

REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-00-2	
1 From <b>Office of Federal Housing Enterprise Oversight (OFHEO)</b> <b>Record Group 543</b>		Date Received 10/29/1999	
2/3 Major Subdivision <b>Office of General Counsel</b>		Notification to Agency	
4 Name of Person with Whom to Confer  <b>Alice Gannon, CRM</b>	5 Telephone  <b>202-414-3791</b>	In accordance with the provisions of 44 USC 3303a the disposition request including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10	
		Date <b>7-31-01</b>	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 <b>10/7/99</b>	Signature of Agency Representative <b>Alice Gannon, CRM</b> <i>Alice Gannon, CRM</i>	Title <b>Records Management Officer</b>	
7. Item No	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action Taken (NARA Use Only)
	See attached.		
<i>cc Agency DWM D WCT 8/9/01</i>			
115-109	NSN 7540-00-634-4064 Previous Edition Not Usable		Standard Form 115 (Rev 3-91) Prescribed by NARA 36 CFR 1228

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 115  
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

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<b>Medium - Group:</b>	EIS
<b>Office of Record:</b>	OGC - Office of General Counsel
<b>System Popular Name:</b>	PROJECT
<b>NARA Job#:</b>	NI-543-00-02/01
<b>Use and Purpose:</b>	Database developed to create and maintain Project Tracking Reports

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<b>System Software:</b>	Microsoft ACCESS 97 for Windows 98
<b>System Input:</b>	OGC Assignment Tracking Sheets
<b>System Data:</b>	Data describing project names, responsible persons, due dates and progress to date
<b>System Output/Reports:</b>	Project Tracking Reports (paper records)
<b>System Documentation:</b>	PROJECT Users Instruction

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<del>Software Dispo Authority:</del>	<del>SF115</del>
<del>Input Disposition Authority:</del>	<del>None</del>
<b>Data Disposition Authority:</b>	SF115
<del>Output Dispo Authority:</del>	<del>None</del>
<b>Doct'n Dispo Authority:</b>	SF115

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<del>Software Total Retention:</del>	<del>Temporary - SF115 - Dispose of software after data is migrated, or when superseded or obsolete.</del>
<del>Input Total Retention:</del>	<del>Temporary - Input documents are scheduled separately</del>
<i>1a</i> <b>Data Total Retention:</b>	NI-543-00-02/01a Temporary - SF115 - Delete with related records when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later
<del>Output Total Retention:</del>	<del>Temporary - Output documents are scheduled separately</del>
<i>1b</i> <b>Doct'n Total Retention:</b>	NI-543-00-02/01b Temporary - SF115 - Destroy or delete when superseded or obsolete, upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest

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OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

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*Office of Record* OGC - Office of General Counsel

*Record Series Name* **Financial Disclosure File**

*Medium - Group* Paper

*NARA Job#:* GRS

*File Plan Category Name* Financial Disclosure Reports File

*Use and Purpose* Completed forms (SF278 and SF450) with financial disclosure information submitted by individuals as required under the Ethics in Government Act (PL 95-521)

*Filing Instructions* File by form type, then alphabetically by employee name

*Volume* 1 file drawer

*Volume Growth* 6" per year

*Total Retention: Years/Event* Temporary Records Destroy when 6 years old, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation After paper record copy capture, delete all copies of electronic source records, if any, except the one copy retained as a template for updating or revision

*Disposition Authority* GRS1 24a(2)

*If no Dispo Auth* NA

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OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OGC - Office of General Counsel

Record Series Name Legal Opinions Retrieval System (a paper file)

Medium - Group Paper

NARA Job#: NI-543-00-02/02

File Plan Category Name Legal Opinions Retrieval System (a paper file)

Use and Purpose Memoranda created by OGC to provide interpretations of existing laws and regulations, or the effects of proposed laws and regulations governing the agency or having a direct effect on its operations. Records selected for permanent retention concern the agency's primary missions and normally exclude general opinions and comments related to other Federal agencies. Included, for permanent retention, are formal comments on pending legislation prepared at the request of the Congress or the Office of Management and Budget. Excluded from permanent retention are copies of bills, hearings, and statutes held for convenient reference.

Filing Instructions File numerically by LORS identifier

Volume 4 Binders

Volume Growth 1 Binder per year

2c Total Retention: Years/Event NI-543-00-02/02a Permanent Records Select those opinions deemed to have permanent value (lifetime of the United States)\*Offer to NARA in 10-year segments when the most recent records in the transferring segment are 30 years old. NI-543-00-02/02b: Temporary Records Those documents determined not to have permanent value. Destroy when superseded or obsolete, or when no longer needed for reference. NI-543-00-02/02c Temporary Records After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision.

Disposition Authority SF115

If no Dispo Auth SF115

\* Records of permanent value

Legal opinions designated as significant by the General Counsel based on the following criteria

- 1) Cases that result in court decisions that significantly interpret statutes and regulations
2) Cases that are heard by the appellate courts or the U S Supreme Court
3) Cases that are deemed to be significant for investigative or litigation procedures or other important precedent
4) Cases that attract national news media attention
5) Cases resulting in a Congressional investigation

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

<b>Office of Record</b>	OGC - Office of General Counsel
<b>Record Series Name</b>	OGC Chron Files
<b>Medium - Group</b>	Paper
<b>NARA Job#:</b>	GRS
<b>File Plan Category Name</b>	OGC Chron Files
<b>Use and Purpose</b>	Nonrecord copies of substantive records created by OGC, which are related to the administration, organization, policies, and functions of OFHEO. These files include documentation of decisions, meetings, and other high-level activities of OGC and of OFHEO as a whole. This file duplicates the OGC Subject Matter File, and exists to enhance retrieval. This file is divided into 2 sets of documents. One set is an attorney/paralegal "author/chron" file, while the second set is an "all-OGC" chron file. This file does not include personal documentary materials of any OGC staff member.
<b>Filing Instructions</b>	In the OGC File, file chronologically by date. In the Attorney File, file alphabetically by Attorney/Paralegal name, then Chron by date.
<b>Volume</b>	6 file drawers
<b>Volume Growth</b>	2 file drawers per year
<b>Total Retention: Years/Event</b>	Temporary Records. Destroy or delete when no longer needed for convenience of reference, or when substantive information has been incorporated into organized, "Official Files." After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision.
<b>Disposition Authority</b>	GRS23 5b
<b>If no Dispo Auth</b>	SF115

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OGC - Office of General Counsel

Record Series Name OGC Subject Matter File

Medium - Group Paper

NARA Job#: NI-543-00-02/03

File Plan Category Name OGC Subject Matter File

Use and Purpose Substantive records created by OGC, which are related to the administration, organization, policies, and functions of OFHEO. These files include documentation of decisions, meetings, and other high-level activities of OGC and of OFHEO as a whole. This file does not include personal documentary materials of any OGC staff member.

Filing Instructions File alphabetically by subject, then chronologically by date

Volume 18 file drawers

Volume Growth 4 file drawers per year

3 a Total Retention: Years/Event NI-543-00-02/03a Permanent records ~~These records that warrant permanent retention. Break paper files annually. Transfer to offsite storage in 10 years, or when volume warrants.~~ Offer to NARA in 10-year segments when most recent records in the transferring segment are 30 years old. NI-543-00-02/03b Temporary Records. ~~These records that do not warrant permanent retention. Destroy when five years old, or sooner if no longer needed for business.~~ NI-543-00-02/03b Temporary Records. After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision.

Disposition Authority SF115

If no Dispo Auth SF115

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OGC - Office of General Counsel

Record Series Name Public Rulemaking File

Medium - Group Paper

NARA Job#: NI-543-00-02/04

File Plan Category Name Public Rulemaking File

Use and Purpose Documents associated with OFHEO rulemaking, including notices of the rulemaking, copies of the Proposed Rule and the Final Rule, copies, or an index, of the documentary material, written comments, and any other required material. These documents are public documents. This file does not include minutes from the regulation development group, internal OFHEO comments, management direction to the regulation group, and other materials documenting the development of the rule, which are scheduled separately.

Filing Instructions File alphabetically by name of Rule, then as appropriate to the file folder label

Volume 1 file drawer

Volume Growth 1 file drawer per year

4a  
4b  
Total Retention: Years/Event NI-543-00-02/04a Permanent Records Break paper files when rule is promulgated. Transfer to offsite storage in 10 years, or when volume warrants. Offer to NARA in 10-year segments when most recent records in the transferring segment are 30 years old. NI-543-00-02/04b Temporary Records After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision.

Disposition Authority SF115

If no Dispo Auth SF115