

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <span style="float: right;">RG-195</span>	
DATE RECEIVED <i>11/9/73</i>	JOB NO. <b>174-083</b>
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
<i>12-19-73</i> 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  
Office of Audits

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Charles W. 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 on schedule of 3 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- 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.

November 6, 1973 *Charles W. Curtis* Agency Records Officer  
 (Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>Records of the Office of Audits</u>		
1.	<u>Audit Work Papers</u> Working papers on audit of election of Federal Home Loan Bank Directors.  Disposition: Retain two (2) years, then destroy.		DISPOSAL APPROVED
2.	Formal Audit working papers on internal audit of the Federal Home Loan Bank Board and the Federal Savings and Loan Insurance Corporation.  Disposition: Transfer to Federal Records Center after completion of audit - Destroy ten (10) years from date of audit.		DISPOSAL APPROVED
3.	Formal Audit working papers on audits of Problem Case Associations.  Disposition: Transfer to Federal Records Center after completion of audit - Destroy ten (10) years from date of audit.		DISPOSAL APPROVED
		<i>12 items</i>	

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p><u>Audit Work Papers (continued)</u>                      Formal audit working papers on audit of Office of Fiscal Agent.</p> <p>Disposition: Transfer to Federal Records Center after completion of audit -                      Destroy ten (10) years from date of audit.</p>		DISPOSAL APPROVED
5.	<p><u>Audit Instructions</u>                      Instructions from the Director of Audits to Examiners of Federal Home Loan Banks, including interim and special instructions. Instructions have been incorporated into the Manual where permanency has been deemed necessary.</p> <p><i>a) Record set of audit manuals. Retain permanently. Offer to National Archives after 25 years.</i>  <i>b) Instructions, Retain two (2) years, then destroy.</i></p> <p>Disposition: Retain two (2) years, then destroy.</p>		DISPOSAL APPROVED
6.	<p><u>Audit Reports</u>                      Final audit reports on the annual audit of each Federal Home Loan Bank.</p> <p>* Disposition: Retain Permanently. Offer to National Archives after 25 years.</p>		DISPOSAL APPROVED
7.	<p><u>Administrative Policy</u>                      Policy files on the administration of the Federal Home Loan Bank Board. Laws and guidelines established to control and administer the actions of the Federal Home Loan Bank Board.</p> <p>Disposition: Maintain current file in Audits. Destroy material as it is updated or superseded by changes or additions in policy.</p>		DISPOSAL APPROVED
8.	<p><u>Bank Policy</u>                      Policy files on the administration of the Federal Home Loan Banks. Established by the Federal Home Loan Bank Board and used in connection with auditing the Federal Home Loan Banks.</p> <p>Disposition: Maintain current file in Audits. Destroy material as it is updated or superseded by changes or additions in policy.</p>		DISPOSAL APPROVED

\* Change authorized by D. Funkhouser 11-27-73 CSR

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	<p><u>FHLB Audit Information</u>                      Auditing procedure and historical data for each of the District Federal Home Loan Banks. A folder is maintained for each Bank listing auditing procedures as well as any other historical information that may affect the auditing process of that particular Bank.</p> <p>* Disposition: Retain Permanently. <i>OFFER To National Archives after 25 years.</i></p>		
10.	<p><u>FHLB Correspondence</u>                      Federal Home Loan Bank examination correspondence with members regarding their financial relationship with the Federal Home Loan Banks.</p> <p>Disposition: Retain three (3) years, then destroy.</p>		<b>DISPOSAL APPROVED</b>
11.	<p><u>Minutes and Reports</u>                      Federal Home Loan Bank President's Conference and Advisory Council Reports.</p> <p>Disposition: Retain two (2) years, then destroy.</p>		<b>DISPOSAL APPROVED</b>