ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent
(T) Temporary

ITEM	STATUS	WHY INACTIVE
1	P (Active)	
2	T (Inactive)	Superseded by n1-103-99-001, 4a
3	T (Active)	
4	T (Active)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-103-88-3

DATE RECEIVED 3-14-88

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM *(Agency or establishment)*
Farm Credit Administration

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Cheryl Thomas	883-4119	12/29/89	Act'y Claudine Weiler

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
3/10/88	Cheryl Thomas	Information Resources Management Specialist

7. ITEM NO.	8. DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN *(NARS USE ONLY)*
	Liquidation Files of Closed Financial Institutions. (See attached sheet.)		

115-108 Copies sent to agency NCF, MMT, MMA 1/8/90

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

LIQUIDATION FILES OF CLOSED FINANCIAL INSTITUTIONS

1. Significant Records Documentating the Closing and Liquidation of the Institution

These records will normally be held by the FCA organization overseeing the liquidation. They include but are not limited to the following types of records:

a. Records documenting the closing of the institution and the appointment of the receiver that are not duplicated in the files of the FCA Board

b. Records concerning the selection and monitoring of the receiver including agreements between FCA and the receiver, plans of liquidation, correspondence between FCA and the receiver, etc.

c. Reports of the receiver to FCA made in accordance with the provisions of FCA Regulations or the FCA receivership manual

d. The general ledger of the institution at the closing date

PERMANENT. Transfer to the Federal Records Center when no longer needed for the completion of liquidation. Transfer to the National Archives 30 years after cancellation of the charter of the institution. The records are exempt from disclosure under the Freedom of Information Act (FOIA), exemption 8.

2. Records that Must Be Retained after the Termination of the Receivership for Legal or Administrative Purposes

Includes records such as the following:

a. Loan files FCA may need to access after the close of the receivership. Includes files for loans requiring major compromise efforts by the receiver, involving large losses, requiring FCA approval, etc.

b. Routine adminstrative records (including accounting files, personnel records, and payroll records) created during the receivership

c. Meeting minutes of the institution's former board, loan committee, or executive committee that provide significant information useful to the receiver or FCA

d. Administrative files, accounting files, personnel records, and payroll records created by the institution prior to closing that must be retained by FCA for legal or administrative purposes (including retention to meet record-keeping requirements of federal, state, or local authorities)

Transfer to the Federal Records Center when no longer needed for completion of liquidation. Destroy 15 years after cancellation of the charter of the institution. These records are exempt from the Freedom of Information Act (FOIA) under exemption 8. Access to the records shall require the consent of FCA.

3. Routine Borrower Files for Loans Outstanding at the Time of Closing

May be transferred to the institution purchasing the loan. Should be retained for the length of time required for legal purposes by state or local law or regulation. This will generally be the length of time assigned by the retention schedule of the originating or purchasing institution as applicable.

4. Routine Records Created by the Institution Prior to Closing That Are Not Required for Legal or Administrative Purposes After the Termination of the Receivership

Includes records such as the following:

a. Routine borrower files for loans repaid prior to closing

b. Routine accounting files such as cancelled checks, vouchers, cash receipts, etc. created by the institution

c. Routine personnel records of the institution such as performance evaluations, sick and annual leave records, time sheets, W-2's, withholding forms, workmen's compensation records, unemployment tax records, etc.

d. Payroll reports for the institution

e. Routine administrative files created by the institution prior to closing

Destroy when no longer needed for legal or administrative purposes by the institution, the receiver, FCA, or state and local authorities. This period will generally correspond to the normal retention period assigned in the records schedule of the institution.