

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or Establishment)
Resolution Trust Corporation

2. MAJOR SUBDIVISION
Division of Administration

3. MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Edward F. Barrese, Corporate Records Officer

5. TEL. EXT.
202-416-2550

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JOB NO. **NI-484-96-1**

DATE RECEIVED
10-31-95

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE _____ ARCHIVIST OF THE UNITED STATES
The signature of the Archivist of the United States is not required for

6. CERTIFICATION OF AGENCY REPRESENTATIVE
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 260 pages 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,

non-Federal records.

is not required; is attached; or has been requested.

B. DATE **10/19/95** C. SIGNATURE OF AGENCY REPRESENTATIVE *Jo-Ann Henry* D. TITLE
Vice President, Division of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>On August 9, 1989, Congress passed the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) establishing the Resolution Trust Corporation (RTC) to solve the crisis in the thrift industry. To this end, the RTC must contain, manage, and "resolve" failed thrift institutions that were placed into conservatorship or receivership by the Office of Thrift Supervision (OTS). Under the terms of the RTC Completion Act of 1993 (Completion Act), the authority for the RTC to accept appointment by OTS as conservator or receiver effectively terminated June 30, 1995. The Completion Act also requires termination of the agency no later than December 31, 1995.</p> <p>As part of its mission, the RTC must maximize the net present value return from the sale or other disposition of thrift institutions and their assets; minimize the impact of such transactions on local real estate and financial markets; minimize the amount of loss realized in the resolution of these insolvencies; and maximize the availability and affordability of residential real property for low- and moderate-income individuals.</p> <p>Much of this work was accomplished through the RTC network of field offices with program oversight done at Headquarters. Agency policy and procedures originated primarily from Headquarters, and some program areas maintained the equivalent of a field site at Headquarters.</p> <p>This request for records disposition authority includes all RTC Headquarters records maintained in Metropolitan Washington, D.C.</p>		

SUMMARY LIST OF PERMANENT RECORDS

I. RECORDS CONCERNING POLICY, PLANNING, PROCEDURES, DECISIONS, CORPORATE ORGANIZATION, BUDGET, AND EXECUTIVE ADMINISTRATION

SECTION I--EXECUTIVE OFFICE

EXEH-1	Agency Head's Calendar	6 cu. ft.
EXEH-2	Agency Head's Subject File	45 cu. ft.
EXEH-3	Subject Files of the Deputy CEO and Special Assistant to the Agency Head	30 cu. ft.
EXEH-5	Speeches Reference Files	?? cu. ft.

SECTION 5--OFFICE OF PLANNING, RESEARCH, AND STATISTICS

PRSH-6	Research and Statistics Publications Case Files a. RTC Review, Regional Economic Review, and other publications and briefing materials on funding, outlays, and business plans (1) Official file copy	3 cu. ft.
PRSH-7	Economic Research and Planning Studies Case Files a. Planning Studies b. Economic Research	2 cu. ft. 2 cu. ft.

SECTION 7--DIVISION OF ADMINISTRATION

ADMH-92	Directives Case File	40 cu. ft.
ADMH-102	Organization Planning Files	6 cu. ft.
ADMH-104	Consolidation Coordinating Committee Files	3 cu. ft.
ADMH-123	Board of Directors Meeting Jackets	115 cu. ft.
ADMH-124	Board of Directors Meeting Minutes	5 cu. ft.
ADMH-125	Delegations of Authority Files	3 cu. ft.
ADMH-136	Decisions Case Files a. Senior Management Actions b. RTC Committees with decision-making authority	125 cu. ft. 5 cu. ft.
ADMH-137	Committee Meeting Minutes Files a. Committees with decision-making authority	10 cu. ft.

SECTION 12--DIVISION OF THE CHIEF FINANCIAL OFFICER

CFOH-1	Chief Financial Officer's Schedule of Daily Activities	2 cu. ft.
CFOH-2	Chief Financial Officer's Subject Files	55 cu. ft.
CFOH-3	Chief Financial Officer's Signature Chron Files	4 cu. ft.
CFOH-13	Budget Planning and Submission Case Files	?? cu. ft.

II. PRIMARY PROGRAMS AND OPERATIONAL RECORDS

SECTION 9--DIVISION OF ASSET MANAGEMENT AND SALES

AMSH-10	Schedules of Daily Activities	?? cu. ft.
AMSH-11	Senior Vice President Signature Chron Files	?? cu. ft.
AMSH-12	Senior Vice President Subject Files	?? cu. ft.

SECTION 10--DIVISION OF RESOLUTIONS

RESH-12	Major Resolution Case Files	175 cu. ft.
RESH-21	Accelerated Resolutions Case Files	50 cu. ft.*

* 5 cu. ft. to be retained.

SECTION 14--DIVISION OF INSTITUTION OPERATIONS AND SALES

IOSH-1	Schedule of Daily Activities	2 cu. ft.
IOSH-2	Senior Vice President and Staff Subject Files	
	a. RTC Program Areas	35 cu. ft.*
12 cu. ft. to be retained	b. Corporate Structure, Funding, and Oversight	20 cu. ft.
*10 cu. ft. to be retained		
IOSH-10	Successful Renegotiations Case Files	?? cu. ft.
IOSH-11	Unsuccessful Renegotiations Case Files	?? cu. ft.
IOSH-14	1988 Southwest Plan and Oklahoma Plan Transactions Report Files	121 cu. ft.

III. RECORDS CONCERNING INVESTIGATIONS, LITIGATION, AND LEGISLATION

SECTION 6--DIVISION OF LEGAL SERVICES

LEGH-1	Office of the General Counsel Schedule of Daily Activities	2 cu. ft.
LEGH-3	Office of the General Counsel Signature Chron Files	?? cu. ft.
LEGH-4	Office of the General Counsel Case Files	?? cu. ft.
LEGH-8	Office of the (former) General Counsel Schedule of Daily Activities	1 cu. ft.
LEGH-10	Office of the (former) General Counsel Signature Chron Files	?? cu. ft.
LEGH-11	Office of the (former) General Counsel Case Files	?? cu. ft.
LEGH-20	Department of Litigation Policy, Procedures, and Legal Opinions	?? cu. ft.
LEGH-25	Drexel Bankruptcy Case Files	90 cu. ft.
LEGH-26	Drexel-Related Litigation Case Files	35 cu. ft.
LEGH-42	Institution Litigation Files	4600 cu. ft.*

*400 cu. ft. to be retained.

LEGH-44	Authority to Sue/Settle (ATS) Memos Reference Files	20 cu. ft.
LEGH-56	Special Investigations Case Files	?? cu. ft.
LEGH-61	Corporate Operations, Policy,	

	Procedures, and Legal Opinions	12 cu. ft.
LEGH-64	Agency Status Files	5 cu. ft.
LEGH-68	Legislative Bill Files	35 cu. ft.
LEGH-69	Legislative History Files	6 cu. ft.
LEGH-76	Legal Services Committee Files	15 cu. ft.
LEGH-111	Business Activity, Policy, Procedures, and Legal Opinions	?? cu. ft.

IV. RECORDS CONCERNING CONGRESSIONAL AND PUBLIC AFFAIRS

SECTION 3--OFFICE OF GOVERNMENTAL RELATIONS

OGRH-6	Congressional Inquiry Case Files	?? cu. ft.
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SECTION 4--OFFICE OF CORPORATE COMMUNICATIONS

OCCH-5	Corporate Communications Publications Case Files	
	a. RTC Annual Report	6 cu.ft.
	b. Resolution Trusts News and Other OCC Publications (1) Official file copy	2 cu.ft.
OCCH-3	Press Release Files	4 cu. ft.

SECTION 7--DIVISION OF ADMINISTRATION

ADMH-142	Public Reading Room Collection	150 cu. ft.
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SECTION 9--DIVISION OF ASSET MANAGEMENT AND SALES

AMSH-86	Audiovisual Reference Files	
	b. Multiple copies of videotapes of Loan Auctions, Trade Shows, Affordable Housing Videos, Minority and Women-Owned Business Videos, and speeches by CEO Albert Casey	1 cu. ft.

V. RECORDS CONCERNING OVERSIGHT AUDITS, REVIEWS, AND INSPECTIONS

SECTION 2--OFFICE OF THE INSPECTOR GENERAL

OIGH-1	Inspector General Files	15 cu.ft.
OIGH-2	Inspector General Semiannual Report	9 cu.ft.
OIGH-10	Significant OIG Case Files	150 cu.ft.