

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <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 93-21</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 Congressional Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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  Nancy Cohen	5. TELEPHONE  (202) 906-6542	DATE <i>3-29-94</i>	ARCHIVIST OF THE UNITED STATES <i>Cecily Huskamp 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 1 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 H. Beving</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	Correspondence Tracking  See Attached		

*Copies sent to NIA, Agency, NSX, NAW, NNT 4/6/94*

OFFICE OF THRIFT SUPERVISION  
CORRESPONDENCE TRACKING

ITEM                    DESCRIPTION OF ITEM

This computerized system is used to log the incoming mail addressed to the Director of the Office of Thrift Supervision (Controlled Correspondence) which requires a response. The Director's correspondence files are contained on the records retention schedule for Congressional Affairs.

1.                    Correspondence Tracking Data Base

This system tracks the response process for Controlled Correspondence. This includes: 1) all correspondence addressed to the Director; 2) referrals from the White House or the Executive Office of the President; 3) correspondence from the U.S. Department of Treasury; and 4) correspondence from members of Congress or their staffs. It maintains information on the date the letter was received, the name of the requester, the office responsible for the response, and other pertinent information. The data base is updated daily as the mail is processed. This system functions as a finding aid to the correspondence files of Congressional Affairs.

DISPOSITION:

- 1a.                    Non-Congressional Correspondence. Permanent. Archive to magnetic tape, i.e., cut off, two years after the end of the Director's term. Transfer to the National Archives immediately after cut-off. Tape is non-cumulative and only includes those entries that were completed during the Director's term of office. It does not include any Congressional correspondence. At the time of transfer, the OTS will notify the National Archives of the continued existence of the Congressional Correspondence electronic data.

Inclusive Dates: 1990 - Present  
Sensitive: Yes  
Privacy Act Considerations: Yes  
Volume: 1 magnetic tape per term  
Growth: minimal  
Media: Magnetic Tape

1b. Congressional Correspondence. Permanent. Retain Congressional Correspondence records in database for the life of the function then immediately transfer to the National Archives.

Inclusive Dates: 1990 - Present  
Sensitive: Yes  
Privacy Act Considerations: Yes  
Volume: 1 magnetic tape  
Growth: minimal  
Media: magnetic tape and disk