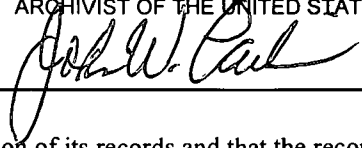



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-485-99-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>3-26-99</b>	
1. FROM (Agency or establishment)  FEDERAL HOME LOAN BANKS		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION  OFFICE OF FINANCE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER  K. DIANE BOYLE	5. TELEPHONE  (703)-487-9517	DATE  <b>7-8-99</b>	ARCHIVIST OF THE UNITED STATES 
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,			
<input checked="checked" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE  <b>03/21/1999</b>	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE  <b>DIRECTOR, ADMINISTRATION &amp; SPCL PROJECTS</b>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SCHEDULE		

## **OFFICE OF FINANCE - CAPITAL MARKETS DIVISION**

**Item 1.1 Federal Home Loan Banks Consolidated Obligations Dealer Files** - Memos, presentation materials, and other information summarizing the activities of or visits to underwriter and swap dealers. Series also consists of records created during the following transactions/investments: medium term notes, discount notes and bonds. These are investments that help fund the 12 FHLBanks.

### **a. Active Dealer Files**

**Disposition:** Transfer to semi-active or inactive dealer files, whichever is appropriate, when office no longer conducts transactions with a dealer on an ongoing basis.

### **b. Semi-Active/Inactive Dealer Files**

**Disposition:** Destroy 3 years after the records become inactive.

**Item 1.2 Audio Recordings** of Investment Transactions-Audio tapes, with 320-hour capacity, that is voice activated.

**Disposition:** Temporary. Retire to Washington National Records Center when 10 years old. Destroy when 20 years old.

**Item 1.8 Market Indications** - This series consists of callable, bullet, global, floater, and swap market indications used by Office of Finance, and 12 FHLBanks in the pricing of discount notes and term bonds.

**Disposition:** Temporary. Retire to the Washington National Records Center when 2 years old. Destroy when 10 years old.

**Item 1.9 Term Funding Issue Files** - Includes offering notice, dealer term sheet, swap term sheet, bank commitment, trade tickets and other information pertinent to the trading of a term funding security.

**Disposition:** Temporary. Retire to the Washington National Records Center when 2 years old. Destroy when 10 years old.

**Item 1.10 Off-Cycle Bond Letters** - Correspondence to the Federal Housing Finance Board listing the bonds arranged in a given week.

**Disposition:** Temporary. Retire to the Washington National Records Center when 10 years old. Destroy when 20 years old.

**Item 1.11 Settlement Confirmation Report** - Report detailing the trades settled for cash or noncash on a given day.

**Disposition:** Temporary. Destroy when 7 years old.

## **OFFICE OF FINANCE - ADMINISTRATIVE SERVICES AND SPECIAL PROJECTS DIVISION**

**Item 4.18 FICO Agenda Books** - Background material to be discussed at Financial Corporation Board Meetings.

**Disposition:** Temporary. Cut off annually. Retire to the Washington National Records Center when 5 years old. Destroy when 10 years old.

**Item 4.19 REFCO Agenda Books** - Background material to be discussed at Resolution Funding Corporation Board Meetings.

**Disposition:** Temporary. Cut off annually. Retire to the Washington National Records Center when 5 years old. Destroy when 10 years old.

## **OFFICE OF FINANCE - MARKET SERVICES (Formerly: Financial Operations Division and Fiscal Services Division)**

**Item 5.7 Daily Work Folders** - These records document all funds and securities transactions on a daily basis.

**Disposition:** Temporary. Retire to the Washington National Records Center when 2 years old. Destroy when 10 years old.

## **OFFICE OF FINANCE - INTERNAL AUDIT**

This division was created February of 1995. The records created are the compliance and review reports for those Dealers who want to become part of the Dealer group in the Capital Markets area. Other files are those pertaining to the internal audit reports and reviews for the Office of Finance, REFCO and FICO administrative divisions.

**Item 7.1 Internal Audit of Resolution Funding Corporation (REFCO)** - Records created and review reports pertaining to the internal audit of REFCO.

**Disposition:** Temporary. Retire to the Washington National Records Center when 3 years old. Destroy when 8 years old.

**Item 7.2 Internal audit of Finance Corporation (FICO)** - Records created and review reports pertaining to the internal audit of FICO.

**Disposition:** Temporary. Retire to the Washington National Records Center when 3 years old.  
Destroy when 8 years old.

**Item 7.3 Internal Audit of Office of Finance (OF)** - Records created and review reports pertaining to the internal audit of Office of Finance divisions.

**Disposition:** Temporary. Retire to the Washington National Records Center when 3 years old.  
Destroy when 8 years old.