseded.  
Disposition: Temporary. Maintain in office  
until revised or superseded.  
Transfer to historical record  
set (Item 7b).  
Privacy Act: No  
Inclusive Dates: 1984 - Present  
Annual Growth: 1 cubic foot

b. Historical record set of FHLBB and OTS handbooks  
arranged chronologically.

(b.1) FHLBB records

Volume: 1 cubic foot  
Cut off: Completed in 1988.  
Disposition: Permanent. Transfer eligible records to FRC upon approval of schedule. Transfer to NARA in 1996.  
Privacy Act: No  
Inclusive Dates: 1984 - 1988

(b.2) OTS records

Volume: 1 cubic foot  
Cut off: At the end of the calendar year.  
Disposition: Permanent. Transfer to NARA in 5 year blocks when newest records are 5 years old. First transfer to NARA to occur in 1996.  
Privacy Act: No  
Inclusive Dates: 1989 - Present

c. Working papers and background information.

Volume: 1 cubic foot  
Cut off: At the end of the calendar year.  
Disposition: Temporary. Maintain in office for 5 years. Destroy 5 years after cut off.  
Privacy Act: No  
Inclusive Dates: 1984 - Present  
Annual Growth: 1 cubic foot

8. **FEDERAL FINANCIAL INSTITUTIONS EXAMINATION COUNCIL (FFIEC) SUBCOMMITTEE RECORDS**

Meeting minutes and documentation regarding issues brought before committees.

Committees include but are not limited to the Accounting Subcommittee and the Appraisal Subcommittee of FFIEC.

a. Meeting agendas, minutes, and notes arranged chronologically.

Volume: 2 cubic feet  
Cut off: At the end of the calendar year.  
Disposition: Permanent. Retain in office for 2 years. Transfer to FRC for 8 years. Transfer to NARA 10 years after cut off.  
Privacy Act: No  
Dates: 1989 - Present  
Annual growth: 2 cubic feet

b. Members working papers and subject files.

Volume: 2 cubic feet  
Cut off: At the end of the calendar year.  
Disposition: Temporary. Maintain in office for 2 years. Transfer to FRC for 8 years. Destroy 10 years after cut off.  
Privacy Act: No  
Dates: 1989 - Present  
Annual Growth: 2 cubic feet

9. **OTS CASE TRANSFER COMMITTEE MINUTES**

Minutes and supporting documentation which detail the status of institutions considered for transfer to RTC. Arranged chronologically.

Volume: 1 cubic foot  
Cut off: Completed in 1993.  
Disposition: Permanent. Retain in office for 2 years. Transfer to FRC for 18 years. Transfer to NARA 20 years after cut off.  
Privacy Act: No  
Inclusive Dates: 1991 - 1993

10. **THE FINANCING CORPORATION (FICO) MINUTES AND REPORTS**

Board of Directors minutes, compliance reviews, and bond offerings reports maintained by ORA. Arranged chronologically.

Volume: 2 cubic feet  
Cut off: Completed in 1989.  
Disposition: Permanent. Transfer immediately to FRC. Transfer to NARA in 2010.  
Privacy Act: No  
Inclusive Dates: 1987 - 1989