

REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-00-9	
1 From Office of Federal Housing Enterprise Oversight (OFHEO) Record Group 543		Date Received 10/29/1999	
2/3 Major Subdivision Office of ASSOCIATE Finance And Administration: Director/Deputy ASSOCIATE DIRECTOR		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disposition request, including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10	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	Archivist of the United States
		10-4-00	<i>John W. Paul</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 10/17/99	Signature of Agency Representative Alice Gannon, CRM <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 GRS or Superseded Job Citation	10.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.		
115-109	NSN 7540-00-634-4064 Previous Edition Not Usable		Standard Form 115 (Rev 3-91) Prescribed by NARA 36 CFR 1228

Agency

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 126
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group: EIS
Office of Record: OFA - Office of Finance and Administration - Associate Director and Deputy Files
System Popular Name: Quarterly Performance Reporting System
NARA Job#: NI-543-00-09/01
Use and Purpose: Database created to report quarterly on progress in achieving OFHEO's annual performance plan goals. GPRAs requires agencies to produce an annual performance report for public distribution on March 31st

System Software: Microsoft Excel 97 for Windows 98
System Input: E-mail messages which transmit as attachments the relevant pages for each Lead OFHEO Person responsible for quarterly reporting of performance goals or output goals. Quarterly, pages are sent from the System Administrator to each Lead OFHEO Person requesting the performance reporting data for each one's portion of the Quarterly Performance Reporting System. Noncurrent quarters are password protected.
System Data: Quarterly data on progress in achieving OFHEO's annual performance plan goals. Data describes progress in terms of performance goals, measures, output, associated documentation, and the IOER - CATION of the associated documentation.
System Output/Reports: "Detail reports" and "summary reports"
System Documentation: Instructional memo which includes Quarterly Performance Reporting Procedures and Operational Instructions, dated 7/13/1999

~~Software Dispo Authority: SF115~~

Input Disposition Authority: SF115

Data Disposition Authority: SF115

Output Dispo Authority: SF115

Doct'n Dispo Authority: SF115

~~Software Total Retention: Temporary - SF115 - Dispose of software after data migration, or when superseded or obsolete~~

1a **Input Total Retention:** NI-543-00-09/01a Temporary - SF115 - Delete e-mail messages with attachments after 5 years, or when data has been incorporated into the record copy of the system and verified, whichever is sooner
1b **Data Total Retention:** NI-543-00-09/01b Temporary - SF115 - Retain quarterly data for 5 years, then yearend data for 30 years
1c **Output Total Retention:** NI-543-00-09/01c Temporary - SF115 - Retain quarterly data for 5 years, then yearend data for 30 years
1d **Doct'n Total Retention:** NI-543-00-09/01d Temporary - Destroy or delete when superseded or obsolete, or 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

NI 543-00-09/02

Withdrawn by OFHED 8/9/2008

ID 34

Alice Gannon, CRM
Records Management
Officer

Office of Federal Housing Enterprise Oversight (OFHEO)

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

Office of Record OFA - Office of Finance and Administration - Associate Director and Deputy Files

Record Series Name OFA Chron File for Director and Deputy Director

Medium - Group Paper

NARA Job#: NI-543-00-09/02

File Plan Category Name OFA Director and Deputy Director Chron Files

Use and Purpose Record copies of signed or authored substantive, outgoing documents. Separate files are kept for the Office Director and for the Deputy Director of the Office of Finance and Administration. These files may include subjects from any of the functional/program areas of OFA. These files do not include documents received by OFA (only outgoing documents). These files do not include Chron Files for any other OFA Staff member. These files do NOT include any personal documentary materials.

Filing Instructions File chronologically by date into each binder

Volume 2 Binders

Volume Growth 3" per year

Total Retention: Years/Event NI-543-00-09/02a Temporary Records Break files annually Weed annually Destroy after ten years or when volume warrants NI-543-00-09/02b 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

NI 543-00-09/03

Withdrawn by OFHEO 8/9/2000

Office of Federal Housing Enterprise Oversight (OFHEO)

ID 129

Alice Gannon, CRM
Records Management
officer

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

Office of Record OFA - Office of Finance and Administration - Associate Director and Deputy Files

Record Series Name Subject Files - Office of Finance and Administration - Director, OFA and Deputy Director, OFA

Medium - Group Paper

NARA Job#: NI-543-00-09/03

File Plan Category Name Subject Files - Office of Finance and Administration - Director, OFA and Deputy Director, OFA

Use and Purpose Substantive records related to the administration, organization, policies, and functions of OFHEO which are managed by the Director of OFA and the Deputy Director of OFA. This file includes categories such as the FMFIA Annual Reports to the President and the supporting internal memos from each of the Office Directors, the GPRA File which includes the OFHEO Strategic Plans and Performance Plans and Quarterly Performance Reports, and the OFA Policies and Procedures File which includes those e-mails and memorandums issued by OFA to provide guidance to some or all Offices within OFHEO. This file does NOT include the operational files related to OFHEO Budget and Finance, Procurement and Facilities, and Human Resources. This file does NOT include personal documentary materials of either the Director of OFA or the Deputy Director of OFA.

Filing Instructions File alpha in each subject category, then chronologically by date

Volume ?

Volume Growth ?

Total Retention: Years/Event NI-543-00-09/03a 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-543-00-09/03b Temporary Records. Those records that do not warrant permanent retention. Destroy when ten years old, or sooner if no longer needed for business. NI-543-00-09/03c 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.

3a
3b
3c

Disposition Authority SF115

If no Dispo Auth SF115