

REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-00-4	
1 From <b>Office of Federal Housing Enterprise Oversight (OFHEO)</b> <b>Record Group 543</b>		Date Received 10/29/1999	
2/3 Major Subdivision <b>Office of Policy Analysis and Research</b>		Notification to Agency	
4 Name of Person with Whom to Confer  <b>Alice Gannon, CRM</b>	5 Telephone  <b>202-414-3791</b>	In accordance with the provisions of 44 USC 3303a the disposition request including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10	
		Date <b>3-13-01</b>	Archivist of the United States <i>[Signature]</i>
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="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
Date <b>10/1/99</b>	Signature of Agency Representative <b>Alice Gannon, CRM</b> <i>[Signature]</i>	Title <b>Records Management Officer</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 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10.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.		
115-109	Agency, NWMD, NR, NWMW NSN 7540-00-634-4064 Previous Edition Not Usable		Standard Form 115 (Rev 3-91) Prescribed by NARA 36 CFR 1228

**OFHEO Records Management Program: Records Retention Schedule - Paper Records Series**

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**Office of Record** OPAR - Office of Policy Analysis and Research**Record Series Name** Executive Compensation File\***Medium - Group** Paper, *electronic***NARA Job#:** NI-543-00-04/01**File Plan Category Name** Executive Compensation File

**Use and Purpose** Documents associated with oversight responsibility in the area of executive compensation 12 USC 4518 1318 requires that OFHEO prohibit the GSEs from providing compensation to any executive officer of the GSE that is not reasonable and comparable with compensation for employment in other similar businesses involving similar duties and responsibilities This file includes consultant reports, analyses of consultant reports, internal recommendations memos, and correspondence with the GSEs

**Filing Instructions** File alphabetically by subject name, the chronologically by date Note subject names are not people's names

**Volume** 2-1/2 file drawers

**Volume Growth** 1/2 file drawer per year

*1a* **Total Retention: Years/Event** NI-543-00-04/01a Temporary Records Break files annually Retain, in OFHEO storage, the substantive paper documents such as analyses, internal recommendations memoranda, and correspondence with the GSEs for the lifetime of the applicable GSE, or its successors and/or assigns NI-543-00-04/01b Temporary Records For those records which pertain to individuals, destroy 5 years after the termination of the individual to whom the record pertains NI-543-00-04/01c Temporary Records Destroy the consultant reports in 5-year segments when the most recent records are 10 years old NI-543-00-04/01d Temporary Records After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision

**Disposition Authority** SF115

**If no Dispo Auth** SF115

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

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**Office of Record** OPAR - Office of Policy Analysis and Research

**Record Series Name** NPR2 Requests File

**Medium - Group** Paper, *electronic*

**NARA Job#:** NI-543-00-04/02

**File Plan Category Name** NPR2 Requests File

**Use and Purpose** Documents including requests for information (e-mail messages and letters), the OFHEO response letters and e-mail messages, and attached documents for the NPR2 (the Risk-Based Capital Regulation) This file does not include disks or tapes When disks or tapes are sent with the response, the name and IOER - Cation of the data set which is contained on the disk or tape is described in the OFHEO response letter

**Filing Instructions** File chronologically by Request File Number (99-01 = numbering format)

**Volume** Part of 1 file drawer

**Volume Growth** 1 file drawer per year (estimated)

*2a*  
*2b*  
**Total Retention: Years/Event** NI-543-00-04/02a Temporary Records Break file when Final Rule is published (or when an NPR3 is published) Transfer to offsite storage in 3 years, or when volume warrants Destroy in 3-year segments when most recent records in the segment are 10 years old NI-543-00-04/02b Temporary Records After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision

**Disposition Authority** SF115

**If no Dispo Auth** SF115

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<b>Office of Record</b>	OPAR - Office of Policy Analysis and Research
<b>Record Series Name</b>	<b>OPAR Subject Files</b>
<b>Medium - Group</b>	Paper, <i>electronic</i>
<b>NARA Job#:</b>	NI-543-00-04/03
<b>File Plan Category Name</b>	OPAR Subject Files
<b>Use and Purpose</b>	Substantive records related to the administration, organization, policies, and functions of OPAR. This file includes documentation of decisions, meetings, and other high-level activities of the Chief Economist and Associate Director of OPAR as well as of OFHEO as a whole when the documents have been created or received in the development and/or analysis of policy. This file does NOT include personal documentary materials of the Associate Director of OPAR or of any staff member of OPAR.
<b>Filing Instructions</b>	File alphabetically by subject name, then chronologically by date.
<b>Volume</b>	1-1/2 file drawers
<b>Volume Growth</b>	8" per year
<b>Total Retention: Years/Event</b>	NI-543-00-04/03a Permanent records - Break paper files annually. Transfer to offsite storage in 10 years, or when volume warrants. Offer to NARA in 10-year segments when most recent records in the transferring segment are 30 years old. <i>30</i> NI-543-00-04/03b Temporary Records. After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision. <i>30</i>
<b>Disposition Authority</b>	SF115
<b>If no Dispo Auth</b>	SF115

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

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**Office of Record** OPAR - Office of Policy Analysis and Research

**Record Series Name** Quarterly Reports to HUD

**Medium - Group** Paper, *electronic*

**NARA Job#:** NI-543-00-04/04

**File Plan Category Name** Quarterly Reports to HUD

**Use and Purpose** Memoranda sent to HUD quarterly to report progress against OFHEO goals. These memoranda are signed by the Director of OFHEO.

**Filing Instructions** File chronologically by date

**Volume** 3"

**Volume Growth** 4 memos per year

*4a*  
*4b*  
**Total Retention: Years/Event** NI-543-00-04/04a Permanent records Break paper files annually. Transfer to offsite storage in 10 years, or when volume warrants. Offer to NARA in 10-year segments when most recent records in the transferring segment are 30 years old.  
NI-543-00-04/04b Temporary Records After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision.

**Disposition Authority** SF115

**If no Dispo Auth** SF115