

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-484-93-2	DATE RECEIVED NOV 2 1992
1. FROM (Agency or establishment) Thrift Depositor Protection Oversight Board		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION		DATE 2-11-93	ARCHIVIST OF THE UNITED STATES WITHDRAWN
4. NAME OF PERSON WITH WHOM TO CONFER Priscilla Rowe	5. TELEPHONE 202-786-9672		

6. AGENCY CERTIFICATION
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,

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

DATE 11/02/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Priscilla Rowe</i>	TITLE Correspondence Manager
------------------	---	---------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	PUBLIC AFFAIRS		WITHDRAWN
1.	Public affairs working files, arranged by subject, containing information relating to the day-to-day operations of the public affairs office, such as the weekly activity report. Temporary. Break every two years and transfer to FRC. Destroy when 10 years old.		
2.	Public affairs correspondence file, arranged chronologically, containing original incoming letters with copies of responses signed by the Vice President. Temporary. Break every three years and transfer to FRC. Destroy when 10 years old.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE
2 OF 26

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3.	<p>Public affairs information files, arranged by subject, containing information available at public request, such as bios on Oversight Board staff and Board Members annual and semi-annual report.</p> <p>Volume: 2 cubic feet, build up at <.5 cubic feet/year Permanent. Destroy copies as material becomes outdated, keeping one copy of each in office, and offering one copy of each item to NARA in 5 year blocks.</p>		
4.	<p>Public affairs subject files, arranged by subject, containing information on the RTC, banking industry, etc. used for reference in public affairs activities.</p> <p>Temporary. Review annually and destroy what is no longer pertinent.</p>		
5.	<p>Refcorp information and press releases, arranged by subject (press releases arranged chronologically), containing information relating to the Oversight Board's relationship with the Resolution Funding Corporation, and Refcorp press releases.</p> <p>Volume: 2 cubic feet, no build up (series closed). Permanent. Keep one set of copies in-office, and offer one set of copies to NARA.</p>		
6.	<p>Office of Thrift Supervision newsclips, used as daily news clips circulated among Oversight Board staff.</p> <p>Temporary. Destroy annually.</p>		
7.	<p>Oversight Board Hot Clips, copies of news articles of possible relevance to the Oversight Board circulated every morning.</p> <p>Temporary. Destroy annually (articles usually show up in the daily OTS news clips as well).</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE 3 OF 26
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
8.	<p>Public Relations/Industry Records (speeches and press releases)</p> <p>a. Peter Monroe speeches and presentations on RTC-related issues and funding (actual text), arranged chronologically by date of speech.</p> <p>Volume: .5 cubic feet, build up at <.5 cubic feet/year Permanent. Transfer to FRC in 5 years; offer to NARA when 10 years old.</p> <p>b. Backup reference materials and statistics for items cited in Peter Monroe speeches, arranged chronologically by date of speech.</p> <p>Temporary. Destroy 3 years after speech is given.</p> <p>c. Accompanying invitations and logistics for Peter Monroe speeches and presentations, arranged chronologically by date of speech.</p> <p>Temporary. Destroy 2 years after speech is given.</p> <p>d. Bi-weekly fact sheet on progress made in thrift clean-up.</p> <p>Volume: .5 cubic feet, build up at <.5 cubic feet/year. Permanent. Transfer to FRC in 3 year blocks. Offer to NARA in 10 year blocks.</p> <p>e. Backup reference materials and sources of statistics used for the fact sheet, arranged chronologically by date of fact sheet.</p> <p>Temporary. Destroy in 2 year blocks.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE 4 OF 26
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>f. Oversight Board press releases, arranged chronologically by date of release.</p> <p>Volume: 2 cubic feet, build up at .5 cubic feet/year Permanent. Transfer to FRC when 5 years old, keeping one set of copies in-office. Offer to NARA when 10 years old.</p> <p>g. Corporate communications working files, arranged by subject, containing information on issues addressed in speeches, such as news articles on funding legislation and congressional activity, RTC press releases, etc.</p> <p>Temporary. Review annually and destroy what is no longer current or pertinent.</p> <p>h. Agency/Industry files, containing information on thrift/banking industry groups and agencies who deal with the Oversight Board, divided into agency and industry and arranged alphabetically, along with correspondence from the Oversight Board to the groups.</p> <p>Volume: 2 cubic feet, build up at <.5 cubic feet/year. Permanent. Transfer to FRC when 4 years old; offer to NARA when 10 years old.</p>		
9.	<p>Annual Report files, containing annual reports on the actions, policies, staffing of the Oversight Board, along with background materials used in preparing the report.</p> <p>Volume: <1 cubic foot, build up at <1 cubic foot/year. Permanent. Keep one copy in-house; offer to NARA when 5 years old.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
ADVISORY BOARD AFFAIRS			
10.	<p>Advisory Board history, including information regarding the establishment of the advisory boards, annual reports, charters, membership information, regional and national fact sheets, budget and staff information.</p> <p>Volume: 1 cubic foot, building at .25 cubic feet/year. Permanent. Transfer to FRC when 5 years old, then offer to NARA when 10 years old.</p>		
11.	<p>Advisory Board meeting transcripts, minutes, and reports submitted at meetings, arranged chronologically by meeting series.</p> <p>Volume: 10 cubic feet, building at 5 cubic feet/year Permanent. Break every 2 years. Keep in-house for five years, then transfer to FRC. Offer to NARA when 10 years old.</p>		
12.	<p>Advisory Board correspondence files, arranged alphabetically by subject/member, containing memos and letters relating to advisory board affairs and members.</p> <p>Volume: 1.75 cubic feet, building at 1 cubic foot/year Permanent. Review every 3 years and separate correspondence pertaining to ex-members. Transfer ex-member records to FRC and offer to NARA when 10 years old.</p>		
13.	<p>Advisory Board meeting series information files, arranged chronologically by series, containing documentation and information for each meeting such as agendas, witness information, sign-in sheets, thank you letters, invitation lists.</p> <p>Temporary. Transfer to FRC every two years; destroy when 10 years old.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
14.	<p>Advisory Board briefing books for Advisory Board members, arranged chronologically by series, containing information on issues to be addressed at the meetings, along with other relevant items.</p> <p>Volume: 2 cubic feet, building at 1 cubic foot/year. Permanent. Break every 2 years. Keep in-house until five years old, then transfer to FRC. Offer to NARA when 10 years old.</p>		
15.	<p>Advisory Board meeting planning files containing information on logistics, sites, expenses for Oversight Board meetings.</p> <p>Temporary. Destroy every three years.</p>		
16.	<p>Oversight Board meeting planning files (Advisory Board Affairs plan the Oversight Board meetings as well), containing information on logistics, sites, expenses for Oversight Board meetings.</p> <p>Temporary. Destroy every three years.</p>		
17.	<p>Advisory Board reference files, containing information on advisory board members such as mailing lists.</p> <p>Temporary. Destroy as information becomes outdated.</p>		
18.	<p>Advisory Board subject files, containing reference materials on the RTC and Oversight Board that pertain to the Advisory Boards.</p> <p>Temporary. Review annually and destroy what is no current or pertinent.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE 7 OF 26
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
CONGRESSIONAL AFFAIRS			
19.	<p>Legislative hearings files, arranged chronologically by date of hearing, containing briefing books, transcripts, testimony, amendments, briefing materials, questions and answers, and related information.</p> <p>Volume: 8 cubic feet, build up at 2 cubic feet/year Permanent. Break and transfer to FRC when 5 years old, then offer to NARA when 10 years old.</p>		
20.	<p>Congressional Affairs working files, arranged alphabetically by subject, containing information on Oversight Board and RTC operations, policies and procedures that are not specifically related to legislative activity, along with reports due to Congress and personal files of Congressional Affairs staff.</p> <p>Temporary. Review annually and destroy what is no longer current or pertinent.</p>		
21.	<p>Members of Congress files, arranged alphabetically by name, containing information specific to individual Members of Congress including correspondence, press releases from Congressional offices, etc.</p> <p>Volume: 6 cubic feet, build up at .25 cubic feet per year. Permanent. Review every five years; separate records pertaining to ex-members and transfer these to FRC. Offer to NARA when 10 years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

8 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

GENERAL COUNSEL

22. General Counsel subject files, arranged alphabetically by subject, containing information, reports, correspondence, memoranda, charts, and other materials related to the Oversight Board's day-to-day operations, as well as information on various issues involving the RTC.

Volume: 10 cubic feet, build up at 2.5 cubic feet year.
Permanent. Review every 2 years and separate materials no longer needed and transfer these to FRC. Offer to NARA when 10 years old.

23. Funding legislation project files, containing drafts of funding legislation and related materials.

Volume: 2.5 cubic feet.
Permanent. Series closed. Transfer to FRC in 5 years. Offer to NARA when 10 years old.

24. Oversight Board policy statements, outlining positions and guidance adopted by the Oversight Board on RTC actions and policies.

Volume: <.5 cubic feet (one notebook), build up at <.5 cubic feet/year.
Permanent. Keep one copy in-house; offer to NARA in 5 year blocks.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE
			9 OF 26
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
25.	<p>Board Meeting files, containing various items relating to the periodic meetings of the Oversight Board Members.</p> <p>a. Notation Votes and Minutes, arranged chronologically by date of meeting, containing the original notation votes and minutes from the meetings of Oversight Board Members.</p> <p>Volume: 2 cubic feet, building at .5 cubic feet/year. Permanent. Break every 3 years and transfer to FRC. Offer to NARA when 10 years old.</p> <p>b. Briefing Books for meetings of Oversight Board Members, arranged chronologically by date of meeting, containing charts, policy statements, and other items to be discussed at the meetings.</p> <p>Volume: 2 cubic feet, building at 2 cubic feet/year Permanent. Break every 3 years and transfer to FRC. Offer to NARA when 10 years old.</p> <p>c. Oversight Board Member correspondence relating to Board meetings, arranged chronologically by date of meeting.</p> <p>Volume: 2 cubic feet, build up at 2 cubic feet/year Permanent. Break every 3 years and transfer to FRC. Offer to NARA when 10 years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

10 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

26. Oversight Board Member correspondence, arranged chronologically, containing letters, memoranda, and other materials sent to the Members of the Oversight Board, not related to the Board meetings.

Volume: 2 cubic feet, build up at 2 cubic feet/year.
Permanent. Break every 5 years and transfer to FRC. Offer to NARA 10 years after transfer.

27. Deputy General Counsel subject files, containing materials and information used as reference on issues, programs, activities and policies of the Oversight Board.

Temporary. Review annually and destroy what is no longer current or pertinent.

28. Deputy General Counsel subject files containing materials and information used as reference on issues, programs, activities and policies of the RTC.

Temporary. Review annually and destroy what is no longer current or pertinent.

29. Correspondence chron file, containing copies of letters originating from the Deputy General Counsel's office.

Volume: <.5 cubic feet, build up at <.5 cubic feet/year.
Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

11 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

30. Ethics files, containing rules, policies, correspondence on federal ethics regulations and activities affecting the Oversight Board.
- Volume: 1 cubic foot, build up at <1 cubic foot/year.
Permanent. Break every 5 years and transfer to FRC. Offer to NARA when 10 years old.
31. Refcorp subject files, containing information, press releases, and correspondence on Refcorp funding activities.
- Volume: 1 cubic foot, build up at <1 cubic foot/year.
Permanent. Break every 5 years and transfer to FRC. Offer to NARA when 10 years old.
32. Litigation files, containing documentation and correspondence on cases involving or against the RTC.
- Volume: 1 cubic foot, build up at <1 cubic foot/year.
Permanent. Break every 5 years and transfer to FRC. Offer to NARA when 10 years old.
33. Litigation files, containing documentation and correspondence on cases involving or against the Oversight Board.
- Volume: 1 cubic foot, build up at <1 cubic foot/year.
Permanent. Break every 5 years and transfer to FRC. Offer to NARA when 10 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

12 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

34. Strategic Plan, containing information and working materials on the Oversight Board's original strategic plan which set forth the goals and initial policies for the RTC. (see "Assessment of Strategic Plan implementation" under "Director of Public Policy")

Volume: 1 cubic foot, build up at <1 cubic foot/year.
Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.

OVERSIGHT AND EVALUATION

**Office of the Vice President
for Oversight and Evaluation**

35. Early resolution/assisted merger files, containing testimony and letters from the public in response to a Federal Register notice asking for comments to a proposed policy. Includes briefing books, transcripts, and notes from actual hearing.

Volume: <.5 cubic feet, no build up (closed).
Permanent. Retain for 5 years, then transfer to FRC. Offer to NARA when 15 years old.

36. Portfolio sales files, containing presentations, correspondence, analyses, and meeting notes on the RTC's portfolio sales initiatives and deals.

Volume: 1 cubic foot, build up at < 1 cubic foot/year.
Permanent. Review biannually, and transfer noncurrent material to FRC. Offer to NARA when 15 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

13 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

37. Oversight Board offsite meeting files, containing notes and memoranda from Oversight Board offsite meetings to discuss staff/agency goals and mission.

Volume: <.5 cubic foot, build up at < 1 cubic foot/year.

Permanent. Transfer to FRC when 3 years old. Offer to NARA when 10 years old.

38. Calendar files, containing calendars produced periodically noting due dates for Oversight Board reports, Congressional appearances, Oversight Board meetings, and other Oversight Board scheduled activities.

Volume: <.5 cubic foot, build up at <.5 cubic foot/year.

Permanent. Transfer to FRC when 3 years old. Offer to NARA when 10 years old.

39. Vice President's correspondence chronological file.

Volume: <.5 cubic foot, build up at <.5 cubic foot year.

Permanent. Transfer to FRC when 4 years old. Offer to NARA when 10 years old.

40. Vice President's office files, containing miscellaneous correspondence, staff meeting notes, staff information, O&E activity reports, copies of O&E scorecards, and other items evidential of the day-to-day operations of the O&E office.

Volume: 2 cubic feet, build up at 1 cubic foot/year.

Permanent. Review annually and transfer items over 3 years old that are no longer needed to FRC. Offer to NARA when 10 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

14 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

41. Vice President's working files, containing copies of reports from the RTC, GAO, OTS and miscellaneous copies of information on RTC, Congressional, Treasury activities of relevance to the Oversight Board.

Temporary. Review annually and destroy what is no longer current or pertinent.

Office of Financial Assets

42. Securitization files, arranged by subject, including "scorecards" charts analyzing RTC's inventory of financial assets, report analysis on the RTC's securitization program, and report analysis on RTC's progress in the disposition of financial assets.

Volume: <.5 cubic feet, build up at <.5 cubic feet/year.

Permanent. Break every 5 years and transfer to FRC. Offer to NARA when 10 years old.

43. Working files of Senior Director of Oversight and Evaluation/Director of Financial Assets, containing information used to prepare reports, along with various reference materials on RTC activities. Also contain certain personal papers of the Oversight Board president, from when the Director was the President's special assistant.

Temporary. Review annually and destroy what is no longer current or pertinent.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

15 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

Office of Conservatorships/Resolutions
and Real Estate

44. 1988 Deals files, containing scorecards prepared by Oversight Board staff on 1988 FSLIC transactions and resolutions & conservatorships activities and operations providing detailed analyses of RTC performance in these areas; monthly reports from the RTC; 1988-related correspondence; 1988-related legislative activity; fact sheets and memoranda; and other miscellaneous material.

Volume: 2 cubic feet, build up at 1 cubic foot/year.
Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.

45. Files on Oversight Board activities as pertaining to the Office of Conservatorships/Resolutions, containing activity reports, reviews of RTC policies, calendars, notes on Oversight Board meetings, cheat sheets, and other odd memoranda.

Volume: 1.5 cubic feet, build up at 1 cubic foot/year.
Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.

46. Conservatorship/resolution working files (divided between the two conservatorship staff members), containing data, charts, copies of RTC policies and training manuals, press releases, surveys, and other miscellaneous information on conservatorships/resolutions.

Temporary. Review annually and destroy what is no longer current or pertinent.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
47.	<p>Conservatorship industry files, containing information from other agencies and organizations on issues of importance to the thrift industry.</p> <p>Temporary. Review annually and destroy what is no longer current or pertinent.</p>		
48.	<p>Resolution case study files, consisting of information on a handful of isolated RTC thrift resolutions.</p> <p>Volume: <.5 cubic feet, build up at <.5 cubic feet/year. Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.</p>		
49.	<p>Open thrift assistance files, containing quarterly reports from the Office of Thrift Supervision tracking the health of thrifts throughout the nation; correspondence and polices on the subject from other agencies; and news articles.</p> <p>Temporary. Review annually and destroy what is no longer current or pertinent.</p>		
50.	<p>Real estate files, arranged by subject, including ad hoc analyses of issues related to the disposition of RTC real estate, the seller financing program, and SAMDA.</p> <p>Volume: 1.5 cubic feet, build up at 1.5 cubic feet/year. Permanent. Break when 5 years old and transfer to FRC. Offer to NARA in 10 years.</p>		
51.	<p>Director of Real Estate working files, arranged by subject, including materials used as reference in preparing above analyses, along with information pertaining to RTC activities and day-to-day Oversight Board operations.</p> <p>Temporary. Review annually and destroy what is no longer current or pertinent.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

17 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

Office of Public Policy

52. Assessment of Strategic Plan files, containing internal agency memoranda and notes reviewing the RTC's implementation of the procedures, policies, and goals set forth in the agency's original strategic plan.

Volume: 2 cubic feet (10 binders) (series closed).
Permanent. Transfer to FRC when 5 years old; offer to NARA when 10 years old.

53. Minority- and Women-Owned Business files (MWOB), containing internal agency memoranda, notes, and comments on the RTC's MWOB program and policies; also includes periodic "scorecard" reports illustrating the RTC's progress in this area.

Volume: 4 cubic feet, build up at 1 cubic foot/year.
Permanent. Transfer to FRC when 5 years old; offer to NARA when 10 years old.

54. Affordable Housing Disposition files, containing internal agency memoranda, notes, and comments on the RTC's affordable housing disposition program and policies; also includes periodic "scorecard" reports illustrating the RTC's progress in this area.

Volume: 2.5 cubic feet, build up at 1 cubic foot/year.
Permanent. Transfer to FRC when 5 years old; offer to NARA when 10 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE 18 OF 26
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
55.	<p>Significant property files, containing internal agency memoranda, notes, and comments on the RTC's disposition program and policies for properties of natural, cultural, recreational, or scientific values of special significance.</p> <p>Volume: 2.5 cubic feet, build up at 1 cubic foot/year. Permanent. Transfer to FRC when 5 years old; offer to NARA when 10 years old.</p>		
56.	<p>Semiannual report files, containing internal agency memoranda, notes, and comments reviewing the RTC's semiannual report.</p> <p>Volume: 2.5 cubic feet, build up at 1 cubic foot/year. Permanent. Transfer to FRC when 5 years old; offer to NARA when 10 years old.</p> <p style="text-align: center;">FINANCE</p>		
57.	<p>RTC Financial Activity files, containing charts and reports, including scorecard charts on RTC asset sales performance, inventory, resolution activities, statistical information; "cheat sheet" used as a statistical reference guide for the Oversight Board President; and reports and analyses on the RTC operating plan.</p> <p>Volume: 4 cubic feet, build up at 2 cubic feet/year Permanent. Break when 3 years old and transfer to FRC. Offer to NARA when 10 years old.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
58.	<p>GAO files, containing GAO reports on RTC and Oversight Board related matters, with Oversight Board staff summaries and analyses of them.</p> <p>Volume: 4 cubic feet, build up at 2 cubic feet/year. Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.</p>		
59.	<p>RTC Inspector General files, containing RTC Inspector General reports, with Oversight Board staff summaries and analyses of them.</p> <p>Volume: 4 cubic feet, build up at 2 cubic feet/year. Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.</p>		
60.	<p>Information systems files, including reports, memos, meeting materials on RTC information systems.</p> <p>Volume: <1 cubic foot year, build up at <1 cubic foot year. Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.</p>		
61.	<p>Director of Finance working files, containing information used to prepare scorecards and cheat sheets, as well as other information pertaining to RTC activities and day-to-day Oversight Board operations.</p> <p>Temporary. Destroy when 2 years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

20 OF 26

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
62.	<p>RTC Accounting files, containing Oversight Board generated reports and analyses on RTC accounting matters, such as audits and summary financial data.</p> <p>Volume: 3 cubic feet, build up at 2-3 cubic feet/year. Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.</p>		
63.	<p>Director of Accounting working files, containing information used to prepare above items, as well as other information pertaining to RTC activities and day-to-day Oversight Board operations.</p> <p>Temporary. Destroy when 2 years old.</p>		
64.	<p>Federal Financing Bank files, containing information on Federal Financing Bank funding, working capital, projected borrowings, dividends, put reports, and other material relevant to RTC activity.</p> <p>Volume: 1 cubic foot, build up at 1 cubic foot/year. Permanent. Break every 5 years and transfer to FRC. Offer to Archives in 10 years.</p>		
65.	<p>Loss model files, containing documentation of loss model used in Oversight Board reports.</p> <p>Volume: <.5 cubic feet, build up at <.5 cubic feet/year. Permanent. Break when 3 years old and transfer to FRC. Offer to NARA when 10 years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

21 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

66. Refcorp files, containing correspondence, reports and analyses of Refcorp funding and issuance of bonds, as well as comprehensive information on Refcorp activities.

Volume: 1 cubic foot, build up at <.5 cubic feet/year.
Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.

67. Senior Financial Analyst working files, arranged by subject, including information pertaining to RTC activities and day-to-day Oversight Board operations.

Temporary. Review annually and destroy what is no longer current or pertinent.

OFFICE OF MANAGEMENT

68. Outside Agency Reports, consisting of periodic reports from GAO and the RTC on issues of interest to and for action by the Oversight Board.

Volume: 3 cubic feet, build up at 2 cubic feet/year.
Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.

69. Congressional inquiries files, containing letters and requests from Congress regarding specific Oversight Board management issues (EEO hiring, etc) not handled by the Congressional Affairs office. Includes backup material used as reference for final response.

Volume: 3.5 cubic feet, build up at 1.5 cubic feet/year.
Permanent. Break when 5 years old and transfer to FRC. Offer to NARA when 10 years old.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
70.	<p>Management internal issues subject files, containing information on internal Oversight Board management issues such as policies and procedures, directives, records management, office space, weekly activity reports, tracking charts, etc.</p> <p>Volume: 3.5 cubic feet, build up at 1.5 cubic feet/year. Permanent. Break every 5 years and transfer to FRC. Offer to NARA when 10 years old.</p>		
CORRESPONDENCE			
71.	<p>Correspondence files, arranged chronologically, containing original incoming and outgoing correspondence to and from the Oversight Board Members, the Oversight Board President, the Oversight Board General Counsel, and certain Oversight Board staff members, along with general inquiries from the public. Also includes Oversight Board annual reports and Oversight Board reports to Congress.</p> <p>Volume: 22 cubic feet, build up at 6 cubic feet/year. Permanent. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.</p>		
72.	<p>Aging reports, containing weekly status report of items of correspondence assigned to staff for response, arranged chronologically.</p> <p>Temporary. Destroy every 3 years.</p>		
73.	<p>Correspondence working files, containing RTC and Oversight Board information occasionally used to draft responses and to carry out day-to-day activities.</p> <p>Volume: 1 cubic foot, build up <.5 cubic feet/year. Review annually and destroy what is no longer current or pertinent.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

23 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

74. RTC Policy Review policy docket file, containing internal agency memoranda and comments on RTC policy directives submitted by the RTC for review.

Volume: <1 cubic feet, build up at <.5 cubic feet/year.

Permanent. Transfer to FRC when 5 years old. Offer to NARA when 10 years old.

OFFICE OF THE PRESIDENT

75. Oversight Board policies and actions files, arranged alphabetically by subject, containing copies of notation votes, resolutions, and policy statements adopted by the Oversight Board (notation votes, resolutions, and policy statements are also found in Oversight Board minute books maintained in the General Counsel's office).

Temporary. Break and destroy what is no longer of interest annually.

76. RTC performance and organization files, arranged alphabetically by subject, containing copies of charts and information on thrift cleanup progress, RTC financial and operating plans; RTC budget project review team; and RTC organization.

Temporary. Break and destroy what is no longer of interest annually.

77. Funding files, arranged alphabetically by subject, containing copies of data and information on RTC losses and working capital, Federal Financing Bank, receivership dividends, and cost of delay figures.

Temporary. Break and destroy what is no longer of interest annually.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

78. Congressional files, arranged alphabetically by subject, containing copies of materials on proposed legislation, FIRREA, FIDICIA; legislatively-related information on Refco; information on hearings on various issues such as management reform; information pertaining to congressional investigations.

Temporary. Break and destroy what is no longer of interest annually.

79. Hard-to-sell assets files, containing copies of materials on hard-to-sell asset inventory, RTC hard-to-sell methods and sales results, valuation procedures, land policies, Centrust (case study), FDIC hard-to-sell strategy, and contracting issues.

Temporary. Break and destroy what is no longer of interest annually.

80. Resolution files, arranged alphabetically by subject, containing copies of materials on early resolution/assisted merger proposal, the resolution process, figures on depositors protected and high cost funds, state by state summaries, and general conservatorship information.

Temporary. Break and destroy what is no longer of interest annually.

81. Thrift files, arranged alphabetically by subject, containing copies of information from the Office of Thrift Supervision and the Federal Housing Finance Board on the condition of the thrift industry, supervisory goodwill, capital standards, branching, and the BASLE agreement.

Temporary. Break and destroy what is no longer of interest annually.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

25 OF 26

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

82. Macroeconomics file, containing information and copies of news articles on the overall economy as related to banking and real estate, such as the credit crunch, tax policies, insurance issues, FDIC survey trends, and passive loss provisions.

Temporary. Break and destroy what is no longer of interest annually.

83. Special concerns files, arranged alphabetically by subject, containing copies of information on agency issues such as criminal and civil liability, as well as material on individual RTC cases and investigations such as Western Storm and the downsizing of the RTC legal division.

Temporary. Break and destroy what is no longer of interest annually.

84. Public affairs files, arranged alphabetically by subject, containing copies of materials on the President's speeches, industry relations, media contacts and correspondence (also in Public Affairs).

Temporary. Break and destroy what is no longer of interest annually.

85. Copies of Oversight Board reports submitted to Congress arranged by subject alphabetically.

Temporary. Break and destroy what is no longer of interest annually.

86. Copies of Oversight Board and RTC joint reports to Congress arranged by subject alphabetically.

Temporary. Break and destroy what is no longer of interest annually.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
87.	<p>Copies of RTC reports to Congress, arranged by subject alphabetically.</p> <p>Temporary. Break and destroy what is no longer of interest annually.</p>		
88.	<p>Oversight Board studies, arranged alphabetically by subject, on specific issues such as real estate conditions.</p> <p>Volume: 2.5 cubic feet, build up at 2.5 cubic feet year.</p> <p>Permanent. Transfer to FRC in 5 years. Offer to NARA in 10 years.</p>		
89.	<p>RTC studies, containing copies of studies conducted by the RTC on various issues.</p> <p>Temporary. Break and destroy what is no longer of interest annually.</p>		
90.	<p>Copies of RTC reports to the Oversight Board, arranged alphabetically by subject, including periodic reports on the 1988 deals and historical information on RTC financial activity (also in Correspondence files).</p> <p>Temporary. Break and destroy what is no longer of interest annually.</p>		
91.	<p>RTC regulations files, arranged alphabetically by subject, containing copies of RTC regulations for areas such as minority contracting, asset sales, ethics, etc.</p> <p>Temporary. Break and destroy what is no longer of interest annually.</p>		
92.	<p>Asset sales management servicing files, arranged alphabetically by subject, containing copies of information on RTC contracting issues and management agreements.</p> <p>Temporary. Break and destroy what is no longer of interest annually.</p>		