

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED JAN 27 1976	JOB NO. NC1-413-76-1
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 stamped "disposal not approved" or "with-drawn" in column 10.	
<i>4-29-76</i> (Date) <i>acting</i> <i>James P. O'Neil</i> Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)

National Credit Union Administration

2. MAJOR SUBDIVISION

~~Office of Administration~~

3. MINOR SUBDIVISION

~~Division of Office Services~~

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. H. Lewis

5. TEL. EXT.

254-9840

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 ~~14~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11/20/76
Date

Ray Mosenbocker
RAY MOTSENBOCKER
(Signature of Agency Representative)

Assistant Administrator
for Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes all previously-approved records schedules of the National Credit Union Administration or its predecessor agencies. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Records covered by the GSA (FPMR 10.1-11.4) General Records schedules are disposable without further authorization.</p> <p>Records are microfilmed in accordance with FPMR 101-11.5.</p>		

Copy to Agency & All ERC's 5-3-76 GAO

78 items

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>GENERAL RECORDS</u></p> <p><u>Directives.</u> Issued to implement policy or disseminate information including manuals and rules and regulations (Instruction or Bulletin).</p> <p>a. <u>Administration.</u> Issued by the Administrator for any office or region thereof together with supporting case files, if any.</p> <p><u>Permanent.</u> Offer to National Archives 5 years after cancellation.</p> <p>b. <u>Regional Directors.</u> Issued by the regional directors for any internal office or examiner thereof together with supporting case files, if any.</p> <p><u>Permanent.</u> Offer to National Archives in 5 year blocks when superseded or canceled.</p> <p>c. <u>All other copies of a. and b.</u></p> <p><u>Destroy</u> all copies upon cancellation.</p>		
2.	<p><u>Management Studies.</u> Copy of each pamphlet, graphic presentation, or other published or processed document, and of the last manuscript report (if not published or processed) on management projects, together with supporting papers documenting project inception, scope, procedures, and accomplishments.</p> <p><u>Permanent.</u> Offer to National Archives when 20 years old.</p>		
3.	<p><u>History</u> ^{<u>Files</u>} contains historical information pertaining to NCUA, such as share insurance, chartering. <u>AND PREDECESSORS,</u></p> <p>a. <u>Original</u></p> <p><u>Permanent.</u> Offer to National Archives when no longer needed.</p> <p>b. <u>All other copies.</u></p> <p><u>Destroy</u> when no longer needed.</p>		

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4.	<p><u>Special Programs</u> ^{File.} Contains studies, analyses, notes, interim reports, and related papers pertaining to such program projects as energy saving, blood donor, suggestion.</p> <p><u>Destroy</u> when no longer needed for reference.</p>		
5.	<p><u>Supplemental Meetings and Conferences.</u> Unless otherwise specified in this schedule, other documents used by NCUA conferees for their general information or in consideration of action taken by them.</p> <p><u>Destroy</u> when 2 years old or when no longer needed, whichever is sooner.</p>		
6.	<p><u>Subject Files.</u> Various office subject files not otherwise specified in this schedule. Contains copies of correspondence, articles, other documents, and printed material used for quick, convenient reference.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference purposes.</p>		
7.	<p><u>Individual Working Files.</u> Unless otherwise specified in this schedule, reference documents compiled and used by the staff as aids in completing such records as reports, cases, or studies.</p> <p><u>Destroy</u> after 3 years or upon completion of report, case, or study, whichever is sooner.</p>		
8.	<p><u>Indices, Logs, Journals, and Registers.</u> Unless otherwise specified in this schedule, reference sources and finding aids maintained for the convenience and use of staff for listing files or other actions such as meetings, conference opinions, and orders.</p> <p><u>Destroy</u> when no longer needed for reference.</p> <p><u>OFFICE OF ADMINISTRATOR</u></p>		
9.	<p><u>Official Minutes of the NCU Board.</u> Bound manuscript copy of official minutes of meetings of the NCU Board. Official record of Board decisions related to program activities of the Agency.</p> <p><u>Permanent.</u> Offer to National Archives 20 years after date of last meeting in volume.</p>		

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10.	<p><u>Binders of NCU Board Meetings.</u> Complement official Board minutes. Contain summarized minutes, agenda, and supporting documents (memoranda, exhibits, correspondence, and similar material) used by the Board for their general information or in consideration of action to be taken by them.</p> <p><u>Permanent.</u> Offer with appropriate minutes volume to National Archives 20 years after date of last meeting in volume.</p>		
11.	<p><u>Photograph File.</u> Contains reproduction of various agency officials and of NCUA related activities, such as a special collection on the history of NCUA and credit unions, especially liquidations, chartering, and share insurance, since 1934. <i>See page 14 for description and disposition.</i></p> <p><u>Permanent.</u> Offer to National Archives when no longer needed.</p>		
12.	<p><u>Delegation of Authority.</u> Contains specific authorization from the Administrator to perform certain tasks in the absence of the appointed or assigned individual.</p> <p><u>Destroy</u> 5 years after NCUA action.</p> <p><u>OFFICE OF INSPECTION AND AUDIT</u></p>		
13.	<p><u>Internal NCUA Audits and Inspection Reports.</u> Documents related to audits and inspections performed by NCUA. Contains correspondence, memoranda, reports, and other related materials.</p> <p>a. <u>Report</u></p> <p><u>Destroy</u> after third comparable report.</p> <p>b. <u>Background Files</u></p> <p><u>Destroy</u> after third comparable report or when no longer needed, whichever is sooner.</p> <p><u>OFFICE OF GENERAL COUNSEL</u></p>		
14.	<p><u>Legal Opinions.</u> Legal opinions rendered by General Counsel.</p> <p>a. <u>Original</u></p> <p><u>Permanent.</u> Offer to National Archives when no longer needed.</p>		

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	<p>b. <u>All other copies.</u></p> <p><u>Destroy</u> when no longer needed for reference.</p> <p>15. <u>Litigation Files.</u> Document cases filed in Federal courts in which the NCUA is a party to a civil suit. Contain correspondence, memoranda, reports, court decisions, and other related materials.</p> <p style="text-align: center;">the General Counsel</p> <p>a. Files selected by NCUA staff and a representative of the Archivist of the United States as being precedent setting, or having historical significance politically or historically significant, or having received much public attention. <u>Permanent.</u> Select closed files in 5-year blocks. Then transfer to FRC 5 years after close of case. Offer to National Archives 5 years thereafter.</p> <p>b. <u>Remaining unselected files.</u></p> <p>Transfer to FRC 5 years after close of case. Destroy 5 years thereafter.</p> <p>16. <u>Ex-Parte Proceedings Files.</u> Document the sale and/or purchase in Federal District Courts of credit union loans, a dual statutory responsibility of the Administrator of NCUA. Contain correspondence, memoranda, reports, court decisions, and other related materials.</p> <p>Transfer to FRC 3 years after close of file. Destroy 7 years thereafter.</p> <p>17. <u>Administrative Hearing Files.</u> Document NCUA requests and advisory opinions on issuance of cease and desist orders against credit unions. Contain correspondence, memoranda, reports, hearing examiner decisions, and other related materials.</p> <p>Transfer to FRC 3 years after close of file. Destroy 7 years thereafter.</p> <p>18. <u>Legal Research Files.</u> Contain a variety of accumulated material used as research tools for NCUA business or court cases.</p> <p><u>Destroy</u> when no longer needed for reference.</p>		

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	<p><u>OFFICE OF ADMINISTRATION</u></p> <p>19. <u>Official Minutes of the Regional Directors' Conferences.</u> Bound manuscript copy of official minutes of NCUA regional directors' meetings to advise and assist the Administrator on the formulation of policy and other decisions.</p> <p><u>Permanent.</u> Offer to National Archives 20 years after date of last meeting in volume.</p> <p>20. <u>Binders of the Regional Directors' Conferences.</u> Complement official minutes of the regional directors' meetings. These contain the agenda and documentation (memoranda, exhibits, correspondence, and similar material) used by the directors in formulating assistance and advisory opinions for use by the Administrator.</p> <p><u>Permanent.</u> Offer with appropriate minutes volume to National Archives 20 years after date of last meeting in volume.</p> <p>21. <u>Federal Executive Board</u> ^{File.} Correspondence, reports, and memoranda concerning participation in regional meetings to establish cooperative policies for Federal agencies within a building complex.</p> <p><u>Destroy</u> in CFA after 2 years or after outstanding projects are completed.</p> <p>22. <u>Publications</u> ^{File.} Unless otherwise specified in this schedule, includes posters, charts, regulations, booklets, volumes, annual reports, special reports and studies, speeches, press releases and similar material, and available indices thereto.</p> <p>a. <u>Complete record set.</u></p> <p><u>Permanent.</u> Offer to National Archives when no longer needed.</p> <p>b. <u>All other copies.</u></p> <p><u>Destroy</u> when superseded or obsolete.</p> <p>23. <u>Credit Union Examiner Course Instructor Materials.</u> Document the content and procedures of each credit union examiner course. Contains lecture notes and problem studies.</p>		

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24.	<p><u>Permanent</u>. Offer to National Archives in 10-year blocks when superseded or obsolete.</p> <p><u>Credit Union Examiner Course Instructional Materials</u>. Published and unpublished materials used in examiner courses.</p> <p>a. <u>Record copy of printed program instruction books</u>.</p> <p><u>Permanent</u>. Offer to National Archives in 10-year blocks when superseded or obsolete.</p> <p>b. <u>All other copies of "a" and all other materials used in courses</u>.</p> <p><u>Destroy</u> when superseded or obsolete.</p>		
25.	<p><u>Budget Policy and Procedures Correspondence Files</u>. Documents Agency policy and procedures governing budget administration and reflects summary expenditures for Agency programs.</p> <p><u>Permanent</u>. Transfer to FRC when 10 years old. Offer to National Archives when 20 years old.</p>		
26.	<p><u>Budget Estimates Files</u>. File copies of budget estimates comprising appropriation language sheets, narrative statements, related schedules and data.</p> <p><u>Permanent</u>. Transfer to FRC when 10 years old. Offer to National Archives when 20 years old.</p>		
27.	<p><u>Forms Files</u>. One copy of each form with data indicating inception and scope of form, program, or administrative purpose of form, and related procedures instituted, revised, superseded, or canceled.</p> <p><u>Permanent</u>. Offer to National Archives when 20 years old or when no longer needed, whichever is later.</p>		
28.	<p><u>Management Improvement Reports</u>. As submitted to such agencies as the Office of Management and Budget and the General Services Administration.</p> <p><u>Permanent</u>. Transfer to FRC 10 years after date of report. Offer to National Archives 20 years after date of report.</p>		

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29.	<p><u>Security Violation Files.</u> Case files relating to investigations of alleged security violations of a sufficiently serious nature to be classified as a felony.</p> <p><u>Destroy</u> 10 years after close of case.</p>		
30.	<p><u>Non-Examiner Training Files.</u> Contain documents related to NCUA's training programs, other than examiner training, to include Intergovernmental Personnel Act (IPA), On-the-Job Training (OJT), Management Development Program (MDP), Staff Development Program (SDP), International Training (IT), Executive Manpower Development Program (EMDP), Supervisory Training Program (STP), and other training courses and schedules. Published and unpublished materials used in cited courses.</p> <p><u>Destroy</u> when superseded or obsolete.</p>		
31.	<p><u>Records Disposition Files.</u> Descriptive inventories, disposal authorization, schedules for retirement of records and correspondence or memoranda relating to revisions.</p> <p><u>Destroy</u> when no longer needed.</p>		
32.	<p><u>Emergency Planning Case Files.</u> Accumulated by offices responsible for preparation and issuance of plans and directives, consisting of record copy of each plan or directive issued with related background papers.</p> <p><u>Destroy</u> when superseded or obsolete.</p>		
33.	<p><u>Congressional Inquiries.</u> Correspondence with members of Congress regarding NCUA-related subjects.</p> <p><u>Destroy</u> when 3 years old.</p>		
34.	<p><u>Equal Employment Opportunity Informal Complaint Files.</u> Counselors' files on informal employee discrimination complaints.</p> <p><u>Destroy</u> 2 years after file is closed.</p>		
35.	<p><u>Fees</u> ^{File.} Invoices, vouchers, and other related documents used to support money collected in NCUA's day-to-day operation.</p> <p><u>Destroy</u> in Agency 3 years after GAO's audit.</p>		

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36.	<p><u>File.</u> Accounts, Billings, notes, investment schemes, trial balance, listings, and bonds related to NCUA financial activities.</p> <p><u>Destroy</u> when 10 years old.</p>		
37.	<p><u>File.</u> Loan Collection, Remittances, deductions, collections pertaining to credit union members.</p> <p><u>Destroy</u> all material 7 years from closing date of loan.</p>		
38.	<p><u>File.</u> Insurance, Premiums, refunds, rebates, FCU loans, deductions, and other supporting documents related to NCUA Guaranty program.</p> <p><u>Destroy</u> in Agency 3 years after GAO's audit.</p> <p><u>OFFICE OF SYSTEMS, PLANNING, AND RESEARCH</u></p>		
39.	<p><u>Agency Planning Studies.</u> Special NCUA reports concerning long-range planning or policy affecting the Agency. Includes any studies preceding the establishment of the planning office.</p> <p>a. <u>Record copy.</u></p> <p><u>Permanent.</u> Offer to National Archives when 10 years old.</p> <p>b. <u>All other copies.</u></p> <p><u>Destroy</u> when 5 years old.</p> <p>c. <u>Work or staff papers used in completion of report.</u></p> <p><u>Destroy</u> 1 year after completion of report.</p>		
40.	<p><u>ADP Planning Documents Files.</u> Consists of master plan, feasibility studies with associated charts and diagrams, and supporting data that reflect on the characteristics of the data automation activity.</p> <p>a. <u>Adopted studies.</u></p> <p><u>Permanent.</u> Offer to National Archives with related materials 3 years after being superseded.</p> <p>b. <u>Unadopted studies.</u></p> <p><u>Destroy</u> 5 years after completion of study.</p>		WITHDRAWN

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41.	<p><u>ADP Program Management Files.</u> Consists of the development of plans, policies, and procedures governing the conversion of electrical machine operations and the supervision, control, coordination, and operation of the mechanization.</p> <p><u>Permanent.</u> Offer to National Archives with related materials 3 years after being superseded.</p>		WITHDRAWN
42.	<p><u>ADP Standardization Files.</u> Consists of data elements and codes, standardization requests, and justification for all data systems developed by or for the Agency.</p> <p><u>Permanent.</u> Offer to National Archives with related materials 3 years after being superseded.</p>		WITHDRAWN
43.	<p><u>ADP Data Systems Planning Files.</u> Contains definition of systems.</p> <p><u>Permanent.</u> Offer to National Archives with related materials 3 years after being superseded.</p>		WITHDRAWN
44.	<p><u>ADP Economic Statistics Master Files.</u></p> <p>a. <u>Magnetic media containing noncumulative data used to prepare reports on a one-time or non-recurring basis and covering a limited period of time.</u></p> <p><u>Permanent.</u> Offer to National Archives when no longer needed.</p> <p>b. <u>Magnetic media containing noncumulative, recurring, periodic surveys.</u></p> <p><u>Permanent.</u> Offer to National Archives when no longer needed.</p> <p>c. <u>Magnetic media containing noncumulative economic census taken during 5 year intervals.</u></p> <p><u>Permanent.</u> Offer to National Archives when no longer needed.</p>		WITHDRAWN
45.	<p><u>ADP Longitudinal Studies Master Data File.</u> Magnetic tape containing data recorded over time from one or more sources which are a series of observations relating to individual units.</p> <p><u>Permanent.</u> Offer to National Archives when no longer needed.</p>		WITHDRAWN

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46.	<p><u>ADP Valid Transaction.</u> Magnetic tapes containing valid file of items used in additional statistical analysis.</p> <p><u>Destroy</u> when no longer needed.</p>		WITHDRAWN
47.	<p><u>ADP Summary Data File.</u> Magnetic media substantially unpublished such as tapes containing data that are disclosure free.</p> <p><u>Destroy</u> when no longer needed.</p>		WITHDRAWN
48.	<p><u>ADP Publication Tape File.</u> Magnetic media which are reproduced and disseminated as publication or used for reproducing a printed publication.</p> <p><u>Destroy</u> 2 years after printing of publication.</p>		WITHDRAWN
49.	<p><u>ADP Printouts.</u> Unless otherwise specified in this schedule, the result of information acquired from various sources on credit unions and entered into computers. Used for reference and research purposes.</p> <p><u>Destroy</u> when no longer needed.</p>		WITHDRAWN
50.	<p><u>Special Economic Studies.</u> Special one-time studies regarding such topics as special loan programs in credit unions, etc. Includes work papers, supporting documents, reports evidence of any NCUA action.</p> <p><u>Destroy</u> 5 years after date of report.</p>		
51.	<p><u>Special Reports Files.</u> Contains formal and supplemental reports filed by credit unions, regional offices, Washington office, on a one-time basis to meet a specific need of NCUA.</p> <p>a. <u>Original.</u></p> <p>Transfer to FRC when 2 years old. Destroy when 7 years old.</p> <p>b. <u>All other copies.</u></p> <p><u>Destroy</u> when 5 years old or when no longer needed, whichever is sooner.</p>		

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	<p><u>OFFICE OF EXAMINATION AND INSURANCE</u></p> <p>52. <u>Applications</u> ^{<i>Files</i>} Contain requests for charters and corresponding documents.</p> <p>a. <u>Approved Applications</u>. Filed in Active Credit Union File, Item No. 54.</p> <p>b. <u>Disapproved Applications</u> <u>Destroy</u> 5 years after disapproval.</p> <p>53. <u>Reports of Investigations</u>. Examiner's report used for credit union requesting chartering or insurance approval.</p> <p>a. <u>Reports of Investigation</u> Filed in approved charter file.</p> <p>b. <u>Reports of Investigation</u> <u>Destroy</u> 5 years if not chartered or insured.</p> <p>54. <u>Active Credit Union File</u>. Contains charter and amendments thereto, bylaws and amendments thereto, applications for Federal share insurance and pertinent supporting documents including NCUA Form 9601, Application and Agreements for Insurance of Accounts, certification and special agreements which remain in the active file, merger and conversion documents, joint operation approvals, accounting service center approvals, authorizations to sell or lease EDP excess capacity or software, charter investigation reports, suspensions, cease and desist orders, documentation relating to any other administrative actions, orders, or special agreements, orders to establish special reserves, security devices and procedures, reports of examination performed by State supervisory authorities and/or CPA's in lieu of State examination, correspondence, memoranda, reports, and work papers.</p> <p>a. <u>Federal File</u>. Routine correspondence, financial and statistical reports, regular examination reports, report of credit union officials, supervisory committee reports, shortage examinations, cards, work papers (only if not tagged).</p> <p><u>Transfer</u> to FRC when 3 years old. <u>Destroy</u> when 7 years old.</p>		

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55.	<p>b. <u>State File</u>. Routine correspondence, memoranda, financial reports, State examination reports. (NCUA Form 9601, Application and Agreements for Insurance, certification and special agreements will remain in active file.)</p> <p><u>Transfer</u> to FRC when 3 years old. Destroy when 5 years old.</p> <p><u>Examination Reports</u>. Examiner's reports of periodic examination of the operating status of each NCUA-supervised credit union conducted in accordance with the Agency's statutory responsibilities. Includes columnar statistics and comments.</p> <p>a. <u>Regular Reports</u>.</p> <p><u>Destroy</u> after third year examination.</p> <p>b. <u>Shortage Reports</u>.</p> <p><u>Transfer</u> to FRC 3 years after close of case. Destroy 10 years after close of case.</p> <p>c. <u>All other copies</u>.</p> <p>Destroy when 2 years old.</p>		
56.	<p><u>Credit Union Liquidation Files</u>. Documents created by credit union and used by NCUA in the Agency's liquidation proceedings.</p> <p><u>Transfer</u> to FRC when no longer needed. Destroy 5 years upon notification of cancellation.</p>		
57.	<p><u>Canceled Charter File</u>. Contain charter and amendments thereto, bylaws and amendments thereto, merger and conversion documents, authorization for accounting forms and change funds, charter investigation reports, suspension, orders to establish special reserves, security devices and procedures, correspondence, memoranda, reports and work papers.</p> <p>a. <u>Washington Office Canceled Charter File</u></p> <p><u>Destroy</u> after microfilming.</p> <p>b. <u>Microfilmed</u></p> <p><u>Permanent</u>. Offer to National Archives after cancellation of charter.</p> <p>c. <u>Regional Office Canceled Charter File</u></p> <p><u>Transfer</u> to FRC upon cancellation. Destroy 5 years thereafter.</p>		

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1b.	<p><u>Photographic File.</u> Contains reproduction of various agency officials and of NCUA related activities, such as a special collection on the history of NCUA and credit unions, especially liquidations, chartering, and share insurance, since 1934.</p> <p>The original negative and a captioned print for each black and white photograph and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color photograph.</p> <p><u>Permanent.</u> Offer the the National Archives and Records Service when five years old or when no longer needed for reference, whichever is sooner.</p>		

DMB
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27 Apr 76