REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

JOB NUMBER
N1-485-95-1

DATE RECEIVED
8-22-95

1. FROM (Agency or establishment)
Federal Housing Finance Board

2. MAJOR SUBDIVISION
District Banks Directorate

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
1-10-97

ARCHIVIST OF THE UNITED STATES
John W. Carl

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8.22.95	*Candyce H. Mail*	Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	District Banks Information Management System (DBIMS).		
	Please see attached.		

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

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

JAN 23 1997 *MHV* Copy to: Agency, NWRE

Item 1 <u>District Banks Information Management System (DBIMS)</u> - This system contains specific financial data about cash flow, financial condition, income and financial ratios of the twelve FHLBanks. Each FHLBank submits the trial balance of its general ledger as of month-end and other non-general ledger sufficient to prepare financial statements in accordance with generally accepted accounting principles. The information in DBIMS is used for regulatory purposes, but mainly for the preparation of financial statements and financial ratios reports, including the combined financial statements of the twelve FHLBanks.

1.a <u>Electronic Data Inputs</u> - ledger information as submitted by the FHLBanks via electronic file transfer.
{GRS 20, item 2b}

Disposition: **TEMPORARY.** Delete when data have been downloaded or manually entered into the DBIMS Master Database identified in 1.b, and verified; or when the data is no longer needed to support reconstruction of the master file or database; or when data is three years old, whichever is later.

1.b <u>DBIMS Master Data Files</u> - historical monthly data pertaining to cash flow, income, financial condition, and financial ratios, for all District Banks.

Disposition: **PERMANENT.**

1) Pre-Year 2000 Data Files: Transfer restricted and public use data files in annual increments to the National Archives (NARA) in the year 2000. Delete on-line data when no longer needed for current business or when twenty years old, whichever comes later.

2) Data Files for Year 2000 and later: Cut off annually and transfer restricted and public use data files to NARA in annual increments. Delete on-line data, when no longer needed for current business, or when twenty years, whichever comes later.

NOTE: all transfers of data will be done in accordance with 36 CFR Section 1228.

1.c <u>On-Line Working Data Files</u> - various data extracts generated by queries against DBIMS Master Database.

Disposition: **TEMPORARY.** Delete when no longer needed for current business.

1.d <u>Hardcopy Outputs</u> - See Item 4.86 in N1-485-94-01.

1.e <u>System Backup</u> - daily, weekly and monthly incremental backups of system, intended for restoration to its native environment in the event of system failure. {GRS 20, item 8a}

Disposition: **TEMPORARY.** Delete when no longer needed for current business or when replaced by a subsequent security backup file.

1.f <u>Documentation</u> - codebooks, record layouts, user manuals and/or system specifications, and any other documentation that assist in interpreting DBIMS data files.

Disposition: **PERMANENT.** Transfer to NARA along with corresponding DBIMS Master Data Files (See item **1.b**).