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
Administration

3. MINOR SUBDIVISION
Financial Planning and Analysis

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 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

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See Attached
OFFICE OF THRIFT SUPERVISION
FINANCIAL PLANNING AND ANALYSIS

This schedule pertains to the functions and responsibilities of the Office of Thrift Supervision concerning budget planning processes, financial forecasting, analyses of agency operations, cost benefits studies and OTS financial condition presentations to senior management.

ITEM NO. DESCRIPTION

1. FINANCIAL PLANNING AND ANALYSIS
   SUBJECT/PROJECT/PROGRAM FILES
   Documents include reports, studies, workload analyses, memos, letters and papers that set forth budget development and interpretation, communications and oversight regarding budgetary policies, procedures and standards.

   Included are financial information and special projects resulting from requests and questions posed by agency officials and other government enterprises.

   Programs and projects include but are not limited to: the Assessment Program; Management Reports Committee; Chief Financial Officer and Treasury, OPM and OMB requests.

   a. Documentation regarding budgetary issues, management of the program or project and historic files.

   Volume: 10 cubic feet
   Cut off: At the end of the calendar year.
   Disposition: Temporary. Maintain in office for 5 years. Transfer to FRC for 5 years. Destroy when records are 10 years old
   Privacy Act: No
   Inclusive Dates: 1990 – Present
   Annual Growth: 3 cubic feet
b. Supporting background information and working papers.

Volume: 3 cubic feet
Cut off: At the end of the calendar year.
Disposition: Temporary. Valuable material to be transferred to Item 1a. Remaining records are to be maintained in office for 3 years then destroyed.
Privacy Act: No
Inclusive Dates: 1990 – Present
Annual Growth 1 cubic foot