

REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408		DATE RECEIVED <i>1/9/03</i>	
1. FROM (Agency or establishment) Federal Housing Finance Board		NOTIFICATION TO AGENCY <i>NI-485-03-1</i> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Management			
3. MINOR SUBDIVISION Executive Secretariat			
4. NAME OF PERSON WITH WHOM TO CONFER Elaine L. Baker	5. TELEPHONE 202-408-2837	DATE <i>4-10-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 ___ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>1/9/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Secretary to the Board and Associate Director	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
9.1	<p><u>EXAMINATION WORKPAPERS</u></p> <p>1. Series contains supporting documents of reports of examination, which includes examiners findings and write-ups, addressing different issues of the FHLBanks being examined.</p> <p>(a) <u>Recordkeeping copy in paper</u></p> <p>Disposition: TEMPORARY. Cut-off at end of Examination. Transfer to WNRC two years after cut off. Maintain for a minimum of five years. Destroy when no longer needed for supervision, including legal and enforcement purposes.</p> <p style="text-align: center;">(Continued on page two)</p> <p><i>cc: Agency, NR, NWMWA</i></p>		

(b) **Recordkeeping copy in the electronic format**

Disposition: **TEMPORARY.** Cut-off at end of Examination. Maintain on site for a minimum of five years. Delete when no longer needed for supervision, including legal and enforcement purposes.

2. **Electronic Mail and Word Processing System Copies**

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 the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy have been produced. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.