

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>024</i> NI-413- 012	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-6-2002</i>	
1. FROM (Agency or establishment) National Credit Union Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of General Counsel		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Sharon B. Welsh	5. TELEPHONE NUMBER 703-518-6426	DATE <i>6-25-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u> 1 </u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>03-04-02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>BT Waller</i>		TITLE <i>Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS		
<i>cc Agency, NWMD, NWMD, NWET</i>			

Series 1. General Counsel Legal Opinions

Arrangement: Alphabetical by subject

Annual volume: 1.0 cubic foot

- a. Decisions or opinions rendered by the agency's legal counsel in connection with a variety of topics in which NCUA is involved or has an interest. The files pertain to such topics as interpretations of statutes and related case law, questions arising out of various activities conducted by the agency and all personnel questions.

PERMANENT. Transfer to the National Archives when 20 years old.

- b. Finding Aid.

PERMANENT. Transfer to the National Archives along with associated files from series 1a of this schedule.

- c. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

Supersedes NC1-413-76-1, item 14

Series 2. Litigation/Administrative Hearings Files

Arrangement: Alphabetical by subject

Annual Volume: 30.0 cubic feet

Documents relating to litigation and administrative hearings by or against the agency resulting from civil or criminal actions. Included are statements, documentary evidence, copies of proceedings and decisions, witnesses lists, supporting documents, requests for advisory opinions on issuance of cease and desist orders, memoranda, reports, correspondence, and related records.

- a. Record copy.

TEMPORARY. Retire to off-site storage 5 years after close of case. Destroy 5 years later.

- b. Finding Aid.

TEMPORARY. Destroy when no longer needed for agency business.

- c. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

Supersedes NC1-413-76-1, items 15 and 17

Series 3. FOIA Report Files

- a. Agency annual, recurring, and one-time reports to Congress of information requirements relating to implementation of the Freedom of Information Act.

PERMANENT. Transfer to the National Archives when 25 years old.

- b. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.

Series 4. Rulemaking Files

Case files containing a copy of proposed or final rules or regulations; materials submitted for inclusion in the Federal Register; internal NCUA, other agency and public comments; copy of published regulation, and related records.

- a. Record copy.

PERMANENT. Break files when rule is promulgated. Transfer to offsite storage in 10 years, or when volume warrants. Transfer to the National Archives in 10-year segments when the most recent records are 30 years old.

- b. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule.

TEMPORARY. Delete/Destroy 180 days after recordkeeping copy has been produced.