

Request for Records Disposition Authority

Records Schedule Number **DAA-0413-2017-0001**
Schedule Status **Approved**

Agency or Establishment **National Credit Union Administration**
Record Group / Scheduling Group **Records of the National Credit Union Administration**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Asset Management and Assistance Center**
Schedule Subject **Liquidation Files**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0413-2017-0001

Sequence Number	
1	Credit Union Records Acquired in Liquidations
1.1	Legacy Credit Union Records Acquired in Liquidations Disposition Authority Number: DAA-0413-2017-0001-0001
1.2	Current Credit Union Records Acquired in Liquidations Disposition Authority Number: DAA-0413-2017-0001-0002
2	Liquidation Accounting Records Disposition Authority Number: DAA-0413-2017-0001-0003
3	Liquidation Financial and Management Reports Disposition Authority Number: DAA-0413-2017-0001-0004
4	Credit Union Liquidation Files Disposition Authority Number: DAA-0413-2017-0001-0005
5	Loan and Collection Files Disposition Authority Number: DAA-0413-2017-0001-0006
6	Real Property Sales Disposition Authority Number: DAA-0413-2017-0001-0007

Records Schedule Items

Sequence Number	
1	<p>Credit Union Records Acquired in Liquidations All records, documents, files, and other materials acquired from insured credit unions as a result of the NCUA Board ("the Board") becoming the liquidating agent of such a credit union.</p>
1.1	<p>Legacy Credit Union Records Acquired in Liquidations Disposition Authority Number DAA-0413-2017-0001-0001</p> <p>All records, documents, files, and other materials acquired from credit unions as a result of the Board becoming the liquidating agent of an insured credit union that are at least 10 years old on date that the Board is appointed as liquidating agent of such a credit union.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-413-09-001 /4/A</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off on date that the Board is appointed as liquidating agent.</p> <p>Retention Period Destroy upon cutoff if not needed, or at any later date following a determination that the records are no longer needed for liquidation activities.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Current Credit Union Records Acquired in Liquidations Disposition Authority Number DAA-0413-2017-0001-0002</p> <p>All records, documents, files, and other materials acquired from credit unions as a result of the Board becoming the liquidating agent of an insured credit union that</p>

are less than 10 years old on date that the Board is appointed as liquidating agent of such a credit union.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-413-09-001 /4/A

Disposition Instruction

Cutoff Instruction Cut off on date that the Board is appointed as liquidating agent.

Retention Period Destroy 6 year(s) after the Board is appointed as liquidating agent (if no longer needed), or 5 year(s) after the charter cancellation occurs, whichever is sooner

Additional Information

GAO Approval Not Required

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Liquidation Accounting Records

Disposition Authority Number DAA-0413-2017-0001-0003

All records of transactions since the start of each liquidation (the day-to-day financial work documents that are the basis of the reports in Item 4), including: journal vouchers, general ledgers, individual share and loan ledgers, accounting of cash received and disbursed, bank statements and cancelled checks, daily transaction records, payment of claims and administrative expenses of all liquidations.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

3	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-413-09-001 /4/A
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of fiscal year in which the transaction occurred/ended.
	Retention Period	Destroy 6 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Liquidation Financial and Management Reports	
	Disposition Authority Number	DAA-0413-2017-0001-0004
	Official copies of liquidation financial statements, reports, and reconciliations, and other reports pertaining to liquidation matters.	
4	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-413-09-001 /4/C
	Disposition Instruction	
	Cutoff Instruction	Cut off at the fiscal year end of the period covered by the report.
	Retention Period	Destroy 7 year(s) after cutoff.
	Additional Information	
GAO Approval	Not Required	
Credit Union Liquidation Files		
Disposition Authority Number	DAA-0413-2017-0001-0005	

All records necessary to complete the liquidation, including: creditor claims, both paid and denied; proof of publication of the Liquidation Notice; liquidation planning and case management memos; documentation to support insurance payments, asset resolution and distribution, and resolution and reconciliation of credit union operating accounts; charter cancellation work papers, including verification that assets have been equitably distributed and justification for cancellation.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-413-09-001 /4/A
N1-413-09-001 /4/C

Disposition Instruction

Cutoff Instruction Cut off at the end of calendar year within which the charter is cancelled.

Retention Period Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Loan and Collection Files

Disposition Authority Number DAA-0413-2017-0001-0006

All records concerning outstanding debts owed to the liquidated credit union, including original notes, collateral, and other loan information.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

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GRS or Superseded Authority Citation	N1-413-09-001 /4/B
Disposition Instruction	
Cutoff Instruction	Cut off at end of calendar year in which debt is fully repaid or otherwise resolved.
Retention Period	Destroy 5 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Real Property Sales	
Disposition Authority Number	DAA-0413-2017-0001-0007
All records concerning real estate owned (REO) and other real property obtained through the liquidation process, including documents relating to the acquisition, sale, and ultimate resolution of such real property.	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-413-09-001 /4/A
Disposition Instruction	
Cutoff Instruction	Cut off at end of calendar year in which sale/ resolution occurs.
Retention Period	Destroy 10 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/01/2017	Certify	Gail Jameson	Records Officer	413 - N/A
08/23/2017	Submit for Concurrency	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/24/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist