

REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-00-8	
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 the Director of OFHEO</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disposition request, including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10	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	Archivist of the United States
		6-15-01	<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>10/27/99</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 GRS or Superseded Job Citation	10.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.		
115-109	Agency, <i>NUMO, NR, NWCT</i> NSN 7540-00-634-4664 Previous Edition Not Usable		Standard Form 115 (Rev 3-91) Prescribed by NARA 36 CFR 1228

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

Office of Record DIR - Director's Office

Record Series Name Chron File - Office of the Director of OFHEO

Medium - Group Paper

NARA Job#: NI-543-00-08/01

File Plan Category Name DIR Chron File - Office of the Director of OFHEO

Use and Purpose Substantive records related to the administration, organization, policies, and functions of OFHEO. This file includes such documents as the quarterly Capital Classification Letters to the GSEs and to Congress, the Quarterly reports to the HUD Secretary, and documentation of decisions, meetings, and other high-level activities of the Director and Deputy Director of OFHEO as well as of OFHEO as a whole. This file does NOT include copies of the official documents associated with the U S /Mexico Binational projects in which OFHEO has participated. This file does NOT include personal documentary materials of either the Director of OFHEO or the Deputy Director of OFHEO.

Filing Instructions File chronologically

Volume 4 file drawers

Volume Growth 1/2 file drawer per year

Total Retention: Years/Event NI-543-00-08/01a 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. NI-543-00-08/01b Permanent records - Finding Aid. Upon transfer to offsite storage, include with the files, an index or finding aid to those documents in the collection. Transfer NI-543-00-08/01c 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.

Handwritten annotations: /a, /b, /c

Disposition Authority SF115

If no Dispo Auth SF115

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

Office of Record DIR - Director's Office

Record Series Name OFHEO Project Tracking Reports

Medium - Group Paper

NARA Job#: NI-543-00-08/02

File Plan Category Name OFHEO Project Tracking Reports

Use and Purpose <sup>2</sup> ~~Substantive~~ records created by each Office within OFHEO to report to the Deputy Director of OFHEO the progress and status of projects ~~This file constitutes an Office by Office history of OFHEO's functions, activities, and progress in meeting its goals~~

Filing Instructions File chronologically

Volume 1 file drawer

Volume Growth 6" per year

Total Retention: Years/Event NI-543-00-08/02a Temporary Records Break paper files annually Retain for the current year plus three years, then destroy NI-543-00-08/02b 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

2a  
2b

Disposition Authority SF115

If no Dispo Auth SF115

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

Office of Record DIR - Director's Office

Record Series Name Trip Books

Medium - Group Paper

NARA Job#: NI-543-00-08/03

File Plan Category Name Trip Books

Use and Purpose ~~Substantive~~ records including briefing documents created to assist OFHEO officials when they are on Official trips Trip Books include such documents as copies of itineraries, conference and other event agendas, background materials, and speeches, if applicable

Filing Instructions File chronologically

Volume 1 file drawer

Volume Growth Unknown at this time

3a  
3b

Total Retention: Years/Event NI-543-00-08/03a Temporary Records Break paper files annually Destroy one year after the term of the incumbent Director of OFHEO, or after three years, whichever is longer NI-543-00-08/03b 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