

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 178
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group: EIS **Date:** 10/19/2001

Office of Record: OER - Office of External Relations

System Popular Name: External Relations Mailing List

NARA Job#: N1-543-~~xxx~~ 02 - 1

Use and Purpose: The database containing the names, mailing addresses, e-mail addresses of those individuals and/or organizations on distribution for OFHEO information

System Software: Microsoft Access and Outlook 2000

System Input: Notes, documents, directories, e-mail requests, and telephone messages.

System Data: The names and addressing information for those individuals and/or organizations on distribution for OFHEO publications.

System Output/Reports: Mailing labels for envelopes and e-mail lists.

System Documentation: None

Software Dispo Authority: SF115

Input Disposition Authority: SF115

Data Disposition Authority: SF115

Output Dispo Authority: NA - Mailing labels leave OFHEO

Doct'n Dispo Authority: SF115

1a **Software Total Retention:** Temporary Records. Dispose of software when data is migrated, or when superceded or obsolete.

1b **Input Total Retention:** N1-543-xx Temporary Records Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the masterfile, whichever is later.

1c **Data Total Retention:** N1-543-xx Temporary Records Delete or revise data when superceded or obsolete in order to maintain the databse current.

Output Total Retention: NA

1d **Doct'n Total Retention:** N1-543-xx Temporary Records Delete or destroy when superceded or obsolete, or upon authorized deletion of the related masterfile or database, whichever is applicable

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Office of Record: OER - Office of External Relations

System Popular Name: OFHEO Website Content Records

NARA Job#: N1-543-xx 02-1

Use and Purpose: The OFHEO website is a Federal government website, and has been created to disseminate information and documents to the public about OFHEO and to show how OFHEO is carrying out its mission. Included on the OFHEO website are such documents as the OFHEO Strategic Plans, Annual Performance Plans, Organization Chart, Annual Reports to Congress, House Price indexes, Job Postings, and other types of documents including speeches, Testimonies, Press Releases, Capital Classification News Releases, Proposed and Final Regulations, Reports (e.g., Annual FOIA Reports to DOJ), the Examination handbook, and Consumer Information Documents. This electronic information system does NOT include OFHEO website management records. NOTE: OFHEO does not yet have any records responsive to FOIA's "repeat business" requirement. When these records are created, OFHEO will make them available under a FOIA link. This link will be established when required.

System Software: INFOCUS software

System Input: Documents maintained in other OFHEO filing systems - both paper and electronic

System Data: Documents forwarded to OER for inclusion on the OFHEO Website

System Output/Reports: OFHEO Website and WebPages

System Documentation: See the OFHEO Website Management File

Software Dispo Authority: SF115

Input Disposition Authority: Web Content records are not record copies. Record copies of the Web Content documents are scheduled separately.

Data Disposition Authority: SF115

Output Dispo Authority: SF115

Doct'n Dispo Authority: Sfl15

2a

Software Total Retention: Temporary Records. Dispose of software upon migration, or when superseded or obsolete.

2b

Input Total Retention: N1-543-xx Temporary Records. Web Content records will be retained electronically for as long as they may be required for electronic dissemination.

2c

Data Total Retention: N1-543-xx Temporary Records. Web Content records will be retained electronically for as long as they may be required for electronic dissemination. Documents may be removed from the website when they are no longer current and saved electronically on other storage media for as long as required for electronic dissemination.

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2d

Output Total Retention: N1-543-xx Temporary Records Web Content records will be retained electronically for as long as they may be required for electronic dissemination. Documents may be removed from the website when they are no longer current and saved electronically on other storage media for as long as required for electronic dissemination

2e

Doct'n Total Retention: Temporary Records See the OFHEO Website Management file

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

Office of Record OER - Office of External Relations

Date: 10/16/2001

Record Series Name Annual Reports to Congress for OFHEO

Medium - Group Paper

NARA Job#: NI-543-~~00-06/09~~ 02-1

File Plan Category Name Annual Reports

Use and Purpose Formal annual publications by OFHEO addressed to Congress and then distributed widely as public documents, the Annual Reports to Congress are submitted by the Director of OFHEO to the House Committee on Banking, Finance and Urban Affairs, and to the Senate Committee on Banking, Housing, and Urban Affairs

Filing Instructions File chronologically by date

Volume 1"

Volume Growth Low

3a Total Retention: Years/Event NI-543-xx Permanent Records Break file annually Transfer 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 20 years old
3b Follow OFHEO procedures for transferring an electronic copy to the OFHEO website NI-543-xxb 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 OER - Office of External Relations

Date: 10/16/2001

Record Series Name News Releases

Medium - Group Paper

NARA Job#: NI-543-00-0644-02-1

File Plan Category Name News Releases

Use and Purpose Prepared statements or announcements issued by OFHEO's External Relations Office and distributed to the news media regarding policy decisions, policy changes, and changes in senior agency personnel. Major speeches and testimonies by OFHEO top management are included verbatim within the News Release document. Speeches, Testimonies by OFHEO's top management are included within the appropriate news release. ~~Excluded are news releases that provide only routine or transitory information.~~

Filing Instructions File chronologically by date

Volume 1" binder

Volume Growth Low

Total Retention: Years/Event NI-543-02-01/4a Permanent Records Transfer to the off-site storage in 10 years, or when volume warrants. Offer to NARA in 10-year segments when most recent records in the transferring segment are 20 years old NI-543-02-01/4b Temporary Records Follow OFHEO procedures for transferring an electronic copy to the OFHEO website. After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision.

4a
4b

Disposition Authority SF115

If no Dispo Auth SF115

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

Office of Record OER - Office of External Relations

Date: 10/16/2001

Record Series Name OFHEO House Price Indexes

Medium - Group Paper

NARA Job#: NI-543-~~00-06/10~~ 02 - J

File Plan Category Name OFHEO House Price Indexes

Use and Purpose The OFHEO official publication, (currently) is the House Price Index (HPI) These publications are quarterly indexes that measure average changes in housing prices at the regional and state levels as well as nationwide The HPI is based on sales or refinancing of single-family homes whose mortgages have been purchased or securitized by the Enterprises The document titled "HPI Technical Description," dated March 1996, is also a record in this records series

Filing Instructions File chronologically by date

Volume 3" binder

Volume Growth 4 per year (1"/year)

Total Retention: Years/Event NI-543-xx Permanent Records Break paper files annually Transfer 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 20 years old NI-543-xx Temporary Records Follow OFHEO procedures for transferring an electronic copy to the OFHEO website After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision

5a
5b

Disposition Authority SF115

If no Dispo Auth SF115

RMO Name: Alice Gannon

Date: 10/16/2001

Paper

Contact Name: Sarah Thaxton

Location: Director's Office File Area

Record Series Name: **OFHEO Photograph File**

Use and Purpose: Captioned photographs (prints and negatives used to create the prints and disks) that cover the major events at OFHEO since the agency was established in 1993.

Applicable Requirement: 44 USC 3101 - The Federal Records Act

Content: Official Records

Office of Record: OER - Office of External Relations

Office of Origin: OER - Office of External Relations

Record Copy Capture Time: Upon collection

File Plan Category Name: **Public Affairs Photograph File**

Inclusive Dates: 1993 to Present

Filing Instructions: File chronologically by date. Cut off at the end of each Presidential Administration (i.e., every four years).

Database where Indexed: NA

OSCAR Instructions: NA

What Finding Aids? NA

Volume: 3 inches (2 photo albums)

Volume Growth: 1 inch per year

Duplication? Where? None

Who has access? Office of External Relations

How secured? Facility perimeter locks

Vital Records? No

If VRs, which type? NA

VR Protection Method: NA

VR Protection Location: NA

VR Protection Duration: NA

VR Protection Frequency: NA

VR Restoration Priority: NA

Retention Medium: Photographs in albums

Total Retention: Years/Event:

6

N1-543-02-01/6. Permanent records - Records (captioned photos) that document the history, mission, and functions of OFHEO. Transfer to NARA in accordance with 36 CFR 1228 266(b)(1), (b)(2), and (e) in 5 years, or when volume reaches one cubic foot, whichever comes first. ~~N1-543-02-01/6b Temporary Records - Those records (photos) that document routine social activities such as holidays, birthdays, etc. and do not warrant permanent retention. Destroy when ten years old, or sooner if no longer needed for business.~~

Disposition Authority? SF115

Disposition Authority: SF115

If no Disposition Authority: SF115

Disposition Methodology: Toss

Privacy Act System of Records?

If PASOR, FR Notification #:

Comments: NARA AV Records = basis

OFHEO Records Management Program: Paper Records File Categories

2/6/2002

Record Group 543

ID: 136

RMO Name: Alice Gannon

Date: 10/16/2001

Paper

Contact Name: Sarah Thaxton

Location: Director's Office File Area

Record Series Name: OFHEO Video File

Use and Purpose: The videotape, titled "OFHEO. Developing a Secondary Mortgage Market," was made in 1996 in English and Spanish to explain the mission and functions of OFHEO to the mortgage industry in the United States and abroad

Applicable Requirement: 44 USC 3101 - The Federal Records Act

Content: Official Records

Office of Record: OER - Office of External Relations

Office of Origin: OER - Office of External Relations

Record Copy Capture Time: Upon creation

File Plan Category Name: Public Affairs Video File

Inclusive Dates: 1993 to Present

Filing Instructions: File chronologically by date

Database where Indexed: NA

OSCAR Instructions: NA

What Finding Aids? NA

Volume: 6 inches (2 videotapes)

Volume Growth: 1 inch per year

Duplication? Where? None

Who has access? Director's Office and Office of External Relations

How secured? Facility perimeter locks

Vital Records? No

If VRs, which type? NA

VR Protection Method: NA

VR Protection Location: NA

VR Protection Duration: NA

VR Protection Frequency: NA

VR Restoration Priority: NA

Retention Medium: Videotape

Total Retention: Years/Event:

7a

7b

N1-543-02-01/7a. Permanent records - Records that document the history, mission, and functions of OFHEO. Transfer to NARA in accordance with 36 CFR 1228.266(d)(1) (for environmental protection) in 5 years, or when volume reaches one cubic foot, whichever comes first. N1-543-02-01/7b. Temporary Records Those records that do not warrant permanent retention Destroy when ten years old, or sooner if no longer needed for business Note. No electronic versions exist to be scheduled.

Disposition Authority? No

Disposition Authority: SF115

If no Disposition Authority: SF115

Disposition Methodology: Offer to NARA

Privacy Act System of Records? No

If PASOR, FR Notification #: NA

Comments: NARA AV Records = basis

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

Office of Record OER - Office of External Relations Date: 10/16/2001

Record Series Name OFHEO Website Management File

Medium - Group Paper

NARA Job#: NI-543-00-0612-02-1

File Plan Category Name OFHEO Website Management File

Use and Purpose Documents created or received in the development, design, implementation, operations and maintenance of the OFHEO Website This file does not include copies of Web Content Records

Filing Instructions File chronologically by date

Volume Unknown at this time

Volume Growth Unknown at this time

Total Retention: Years/Event NI-543-xx Temporary Records Retain for 10 years NI-543-xx 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

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file

Disposition Authority SF115

If no Dispo Auth SF115

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

Office of Record OER - Office of External Relations

Date: 10/19/2001

Record Series Name Hearings/Testimonies File

Medium - Group Paper

NARA Job#: NI-543-xx

File Plan Category Name Hearings File

Use and Purpose This file contains copies of Congressional hearings, including testimonies and transcripts for hearings that relate to OFHEO functions or activities

Filing Instructions File by the House or Senate, the chronologically by date Weed file annually

Volume 5 file drawers

Volume Growth 1 file drawer per year

9a
9b
9c

Total Retention: Years/Event NI-543-xx Permanent Records For all OFHEO hearings/testimonies, retain transcripts as Permanent records Transfer to offsite storage after two Congresses or when volume warrants Transfer to NARA when most recent Congress records are 30 years old NI-543-xx Temporary Records For all non-OFHEO hearings/testimonies, retain until no longer needed for reference purposes or for the term of two Congresses, whichever is longer NI-543-xx Temporary Records Follow OFHEO procedures for transferring an electronic copy to the OFHEO website 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 OER - Office of External Relations Date: 10/16/2001

Record Series Name Speeches, Addresses, and Comments

Medium - Group Paper

NARA Job#: NI-543-00-06/15 02-1

File Plan Category Name Speeches, Addresses, and Comments

Use and Purpose This file includes remarks made at formal ceremonies and during interviews by agency heads or their senior executive staff. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups such as university students, members of business associations, or members of cultural organizations. Interviews may be granted to radio, television, or printed news reporters or commentators. The text of these documents are included verbatim in the OFHEO News Releases. ~~Therefore, this file is no longer kept.~~

Filing Instructions File chronologically by date Exclusive of the texts of interviews granted to radio, television, or print reporters

Volume One binder

Volume Growth Unknown at this time.

Total Retention: Years/Event NI-543-02-01/10a Permanent Records. Break file annually. Transfer 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-543-02-01/10b Temporary Records. Follow OFHEO procedures for transferring an electronic copy to the OFHEO website. After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision

10a
10b

Disposition Authority SF115

If no Dispo Auth SF115