

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>N1-483-93-14</i>	DATE RECEIVED <i>3-29-93</i>
1 FROM (Agency or establishment) Office of Thrift Supervision/Department of Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Supervisory 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Willard	5. TELEPHONE (202) 906-6789	DATE <i>3-10-94</i>	ARCHIVIST OF THE UNITED STATES <i>Cynthia Luskamp Pitts</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>3/19/93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Colleen Devore</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Confidential Individual Information System See Attached		

Copies sent to agency, N1W, NNT, NSX 2/2/94

Office of Thrift Supervision
Confidential Individual Information System

ITEM DESCRIPTION OF ITEM

The Office of Thrift Supervision (OTS), Confidential Individual Information System (CIIS) is used to collect and record information on financial institutions or individuals in connection with OTS: filed applications; criminal referrals; liability lawsuits; and investigations of unusual transactions. Information is entered manually from OTS Forms 366 (OTS Criminal Referral Form) and 1393 (OTS Biographical and Financial Report). These forms are identified on records retention schedules previously submitted to the National Archives and Records Administration for approval. A one-page internal data entry form is also used to input information into the CIIS system. Information is also retrieved from the following sources: the Universe System (a database which identifies financial institutions), the National Application Tracking System, and OTS Criminal Referral Unit (CRU) databases maintained by OTS regional offices. Rate of annual growth is one magnetic tape per year. [Note: the Federal Home Loan Bank Board (FHLBB) is the predecessor agency to OTS.]

1. CIIS Database Master File

This system contains the following information: individual's or financial institution's name, alias used, social security number, birth date, collector of data, corporations or partnerships through which the individual or institution operates, relationship of the individual to the financial institution, a description of the event prompting the entry of information, financial data, the dates of which the event occurred prompting entry, location of custodian and description of source documents, and the name and entry date of the person entering the data.

DISPOSITION:

Temporary. Retain in office. Destroy when 15 years old.

Inclusive Dates: 1986 to Present

Sensitive Information: Yes

Privacy: Yes

Media: Disk File and Magnetic Tape

Volume: 1 magnetic tape

2. Reports - CIIS Output

The CIIS generates detailed reports which contain the information mentioned in the description above, reports showing the usage of information by Regional and Washington OTS staff and audit trail reports.

DISPOSITION:

Temporary. Destroy when no longer needed.

Inclusive Dates: 1992 to Present

Sensitive Information: Yes

Privacy: Yes

Media: Paper