

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-483-93-16</i>	DATE RECEIVED <i>3-29-93</i>
1 FROM (Agency or establishment) Office of Thrift Supervision/Department of Treasury		<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>5-5-94</i>	ARCHIVIST OF THE UNITED STATES <i>Cindy Kirkamp Peters</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 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Universe System  See Attached		
<p><b>All changes to this proposed schedule have been approved by:</b></p> <p><i>Fred W. Mannes</i> <u>4/6/94</u> <i>Colleen Devine</i> <u>3/30/94</u>  NARA appraiser      date      Agency representative      date</p> <p><i>Copies sent to NNU, NNT, NSO, NCF, NIA @ 5/17/94</i></p>			

Office of Thrift Supervision  
Universe System

ITEM      DESCRIPTION

The Universe system database collects and stores information pertaining to the corporate structure of financial institutions regulated by the Office of Thrift Supervision (OTS) which is the successor agency to the Federal Home Loan Bank Board (FHLBB). Other electronic systems access the Universe for retrieval or verification of data. Information from this system is provided to the National Technical Information Services (NTIS) on a quarterly basis. The NTIS receives data tapes of Merger History Files and Transfer of Assets Files information extracted from the Universe system database. The annual rate of growth per year is one magnetic tape.

1. Universe System Master File

The OTS-regulated information in this system is identified by docket number. Data is manually entered on a daily basis consisting of information extracted from approved applications consummated by financial institutions. These applications may be for the following transactions: mergers, sale or purchase of a branch office, and amendment of a charter provision and/or conversion. Other information stored by this system relate to Resolution Trust Corporation (RTC) and OTS Director's Orders.

DISPOSITION: Permanent. At the end of each calendar year transfer a "snapshot" of the master file, ownership of the data and a copy of the system documentation to the National Archives. The "snapshot" will consist of three magnetic files: 1) the Universe tape; 2) the Merger History tape; and 3) the Acquired Assets/Sale of Facility/Transfer of Deposits tape. Retain a copy of the master file in the office for the life of the function then destroy.

Inclusive Dates: 1934 to Present  
Sensitive Information: No  
Privacy: No  
Media: Disk File and Magnetic Tape  
Volume: 3 magnetic tapes  
Annual Growth: 3 magnetic tapes

## 2. Universe System Reports

This system generates various reports that provide information such as: active institutions and charter conversions for institutions during a specific time period, merged institutions, liquidated and withdrawn institutions, the history of an institution and significant information regarding financial institutions. These reports can be recreated at any time.

### a. Master Reports

(Active Members by Incorporation Date, Institution Name; Active Members by Docket; Active Members by Institution Name, City; Active Members by State, City; Number of Active Member Institutions by Charter Types by State; List of Mergers, Liquidations and Member Withdrawals; and Membership Listing by Docket)

DISPOSITION: Permanent. Cut off at the end of each calendar year and immediately transfer to the Federal Records Center. Transfer to the National Archives in 5-year blocks when oldest records are 5 years old. First transfer to occur in 1996.

Inclusive Dates: 1992 to Present

Sensitive Information: No

Privacy: No

Media: Paper

Volume: 1 cubic foot

Annual Growth: 1 cubic foot

### b. Ad Hoc Reports

DISPOSITION: Temporary. Retain in office until no longer needed.

Inclusive Dates: 1992 to Present

Sensitive Information: No

Privacy: No

Media: Paper

Volume: 1 cubic foot

## 3. Universe Transaction Files

This is a working database that allows for the review of information that is entered into the Universe System Master File.

DISPOSITION: Temporary. Retain in office for 3 years. Destroy when records are 3 years old.

Inclusive Dates: 1990 to Present

Sensitive Information: No

Privacy: No

Media: Disk File or Magnetic Tape

Volume: 1 magnetic tape