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|--|--------------------------------|--|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i> |                                | LEAVE BLANK (NARA use only)  |  |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408           |                                | JOB NUMBER<br>NI-483-93-24   | DATE RECEIVED<br>5/25/93                             |
| 1 FROM (Agency or establishment)<br>Office of Thrift Supervision/Department of Treasury  |                                | NOTIFICATION TO AGENCY   |  |
| 2 MAJOR SUBDIVISION<br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |  |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<br>Colleen Devine                                   | 5. TELEPHONE<br>(202) 906-6025 | DATE<br>6-9-95   | ARCHIVIST OF THE UNITED STATES<br><i>[Signature]</i> |

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached 6 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<br>5/19/93 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Colleen M. Devine</i> | TITLE<br>Director<br>Directives Management Division |
|-----------------|--|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
|             | Thrift Financial Systems<br><br>See Attached    |                                   |                                  |

*Copies sent to agency, NCF, NNT, NSX 6/14/95*

OFFICE OF THRIFT SUPERVISION  
THRIFT FINANCIAL SYSTEMS

ITEM                    DESCRIPTION OF ITEM

The Office of Thrift Supervision (OTS) is the successor to the Federal Home Loan Bank Board (FHLBB). All thrift institutions regulated by OTS, and previously the FHLBB, are required to submit financial information on a periodic basis. In the past, this information was provided monthly, quarterly, semiannually and/or annually. The financial data includes statements of condition, operations, asset quality, mortgage activity, maturity and rate information on assets, and supplemental information on a thrift's operations. This information has been received in a variety of formats. Through 1992, the thrift institutions were allowed to provide information either on paper or electronically through the Generic Electronic Transfer System (GETS). As of the March 1993 cycle, all thrift institutions are required to file their financial information electronically through GETS.

Since August 1989, OTS has made this information available to the Federal Deposit Insurance Corporation, the Resolution Trust Corporation, the Federal Reserve Board, the General Accounting Office, the Office of Management and Budget, the Federal Housing Finance Board, and the Federal Home Loan Banks. The portions of the data releasable under the Freedom Of Information Act (FOIA) are available from the National Technical Information Service.

1.                    GETS Thrift Data File

The GETS file contains the financial data submitted electronically to OTS by the thrift institutions. This file contains monthly, quarterly, and annual data.

DISPOSITION:

Temporary. Cut off at the end of the processing cycle. Retain on disk for 3 months. Archive to tape or cartridge. Destroy data when 3 years old pursuant to GRS 20 item 2(b).

Privacy Considerations: No  
Sensitive Information: Yes  
Media: Disk and Magnetic Tape/Cartridge  
Dates: 1991 - Present  
Growth: 4 Magnetic Tapes/Cartridges per year

2. Thrift Monthly and Quarterly Reports

This is the financial information filed by the thrift institutions on paper prior to 1993. These reports are from those institutions that did not transmit the information electronically.

DISPOSITION:

Temporary. Cut off at the end of the cycle. Immediately transfer paper and microform to the Federal Records Center upon approval of this schedule. Destroy when 12 years old.

Privacy Considerations: No  
Sensitive Information: Yes  
Media: Paper and Microform  
Dates: Various - 1992  
Growth: N/A

3. Thrift Time Series Data

This is the master file of all financial information relating to thrift institutions filed on the Thrift Financial Report with the FHLBB and OTS monthly, quarterly, and/or annually. All supervisory and examination actions use this data in some format. The system performs calculations on this data, the results of which are available on line and as printed reports. In addition, a tape is created for each cycle that contains only the financial data publicly available under FOIA.

DISPOSITION:

Permanent.

a. For pre-1993 data: Immediately transfer ownership of the year-end FOIA-format and restricted tapes for years 1984 through 1992 with copies of the report forms and system documentation (See Item 4a) to the National Archives and Records Administration (NARA). Delete records from the data base when records are 15 years old.

Privacy Considerations: No  
Sensitive Information: Yes  
FOIA: FOIA Tape immediately available.  
Restricted tape not releasable for  
5 years from the end of the calendar  
year in which data was submitted.  
Media: Magnetic Tape or Cartridge and Disk  
File  
Dates: 1984 - 1992  
Volume: 81 Magnetic Tapes

b. For 1993 and forward: Cut off at the end of each processing cycle. Immediately transfer ownership of the FOIA-format and restricted tapes of the current cycle with copies of the report form and system documentation (See Item 4b) to NARA. Delete records from the data base when records are 15 years old.

Privacy Considerations: No  
Sensitive Information: Yes  
FOIA: FOIA Tape immediately available.  
Restricted tape not releasable for  
5 years from date of transfer.  
Media: Magnetic Tape or Cartridge and Disk  
File  
Dates: 1993 - Present  
Volume: Negligible  
Growth: 4 Magnetic Tapes or Cartridges per  
Year

4. Thrift Financial Report Forms, Instructions,  
and Other Documentation

These documents are the blank forms and instructions sent to the thrift institutions for completion. These forms may change with each filing. Also included are the computer documentation for the Thrift Times Series (Item 3).

DISPOSITION:

Permanent.

a. For pre-1993 forms: Transfer forms and instructions and other documentation to NARA with item 3a.

Privacy Considerations: No  
Sensitive Information: No  
Media: Paper  
Dates: 1984 - 1992  
Volume: 1 cubic foot

b. For 1993 forms and forward: Transfer current form, instructions, and other documentation to NARA with item 3b.

Privacy Considerations: No  
Sensitive Information: No  
Media: Paper  
Dates: 1993 - Present  
Volume: Negligible  
Growth: Negligible

5. Thrift Edit Comment Sheets/Reports/  
Correspondence

These records document the changes made by FHLBB/OTS personnel to the thrift institutions' data. These records reflect conversations with the thrifts about their filings. Over time these records may indicate whether a thrift has a significant reporting problem.

DISPOSITION:

Temporary. Cut off at the end of the processing cycle. Transfer records to the Federal Records Center 6 months after cut-off. Destroy 11 years and 6 months after cut-off.

Privacy Considerations: No  
Sensitive Information: Yes  
Media: Paper  
Dates: Various - Present  
Growth: 2 cubic feet per processing cycle  
Volume: 50 cubic feet

6. Financial Viability Monitoring System

These reports show a series of ratios computed from the data in the Thrift Time Series. The information allows the user to assess the financial health of a thrift and compare its health to other thrifts of comparable asset size. Other reports can be generated that show ratio analyses and rankings among the institutions in a peer group. All information is derivative in nature. This data base was superseded by the National Financial Monitoring Reports.

DISPOSITION:

Temporary. Destroy when no longer needed.

Privacy Considerations: No  
Sensitive Information: Yes  
Media: Disk File  
Dates: 1984 - 1993

7. National Financial Monitoring Reports

These reports show a series of ratios computed from the data in the Thrift Time Series. The information allows the user to assess the financial health of a thrift and compare its health to other thrifts of comparable asset size. Other reports can be generated that show ratio analyses and rankings among the institutions in a peer group. All information is derivative in nature.

DISPOSITION:

Temporary. Cut off when new processing cycle is established. Destroy when no longer needed.

Privacy Considerations: No  
Sensitive Information: Yes  
Media: Disk File  
Dates: 1993 - Present