### Request for Records Disposition Authority

**To:** National Archives and Records Administration (NIR)  
Washington, DC 20408

| 1. From: (Agency or establishment) | Federal Housing Finance Board (FHFB) |
| 2. Major Subdivision | Office of Management |
| 3. Minor Subdivision | |

4. Name of Person with whom to confer  
Karen Rogers, Rec'd Officer

5. Telephone (include area code)  
202/408-2910

<table>
<thead>
<tr>
<th>6. Agency Certification</th>
</tr>
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<tbody>
<tr>
<td>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:</td>
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<tr>
<td>X is not required</td>
</tr>
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<table>
<thead>
<tr>
<th>Signature of Agency Representative</th>
<th>Title</th>
<th>Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen M. Rogers</td>
<td>Records Officer</td>
<td>10/17/07</td>
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<thead>
<tr>
<th>Item Number</th>
<th>8. Description of Item and Proposed Disposition</th>
</tr>
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</table>
| Description of Item:  
Proposed disposition:  
Destroy when superseded or obsolete. |

| Reviewed by: | |
| Associate General Counsel, FHFB | 10/17/07 |

<table>
<thead>
<tr>
<th>Acting Director, Office of Management</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>10/24/07</td>
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</tbody>
</table>

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Job Number  
NI-485-08-1

Date Received  
10/30/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
11/07

Archivist of the United States  

<table>
<thead>
<tr>
<th>9. GRS or Superseded Job Citation</th>
<th>10. Action taken (NARA Use Only)</th>
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10 copies sent to agency, NWMWA, NIR

115-109  
NSN 7540-00-634-4064  
Previous Edition Not Usable  

Page 1 of 1  

Standard Form 115 (Rev.3/91)  
Prescribed by NARA 36 CFR 1228
### Table of Contents

**Tab Description**

1. Acquisition Policy and Procedures Handbook (12/22/03) w/11/21/03 memo, Chrmn’s Order 2002-OR-4
2. Administrative Grievance System Policy (2/7/05)
3. Asset Capitalization Policy (3/10/06)
4. Budget Policy (8/26/05)
5. Cell Phone Allowance Policy (5/4/07)
6. Compensation Program (8/31/06); Memo (1/28/03) from Chairman Korsmo to All Staff, Results of the Compensation Analysis (401K)
7. Document Tracking Policy (12/19/06)
8. Employment of Relatives, Restrictions on the (2/5/05)
10. Excepted Service Policy (8/14/06)
11. Facility Management Policy (1/8/07)
13. Internal Control and Risk Management Policy (9/17/04)
15. Licenses and Certification Fees (3/14/07)
16. Merit Promotion Plan (5/6/05)
17. Overtime or Compensatory Time for Finance Board Exempt Employees memo (3/31/2000); Handbook (1/31/97)
18. Parking Benefit Program Policy (1/22/07)
19. Performance Management Program (7/28/99)
20. Personnel Security and Suitability Handbook (1/31/97)
21. Privacy Impact Assessment Guide (4/19/06)
22. Property Management Policy (8/26/05)
23. Reception (Official) and Representation Policy (8/26/05)
24. Recruitment, Retention, and Relocation Incentives Policy (2/20/07)
26. Smoking (1/11/05)
27. Student Loan Repayment Program (9/7/06)
28. Student Employment at the FHFB (9/16/04)
29. Telecommuting Policy (8/14/06)
30. TF Policy (10/31/05; revised 2/6/06)
31. Training Policy (3/14/96)
32. Travel – Interrupted (1/8/07)
33. Travel Policy and Procedures (8/27/2001)
34. Travel Stipend Program (10/18/06)
35. United Concordia email to Staff re Dental and Vision Plans (9/8/04)
36. Wellness Account Policy (3/14/07)
37. Work Schedule Policy Handbook (12/12/05)