

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-01-01	
1. From: <b>Office of Federal Housing Enterprise Oversight (OFHEO)</b> <b>Record Group 543</b>		Date Received <i>2-15-01</i>	
2/3. Major Subdivision. <b>Office of Finance and Administration:</b> <b>Associate Director and Deputy Associate Director Chron Files</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 33-3a 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
		<i>9-501</i>	<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: <i>2/9/2001</i>	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 GRS or Superseded Job Citation	10.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)
	<b>See attached.</b>		
	<i>cc Agency Staff</i>		
115-109	NSN 7540-00-634-4064 Previous Edition Not Usable	Standard Form 115 (Rev. 3-91) Prescribed by NARA 36 CFR 1228	

**RMO Name:** Alice Gannon

**Date:** 8/20/1999

Paper

**Contact Name:** Senora Benjamin

**Location:** Senora's Office

**Record Series Name:** **OFA Chron File for Associate Director and Deputy Associate Director**

**Use and Purpose:** Record copies of signed or authored substantive, outgoing documents. Separate files are kept for the Associate Director and for the Deputy Associate Director of the Office of Finance and Administration. These files may include documents 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.

**Applicable Requirement:** 44 USC 3101 - The Federal Records Act

**Content:** Official Records

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

**Office of Origin:** OFA - Office of Finance and Administration - Associate Director and Deputy Files

**Record Copy Capture Time:** Upon approval or signature

**File Plan Category Name:** **OFA Director and Deputy Director Chron Files**

**Inclusive Dates:** 1995 to Present

**Filing Instructions:** File chronologically by date

**Database where Indexed:** OSCAR - Officewide System for Capture and Retrieval

**OSCAR Instructions:** Log onto OSCAR when applicable

**What Finding Aids?** OSCAR - Officewide System for Capture and Retrieval

**Volume:** 2 Binders

**Volume Growth:** 3" per year

**Duplication? Where?** None

**Who has access?** OFA Director and Deputy Director

**How secured?** Facility perimeter locks

**Vital Records?** ?

**If VRs, which type?** ?

**VR Protection Method:** ?

**VR Protection Duration:** ?

**VR Protection Frequency:** ?

**Retention Medium:** Paper

*1e*  
*1a*  
**Total Retention: Years/Event:** NI-543-00-00/02a<sup>1a</sup> Temporary Records Break files annually Destroy after five years or when no longer needed, whichever is later NI-543-00-00/02b<sup>1b</sup> Temporary Records After paper record copy capture, delete all e-mail and word processing copies of electronic source records, except the one copy retained as a template for updating or revision

**Disposition Authority?** No

**Disposition Authority:** SF115

**If no Disposition Authority:** SF115

**Disposition Methodology:** Offer OD's files to NARA Shred DD's files

**Privacy Act System of Records?** No

**If PASOR, FR Notification #:** NA

**Comments:** FCA-CF2 and NARA 13 = basis