

REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-00-5	
1 From Office of Federal Housing Enterprise Oversight (OFHEO) Record Group 543		Date Received 10/29/1999	
2/3 Major Subdivision Office of Risk Analysis and Model Development		Notification to Agency	
4 Name of Person with Whom to Confer Alice Gannon, CRM	5 Telephone 202-414-3791	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disposition request including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 10-23-01	Archivist of the United States <i>John E. Carl</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 10/7/99	Signature of Agency Representative <i>Alice Gannon, CRM</i>	Title Records Management Officer	
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 GRS or Superseded Job Citation	10.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 NWMD NWCT</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: 65
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group: EIS

Office of Record: ORAMD - Office of Risk Analysis and Model Development

System Popular Name: Financial Simulation Model (FSM)

NARA Job#: NI-543-00-05/01

Use and Purpose: The Financial Simulation Model (FSM), ~~currently in development~~, is a series of interlocking computer programs and models that simulate the financial performance of the GSEs under varying economic assumptions. The FSM is used to develop and implement a Stress Test that will set quarterly risk-based capital requirements for the GSEs. OFHEO is currently the ONLY Federal financial regulator statutorily required to apply a Stress Test as part of its capital regulation.

System Software: Languages: SQR, 3 0 7 0 1, C++, 4 0, Perl, 5 0, and SAS, 6 12. Tools: Sybase, 11 0 2, Rational Rose, 4 0, Powerbuilder, 5 0, and Rogue Wave Libraries.

System Input: Quarterly GSE data in the database named "Data Warehouse"

System Data: The FSM is comprised of models, to be run quarterly, that simulate the performance of Enterprise assets and obligations, simulate cash flows, implement assumptions about the GSEs operations, and translate cash flows into pro forma financial statements. The FSM includes the following: 1) models to simulate interest rates relevant to the GSEs' and house price trends, 2) models of default and prepayment and loss severity for single-family and multi-family mortgages, which produce simulated default rates, loss severities, and prepayment rates for mortgages with common sets of characteristics (e.g., product type, origination year, region, original LTV), 3) simulated cash flows of the GSEs' assets, liabilities, and off-balance sheet obligations (e.g., mortgage-backed securities and interest rate swaps), and 4) software that translates cash flows of each GSE's financial instruments and activities into pro forma financial statements.

System Output/Reports: Quarterly pro forma financial statements, extensive analytic and diagnostic reports, and risk-based capital requirements, which are used to determine the capital adequacy of each GSE quarterly. The database, named the Data Warehouse, and the Financial Simulation Model are the foundation for the development and operation of the risk-based capital stress test.

System Documentation: Formal documentation of code for the FSM modules. Record copies (paper) are filed in the FSM file category.

~~Software Dispo Authority: SF115~~

~~Input Disposition Authority: Input data is scheduled separately~~

Data Disposition Authority: SF115

Output Dispo Authority: SF115

Doc't'n Dispo Authority: SF115

~~Software Total Retention: NI-543-00-05/01a - Permanent - SF115 - Offer record copy of quarterly stress test and results to NARA in accordance with 36 CFR 1228.188 in 5-year segments when most recent records are 7 years old.~~

MARTY Report - SF115 Data for Electronic Information Systems Alice Gannon, CRM 9/97 4/12/00

MARTY - Masterlist of Agency Record Types - Microsoft Access97

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Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 65
 OFHEO Records Management Program: SF115 Data - Electronic Information Systems

~~Input Total Retention: Input data is scheduled separately.~~

1a Data Total Retention: NI-543-00-05/01b Permanent - SF115 - Offer record copy of quarterly stress test and results to NARA in accordance with 36 CFR 1228 188 in 5-year segments when most recent records are ²⁰7 years old.

1b Output Total Retention: NI-543-00-05/01c Permanent - SF115 - Offer record copy of quarterly stress test and results to NARA in accordance with 36 CFR 1228 188 in 5-year segments when most recent records are ²⁰7 years old

1c Doct'n Total Retention: NI-543-00-05/01d Permanent - SF115 - Offer record copy of ~~quarterly stress test and results to NARA~~ in accordance with 36 CFR 1228 188 in 5-year segments when most recent records are ²⁰7 years old

SYSTEM DOCUMENTATION

Change made with the concurrence of the agency record officer. STZ 6/15/00

FSM withdrawn and placed under the Office of Information Technology schedule (NI-543-00-1).

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 114
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group: EIS
Office of Record: ORAMD - Office of Risk Analysis and Model Development
System Popular Name: FSM Change Tracking System
NARA Job#: NI-543-00-05/02
Use and Purpose: Database designed to document and track proposed and actual changes to the Financial Simulation Model

System Software: Microsoft ACCESS 97 for Windows 98
System Input: E-mail messages or completed WORD data entry sheets
System Data: The database describes the IOER - CAtion, type, and reason for the change, as well as the names of the person proposing the change, the person responsible to make the changes, and the modules affected
System Output/Reports: Electronic reports including the "FSM Change Tracking Report," "Most Recent FSM Changes," "Future FSM Changes," "Changes Which Missed Date," and "Completed FSM Changes to Date" Paper copies of reports are kept for 1-2 months only
System Documentation: User Manual which includes paper copies of the data entry form, and samples of each report, as well as 1-2 months of recent reports Access Database documentation

~~Software Dispo Authority: SF115~~ **SF 115**
Input Disposition Authority: ~~These paper documents are scheduled separately.~~
Data Disposition Authority: SF115
Output Dispo Authority: ~~These paper documents are scheduled separately.~~ **SF 115**
Doct'n Dispo Authority: SF115

~~**Software Total Retention:** Temporary - SF115 - Dispose of software after data migration of current and historical data, or when superseded or obsolete~~
~~**Input Total Retention:** NI-543-00-05/02a Temporary - SF115 - Delete or destroy electronic documents (input) and shred paper documents.~~
2 a Data Total Retention: NI-543-00-05/02b Temporary - SF115 - Retain system data as long as the data is required to conduct agency business
2 b Output Total Retention: NI-543-00-05/02c Temporary - SF115 - Retain reports data as long as the data is required to conduct agency business
2 c Doct'n Total Retention: NI-543-00-05/02d 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

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 119
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group: EIS
Office of Record: ORAMD - Office of Risk Analysis and Model Development
System Popular Name: NPR2 Requests System
NARA Job#: NI-543-00-05/03
Use and Purpose: Database designed to document and track technical information requests related to OFHEO's proposed Risk-Based Capital Regulation and Financial Simulation Model

System Software: Microsoft ACCESS 97 for Windows 98
System Input: E-mail messages or incoming letters requesting information Paper records are kept on paper and are scheduled separately
System Data: The database describes the request and response in terms of the requesting agency, requestor name and phone number, request topic, OFHEO contact, OFHEO reviewer, request detail, actions taken, projected completion date, response delivery date delivery confirmation, the product/and medium of the response the and the paper file number for the request/response. The database also includes a field for what information needs to be placed on the web
System Output/Reports: System reports include summaries of requests received and status of response actions Paper records of the actual responses are scheduled separately
System Documentation: None at this time

~~Software Dispo Authority: SF115~~
Input Disposition Authority: SF115 Paper documents (technical information requests) are scheduled separately
Data Disposition Authority: SF115
Output Dispo Authority: SF115 Paper documents (technical information responses) are scheduled separately
Doct'n Dispo Authority: SF115

~~Software Total Retention: Temporary - SF115 - Dispose of software after data migration of current and historical data, or when superseded or obsolete~~
3a Input Total Retention: NI-543-00-05/03a Temporary - SF115 - Delete or destroy electronic documents (e-mail messages) when data is captured and when a paper record copy is created and captured into the Official File
3b Data Total Retention: NI-543-00-05/03b Temporary - SF115 - Retain system data as long as the data is required to conduct agency business
3c Output Total Retention: NI-543-00-05/03c Temporary - SF115 - Retain reports data as long as the data is required to conduct agency business
3d Doct'n Total Retention: NI-543-00-05/03d Temporary - SF115 - Delete or destroy when superseded or obsolete, upon authorized deletion of the related master file or database, or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is latest

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

Office of Record ORAMD - Office of Risk Analysis and Model Development

Record Series Name Capital Classification Letters

Medium - Group Paper

NARA Job#: NI-543-00-05/04

File Plan Category Name Capital Classification Letters Files

Use and Purpose Record copies of the letters from OFHEO to Fannie Mae and Freddie Mac and the applicable Congressional oversight committees stating OFHEO's quarterly determination of the adequacy of the capital levels of the enterprises in accordance with the capital classifications established under 12 USC 4614 1364 OFHEO makes capital classification determinations quarterly, in accordance with the statute, and has "prompt corrective action" authority if one of the GSEs is classified other than "adequately capitalized "

Filing Instructions File chronologically by date

Volume 1 file drawer - in binders

Volume Growth 6" per year

4a Total Retention: Years/Event NI-543-00-05/04a Permanent Records 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
4b NI-543-00-05/04b 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

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

Office of Record ORAMD - Office of Risk Analysis and Model Development

Record Series Name Chron Files - Fannie Mae and Freddie Mac

Medium - Group Paper

NARA Job#: NI-543-00-05/05

File Plan Category Name Fannie Mae Chron File, and Freddie Mac Chron File

Use and Purpose These three separate chron files contain copies of substantive documents sent to and/or received from Fannie Mae and Freddie Mac. The files are set up as follows: "From Fannie Mae," "From Freddie Mac," and "To Fannie Mae and Freddie Mac."

Filing Instructions File chronologically by date into either the Fannie Mae or the Freddie Mac file.

Volume 4 file drawers

Volume Growth Unknown at this time

sa Total Retention: Years/Event NI-543-00-05/05a Temporary Records Transfer to offsite storage in 5-year segments when most recent records in the transferring segment are 10 years old, or when volume warrants. Destroy in 5-year segments when most recent records in the segment to be destroyed are 20 years old. NI-543-00-05/05b 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

20 yrs. old*
Change made with the concurrence of the agency records officer
AC
6/15/00

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

Office of Record	ORAMD - Office of Risk Analysis and Model Development	Date: 8/20/1999
Record Series Name	Research Papers and Authorizations	
Medium - Group	Paper	
NARA Job#:	NI-543-00-05/06	
File Plan Category Name	Research Papers and Authorizations	
Use and Purpose	Research papers NOT directly related to the Stress Test. OFHEO's research activities provide the basis for the development of risk-based capital standards for the Enterprises, and serve to enhance OFHEO's understanding of the operations and risks of the Enterprises and the markets within which they operate. This file category covers a range of topics such as mortgage performance, credit-scoring, and affordable housing goals. Some of the research papers are extensions of prior research papers in the form of updates or further explorations of an aspect of the prior research.	
Filing Instructions	File chronologically by date	
Volume	6"	
Volume Growth	Unknown at this time	
Total Retention: Years/Event	NI-543-00-05/06a Permanent Records Those research papers of direct and continuing relevance to the financial safety and soundness of the secondary mortgage market. Transfer paper copies of research documents, selected for their high research value, to the 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-543-00-05/06b: Temporary Records. Those documents determined not to have permanent value because the knowledge has been superseded or the subject matter and methodologies described have been overtaken by technology. Destroy research document not selected for permanent retention 10 years after publication. NI-543-00-05/06c: 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 ORAMD - Office of Risk Analysis and Model Development

Record Series Name ORAMD Subject Files

Medium - Group Paper

NARA Job#: NI-543-00-05/07

File Plan Category Name ORAMD Subject Files

Use and Purpose Substantive records related to the administration, organization, policies, and functions of ORAMD. This file includes documentation of decisions, meetings, and other high-level activities of ORAMD as well as of OFHEO as a whole when the documents have been created or received in the development and/or analysis of policy. This file does NOT include personal documentary materials of the Associate Director of ORAMD or of any staff member of ORAMD.

Filing Instructions File alphabetically by subject name, then chronologically by date

Volume 10 file drawers

Volume Growth 1-1/2 file drawers per year

7a Total Retention: Years/Event NI-543-00-05/07a Permanent records - Those 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-543-00-05/07b Temporary Records Those records that do not warrant permanent retention. Destroy when five years old, or sooner if no longer needed for business. NI-543-00-05/07c 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

because they document the history, mission, or function of the agency or have continuing relevance to the secondary mortgage market.

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

Office of Record ORAMD - Office of Risk Analysis and Model Development

Record Series Name Stress Test/Financial Simulation Model File

Medium - Group Paper

NARA Job#: NI-543-00-05/08

File Plan Category Name Stress Test/Financial Simulation Model File

Use and Purpose A case file of substantive documents created to support the design, development, review, and approval of the Stress Test and the Financial Simulation Model File. The file includes the official copies of work products related to the Stress Test and the Financial Simulation Model. Types of documents include technical documentation of the design and development of the Reporting and Decisions Module, technical documentation for all other modules, verification testing for three modules, and work products related to the development of the Stress Test and the Financial Simulation Model. OFHEO is currently the only Federal financial regulator statutorily required to apply a stress test as part of its capital regulation. OFHEO's Stress Test, currently under development, must evaluate the capital adequacy of each GSE quarterly.

Filing Instructions File alphabetically into the subject category, then chronologically by date

Volume 15 file drawers

Volume Growth Unknown at this time

fa
fb

Total Retention: Years/Event NI-543-00-05/08a ~~Temporary~~ Records Break Files annually ~~Wed annually~~ Retain in OFHEO storage for the ~~lifetime of the applicable GSE, or its successors~~ and/or assign NI-543-00-05/08b Temporary Records After paper record copy capture, delete all copies of electronic source records, except the copy retained as a template for updating or revision

PERMANENT

Disposition Authority SF115

If no Dispo Auth SF115

20 years then
Transfer to NARA
Charge made with
concern of agency
records officer.
See 6/14/00.