

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1483-93-10</i>	DATE RECEIVED <i>1-6-93</i>
1. FROM (Agency or establishment) Office of Thrift Supervision		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. <i>Acting</i>	
2. MAJOR SUBDIVISION <i>Administration</i>			
3. MINOR SUBDIVISION <i>Financial Planning and Analysis</i>			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Colleen M. Devine</i>	5. TELEPHONE <i>(202) 906-6025</i>	DATE <i>5/24/93</i>	ARCHIVIST OF THE UNITED STATES <i>Raymond M. Mowley</i>

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 2 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 <i>12/17/92</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Colleen M. Devine</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 (NARA USE ONLY)
	See Attached		
<i>Copies sent to Agency, NNT, NCF 6/2/93</i>			

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