

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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| LEAVE BLANK RG193 | |
| DATE RECEIVED APR 16 1973 | JOB NO. |
| DATE APPROVED | NN-173-217 |
| NOTIFICATION TO AGENCY | |
| IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED. | |
| 4-16-73 DATE | <i>James B. Rhoads</i> ARCHIVIST OF THE UNITED STATES |

**TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.**

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Home Loan Bank Board

2. MAJOR SUBDIVISION
Federal Savings & Loan Insurance Corporation

3. MINOR SUBDIVISION
Midwestern Office

4. NAME OF PERSON WITH WHOM TO CONFER
Charles Curtis

5. TEL. EXT.
Code 129-3045

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
 I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 9 pages are proposed for disposal for the reason indicated: ("X" only one)

| | |
|--|--|
| <input type="checkbox"/> A The records have ceased to have sufficient value to warrant further retention. | <input checked="" type="checkbox"/> B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified. |
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13 April 73 (Date) *Charles W. Lewis* (Signature of Agency Representative) Agency Records Officer (Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|-------------------|
| | The documents outlined below are records of the Federal Savings and Loan Insurance Corporation-Midwestern Office. Part I consists of Private Industry Records (Motel Records), and Part II consists of Titled Asset Records. After the expiration of the retention periods cited within each of the items listed below, the records will be of no value to the agency. Part I - Private Industry Records (Motel Records) | | |
| 1. | <u>Journals</u> -These records are books of original entry, such as General Journals, Cash Receipts, Cash Disbursement Journals, and Purchase and Sales Journals, and are maintained in the FSLIC - Midwestern Office. Disposition: Retain for three (3) years, then destroy. | | DISPOSAL APPROVED |
| 2. | <u>Ledgers</u> -These records are books of secondary entry such as General and Operating Ledgers, and Subsidiary Ledgers such as Accounts Receivable, Accounts Payable, and Equipment Ledgers, and are maintained in the FSLIC - Midwestern Office. Disposition: Retain for three (3) years, then destroy. | | DISPOSAL APPROVED |

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| 3. | <p><u>Accounting Work Papers</u> - These are records created in auditing, balancing, and proofing financial accounts such as Daily Envelopes, Daily Reconciliation Reports, Recapitulation Sheets, Night Auditor's Machine Balance Sheets, Machine Tapes, Correction Slips, and Miscellaneous charges. Disposition: Separate files by year. Retain for three (3) years, then destroy.</p> | | DISPOSAL APPROVED |
| 4. | <p><u>Vouchers and Invoices (Fixed asset additions and replacements)</u>- These records are bills from vendors and contractors requesting payment for furniture and equipment supplied. Disposition: Separate file by year. Retain for three (3) years, then destroy.</p> | | DISPOSAL APPROVED |
| 5. | <p><u>Vendors' Invoices</u> - These records are bills from vendors or contractors for goods and services furnished. Disposition: Separate files by year. Retain for three (3) years, then destroy.</p> | | DISPOSAL APPROVED |
| 6. | <p><u>Guest Vouchers</u>-These records are of expenses incurred by guests for food, beverages, services furnished, and room. Disposition: Separate files by year. Retain for three (3) years then destroy.</p> | | DISPOSAL APPROVED |
| 7. | <p><u>Petty Cash Vouchers</u>-These are records created to account for cash withdrawals to cover minor daily expenses. Disposition: Separate files by year. Retain for three (3) years then destroy.</p> | | DISPOSAL APPROVED |

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| 8. | <p><u>Room Reports</u> - These records are room reports such as Housekeeper's Reports, Maid's Daily Room Report, and Day Use Room Reports.</p> <p>Disposition: Separate files by year. Retain each file for one (1) year.</p> | | DISPOSAL APPROVED |
| 9. | <p><u>Food and Beverage Reports</u> - These records are reports relating to the purchase and sale of food and beverages. They include food cost reports, liquor inventory, bartender summary sheets, and bar shortage report.</p> <p>Disposition: Separate files by year. Retain for three (3) years then destroy.</p> | | DISPOSAL APPROVED |
| 10. | <p><u>Auditor's Reports</u>- These records are financial reports of operations, prepared monthly or other intervals.</p> <p>Disposition: Separate files by year. Retain for three (3) years then destroy.</p> | | DISPOSAL APPROVED |
| 11. | <p><u>Guests Records</u>- These are records relating to the quests, such as TWX reservations, reservation correspondence, registration cards, quest folios, and checkout slips.</p> <p>Disposition: Separate files by year. Retain for three (3) years then destroy.</p> | | DISPOSAL APPROVED |
| 12. | <p><u>Airline Crew Records</u>- These are records of airline crew check-in and check-out.</p> <p>Disposition: Separate files by year. Retain for three (3) years then destroy.</p> | | DISPOSAL APPROVED |

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| 13. | <p><u>Telephone and Telegraph Record</u>-These are records relating to quest's use of telephone and telegraph services. Disposition: Separate files by year. Retain for three (3) years then destroy.</p> | | DISPOSAL APPROVED |
| 14. | <p><u>Cashier Records</u>-These are records relating to cash receipts, such as cash sheets and machine cash vouchers. Disposition: Separate files by year. Retain for three (3) years then destroy.</p> | | DISPOSAL APPROVED |
| 15. | <p><u>Payroll Records</u>-These are records relating to the payment of employees, such as time cards, pay cards, individual employee earnings records, payroll listings, copies of payroll checks, advance vouchers, and copies of W-2 and W-4 forms. Disposition: Separate files by year. Retain for four (4) years then destroy.</p> | | DISPOSAL APPROVED |
| 16. | <p><u>Employment Records</u>-These are records relating to employment, terminations, and union and entertainer contracts. Disposition: Separate files by year. Retain for three (3) years then destroy.</p> | | DISPOSAL APPROVED |
| 17. | <p><u>Banking and Tax Records</u>-These are records relating to tax return and payments, bank statements, cancelled checks, and check copies. Disposition: Separate files by year. Retain for three (3) years then destroy.</p> | | DISPOSAL APPROVED |

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| | Part II - Titles Asset Records | | |
| 18. | <p><u>Organization Papers</u>-These records relate to savings and loan association articles of incorporation and by-laws. Disposition: Retain for twenty (20) years after an association has been closed, then destroy.</p> | | DISPOSAL APPROVED |
| 19. | <p><u>Detailed Ledger Cards</u>-These records are ledger account cards of <u>closed</u> mortgage loan accounts, home improvement loan accounts, loan in process accounts, <u>closed</u> savings accounts, <u>closed</u> loan history statements, <u>closed</u> Christmas and Vacation club accounts, and other various accounts that have been closed. Disposition: Retain for ten (10) years after an account has been closed, then destroy.</p> | | DISPOSAL APPROVED |
| 20. | <p><u>Cancelled Signature and Proxy Cards on Closed Accounts</u> These records are signature cards of Shareholders used to protect associations against unauthorized withdrawals, and proxies of shareholders to association directors to represent them and note their proxies at association meetings. Disposition: Retain for five (5) years after closing of accounts, then destroy.</p> | | DISPOSAL APPROVED |
| 21. | <p><u>Warrants, Certificates, and Certificate Stubs</u>- These records are warrants for Permanent Reserve Shares, unissued and cancelled certificates of all types, and certificate stubs. Disposition: Retain for five (5) years after an association has been closed, then destroy.</p> | | DISPOSAL APPROVED |
| 22. | <p><u>Cancelled Shareholders Notes and Collateral Pledges</u> These records are instruments executed by association shareholders using their shares as security for loans. Disposition: Retain for five (5) years after the closing of a loan account.</p> | | DISPOSAL APPROVED |

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| 23. | <u>Closed Safe Deposit Box Record Cards</u> -These are records relating to association safe deposit box rentals contracts surrendered, receipts for rentals, and visitor record. Disposition: Retain for three (3) years after expiration of rental contract, then destroy. | | DISPOSAL APPROVED |
| 24. | <u>Savings Account Broker Records</u> -These records are card files of association savings accounts brokers and records of commission paid to them for new accounts. Disposition: Retain for three(3) years after payment of last commission, then destroy. | | DISPOSAL APPROVED |
| 25. | <u>Litigation Files</u> -These files are subpoenas, briefs, and other legal papers in connection with suits against the associations or properties to which FSLIC held title. Disposition: Retain for 10 years after the date of the latest document in the files, then destroy, or reschedule destruction date. | | DISPOSAL APPROVED |
| 26. | <u>Reports</u> -These records are copies of reports submitted to the FHLBB by the associations concerning their financial condition, and reports on examinations and audits prepared by Federal and State examiners. Disposition: Retain for 10 years after date of latest document in files; or until liquidators, or receivers are discharged and the associations are dissolved by order of the State Savings and Loan Commissioner or the appropriate Court, whichever is later. | | DISPOSAL APPROVED |
| 27. | <u>Employment and Payroll Records</u> -These are records relating to employment, descriptions of duties, earnings, records, payroll sheets, time cards, and other payroll and personnel records. Disposition: Retain for four (4) years, then destroy. | | DISPOSAL APPROVED |
| 28. | <u>Correspondence Files and Stenographers Notebooks</u> Miscellaneous general correspondence and steno notebooks. Disposition: Retain for two (2) years then destroy. | | DISPOSAL APPROVED |
| 29. | <u>Journals and Ledgers</u> -These records are books of original entry such as cash receipts and cash disbursement journals, and journal vouchers. Also included are books of secondary entry, such as General and Operating Ledgers and Subsidiary Ledgers such as Accounts Payable. Disposition: Retain for twenty (20) years, then destroy. | | DISPOSAL APPROVED |

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| 30. | <p><u>Balancing and Proof Sheets</u>-These records are created in balancing, proofing, and auditing accounts, and are records such as Daily Envelopes, Daily Control Statements, Daily Statements of Conditions, Daily Trial Balances and Working Trial Balances. Disposition: Retain for three (3) years, then destroy.</p> | | DISPOSAL APPROVED |
| 31. | <p><u>Cancelled checks</u>-These records are cancelled association checks, such as dividend, loan disbursement, withdrawal, payroll, registered, Treasurer's checks, and other types of cancelled checks. Disposition: Retain for six (6) years, then destroy.</p> | | DISPOSAL APPROVED |
| 32. | <p><u>Daily Receipts and Withdrawal Slips</u>-These are records of monies deposited and withdrawn from the association. Disposition: Retain for six (6) years then destroy.</p> | | DISPOSAL APPROVED |
| 33. | <p><u>Bank Deposit Slips, Bank Statements and Reconciliations</u> These records relate to deposits, withdrawals, and reconciliations of association's funds in commercial Banks. Disposition: Retain for six (6) years then destroy.</p> | | DISPOSAL APPROVED |
| 34. | <p>Check Book Stubs and Duplicate check copies -These are record copies of checks issued by an association. Disposition: Retain six (6) years then destroy.</p> | | DISPOSAL APPROVED |
| 35. | <p><u>Check Vouchers, check requisitions, and Paid Bills</u> These records are paid vendor's and contractors invoices with check requisitions and check vouchers. Disposition: Retain for six (6) years then destroy.</p> | | DISPOSAL APPROVED |
| 36. | <p><u>Inventory and Status of Real Estate Owned</u>-These records are of real estate owned by FSLIC in the Metropolitan Chicago area and reflects the current status of the properties. Disposition: Retain for ten (10) years then destroy.</p> | | DISPOSAL APPROVED |

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| 37. | <p><u>Property Management Records</u>- These records relate to the management, rental, maintenance, and repair of FSLIC owned real property such as rent collection accounts and delinquency reports, income and expense records, Agent's disbursements and monthly summaries, inspection reports, work orders, and verification of purchases/services. Disposition: Retain for five (5) years then destroy.</p> | | DISPOSAL APPROVED |
| 38. | <p><u>Property Sales Records</u> - These are records relating to the offering for sales of FSLIC-owned real properties, such as appraisal reports, survey plats, preliminary title reports, correspondence concerning advertisements, invitations to bid, and sales commission paid. Disposition: Retain for five (5) years then destroy.</p> | | DISPOSAL APPROVED |
| 39. | <p><u>Closed or Sold REO Files</u>-These are records of paid out Real Estate owned loan files/sold real estate owned files. Disposition: Retain for ten (10) years after loan is paid out, cancelled, or property is sold.</p> | | DISPOSAL APPROVED |
| 40. | <p>Mortgage Loan Applications and Servicing - These records relate to real property loan applications (such as credit surveys, appraisals, blueprints and specifications preliminary title reports, and collateral pledges); and mortgage loan servicing (such as correspondence, payment of insurance and Real Estate tax bills, quit claim deeds, mortgage assignments and releases, trust agreements, trust notes, sale of mortgage loans, problem loan files delinquency reports, assignments of rent, and foreclosures. Disposition: Retain for ten (10) years after loan is paid out or cancelled.</p> | | DISPOSAL APPROVED |
| 41. | <p><u>Closed Loan Files</u>-These are records of <u>closed</u> land, construction, and real estate contract loan files. Disposition: Retain for ten (10) years after close of files.</p> | | DISPOSAL APPROVED |

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| 42. | <p><u>Loan or Contract Files Associated with the Contract Litigation.</u> These are all loan or contract files on properties involved in the Contract Buyers Litigation, including closed files. Tinley Park, Beverly, Service, and First Mutual Savings and Loan Associations were the four institutions involved. Disposition: Retain for 10 years after the date of the latest document in the files, or until the litigation is terminated, whichever is later.</p> | | DISPOSAL APPROVED |