

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
Office of Thrift Supervision

2 MAJOR SUBDIVISION  
OTS/Supervision

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Kathy Willard

5. TELEPHONE  
(202) 906-6789

LEAVE BLANK (NARA use only)

JOB NUMBER  
NI-483-96-1

DATE RECEIVED  
2-9-96

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE  
4-28-97

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

### 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 2/8/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Colleen M. Devine</i>	TITLE Manager, Policy & Support Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Branch Office Survey System - Comment Sheets  See Attached		

MAY - 5 1997 MNR

Copy to: Agency, NWRW  
NWDB

OFFICE OF THRIFT SUPERVISION  
BRANCH OFFICE SURVEY SYSTEM  
COMMENT SHEETS

ITEM

DESCRIPTION

The Branch Office Survey System (BOSS) Report Comment Sheets are completed by the Office of Thrift Supervision (OTS) analysts to document conversations with savings and loan institutions regarding their BOSS reports. The Comment Sheets are used only when the report is received with errors, only a paper copy is received, and/or, contains significant or questionable data. Over time, these records may indicate whether a thrift has a reporting problem.

1. BOSS Report Comment Sheets

This form is used to summarize what has occurred between the analyst and the institution and is attached to any documents subsequently sent to OTS (such as the image print of the report with errors, the prior year's report, any edit reports, and faxes).

DISPOSITION:

Temporary. Cut off at the end of the annual processing cycle. Maintain in office for one year then transfer to the Federal Records Center. Destroy 3 years after cutoff.

Inclusive Dates: 1992 to Present

Sensitive Information: No

Privacy Information: No

Media: Paper

Volume: 33 cubic feet

Annual Growth: 11 cubic feet