

REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION
(NWML) WASHINGTON, DC 20408

DATE RECEIVED

1/9/03

1. FROM (Agency or establishment)

Federal Housing Finance Board

2. MAJOR SUBDIVISION

Office of Management

3. MINOR SUBDIVISION

Executive Secretariat

NOTIFICATION TO AGENCY

N1-485-83-1

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER

Elaine L. Baker

5. TELEPHONE

202-408-2837

DATE

4-10-03

ARCHIVIST OF THE UNITED STATES

[Signature]

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

1/9/03

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

TITLE

**Secretary to the Board
and Associate Director**

7. Item
No.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED
JOB CITATION

10. ACTION TAKEN
(NARA USE ONLY)

9.1

EXAMINATION WORKPAPERS

1. Series contains supporting documents of reports of examination, which includes examiners findings and write-ups, addressing different issues of the FHLBanks being examined.

(a) **Recordkeeping copy in paper**

Disposition: **TEMPORARY**. Cut-off at end of Examination. Transfer to WNRC two years after cut off. Maintain for a minimum of five years. Destroy when no longer needed for supervision, including legal and enforcement purposes.

(Continued on page two)

cc: Agency, HR, NWMLA

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

(b) **Recordkeeping copy in the electronic format**

Disposition: **TEMPORARY.** Cut-off at end of Examination. Maintain on site for a minimum of five years. Delete when no longer needed for supervision, including legal and enforcement purposes.

2. **Electronic Mail and Word Processing System Copies**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy have been produced. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.