

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
 NATIONAL CREDIT UNION ADMIN.

2. MAJOR SUBDIVISION
 CENTRAL LIQUIDITY FACILITY

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 DANIEL CHAPIN

5. TELEPHONE
 (703) 518-6493
~~202-682-9784~~

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-413-93-1

DATE RECEIVED
 8-23-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ACTING ARCHIVIST OF THE UNITED STATES
 2/28/94 Raymond A. Morley

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 ___ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/4/93	<i>William L. Roberts</i>	DIRECTOR, GENERAL SERVICES

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	48 See attached	NCUA 8026	
2.	49.		
3.	50.		
4.	51.		
5.	52.		
6.	53.		
7.	54.		
8.	55.		
9.	56.		

Copies sent to agency, NNW, NNT, NCF 3/7/94

CENTRAL LIQUIDITY FACILITY

48. Active Member Credit Union File. Contains Applications and Agreements for Regular Membership in the NCUA Central Liquidity Facility, Repayment, Security and Credit Reporting Agreement (Regular Member), Statement of Financial Condition, Annual Stock Subscriptions Statement, Incoming and outgoing correspondence, Capital Stock Member Quarterly Statement of Account, Memoranda, Reports, and work papers. Maintain until credit union becomes inactive.
files in the office of the CLF

49. Inactive Member Credit Union File. Contains Application and Agreements for Regular Membership in the NCUA Central Liquidity Facility, Repayment, Security and Credit Reporting Agreement (Regular Member), Statement of Financial Condition, Annual Stock Subscription Statement, Incoming and outgoing correspondence, Capital Stock Member Quarterly Statement of Accounts, Memoranda, Reports, and Work Papers.

Transfer to WNRC upon Closure of account.

Destroy when 5 years old.

50. Capital Stock Subsidiary Reports. Trial Balance and Posting Journal - 01 Accounts, Trial Balance and Posting Journal - 02 Accounts, Activity Recap Summary - 01 Accounts, Activity Recap Summary - 02 Accounts, Combined Activity Recap Summary.

Transfer to WNRC when 2 years old.

Destroy when 5 years ^{old.} ~~from most recent Report.~~ per agency discussion on 2/10/94

51. Capital Stock Subsidiary Forms and Logs File. CLF New Member/Member Maintenance Source Document, CLF Transaction Entry Source Document, Cumulative Transaction Log for 01 and 02 Accounts.

Transfer to WNRC when 2 years old.

Destroy when 5 years ^{old.} ~~from most recent Forms and Log Files.~~ per agency discussion on 2/10/94.

Received by YKW
on 12/6/93

**CENTRAL LIQUIDITY FACILITY
COMMUNITY DEVELOPMENT REVOLVING LOAN PROGRAM FOR CREDIT UNIONS**

- 52. Disapproved Applications.** Contains request for membership and corresponding documents.

Destroy 6 years after disapproval.

- 53. Active Credit Union File.** Contains Original Application and Agreements for participation in the loan program, Quarterly Statements of Account, Examination, Incoming/Outgoing Correspondence, copy of Treasury Checks, and Deposit Tickets inactive. Maintain file until completion on payment of loan and file becomes inactive. *in the office of the CLF*

- 54. Inactive Credit Union File.** Contains Original Application and Agreements for participation in the loan program, Quarterly Statement of Account, Examinations, Incoming/Outgoing Correspondence, copy of Treasury Checks, and Deposit Tickets.

Transfer to WNRC upon completion on payment of Loan.

Destroy 6 years after payment of loan.

- 55. General Ledger Reports.** Balance Sheet, Statement of Income and Expense, Budget/Actual Expense Report, Trial Balance Report, Balance and Edit List, Transaction Entry Detail Report, Journal Entry, Roll Up Roll Down Report. Cut off at end of fiscal year.

Transfer to WNRC when records are 2 years old.

Destroy records when 9 years old.

- 56. Accounting Records.** Bank Statement, Cash Receipts, Cash Disbursements and Journal Vouchers.

Transfer to WNRC when records are 2 years old.

Destroy records when 9 years old.

Received by YKW
on 11/17/93