

(See Instructions on reverse)

(202) 622-2470

JOB NUMBER

N1-056-98-1

DATE RECEIVED

10-6-97

In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE 1/2 ARCHIVIST OF THE UNITED STATES

11/08/08

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,

XX

is not required;

is attached; or

has been requested.

DATE _____

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Chief,

Records Management & Resources Branch

9/30/97

Steve H. Milline

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

Office of the Secretary
Under Secretary

DOMESTIC FINANCE
OFFICE OF FEDERAL FINANCING BANK
(Revision)

Federal Financing Bank is a Government Corporation under the general supervision of the Treasury Department and staffed by ex-officio officials. Federal Financing Bank purchases the obligations of government agencies or obligations where there is a full faith and credit government guarantee of repayment.

NI-56-94-1

1. Office Subject File

a. Documentation on analyses of FFB portfolio, legislation affecting FFB or any issue raised by a borrower or potential borrower in regards to FFB lending policies and procedures. Also included are required reports and audits, and related correspondence.

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><i>at the end of the</i> every 6 months <i>FY</i></p> <p>DISPOSITION: PERMANENT. Break file every 6 months <i>immediately</i>. Transfer to WNRC 6 months after file break. Transfer to the National Archives 10 years after file break.</p> <p>b. Records determined during archival processing to lack sufficient value to warrant permanent retention.</p> <p>DISPOSITION: TEMPORARY. Destroy immediately.</p>		
2.	<p><u>Office Chronological File</u></p> <p>a. Copies of outgoing correspondence, original incoming correspondence, and loan information.</p> <p><i>at the end of the</i> every 6 months <i>FY</i></p> <p>DISPOSITION: PERMANENT. Break file every 6 months <i>immediately</i>. Transfer to WNRC 6 months after file break. Transfer to the National Archives 10 years after file break.</p> <p>b. Records determined during archival processing to lack sufficient value to warrant permanent retention.</p> <p>DISPOSITION: TEMPORARY. Destroy immediately.</p>		<p><i>changes made to transfer instructions as per telephone conversation with 5th Milline 8/26/98 SOC</i></p>
3.	<p><u>FFB Note and Obligation Files, and Transaction Files</u></p> <p>Documentation of FFB Notes and Obligations purchased, and all transactions executed. Note files and documentation about the establishment of lending programs are included.</p> <p><i>Close</i></p> <p>DISPOSITION: TEMPORARY. Break file for each loan at the conclusion of last transaction. Transfer to WNRC 6 months after file break <i>1 year</i>. Destroy 10 years after file break <i>closes</i>.</p>		
4.	<p><u>FFB Budget, Procurement, and Personnel Files</u></p> <p>Documentation of FFB Reimbursable Agreements. Procurement, Consulting and Professional Service Contracts, and FFB personnel.</p> <p>DISPOSITION: TEMPORARY. Break files annually. Transfer to WNRC 6 months after file break <i>1 year</i>. Destroy 10 years after file break.</p>		