

REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-00-6	
1 From Office of Federal Housing Enterprise Oversight (OFHEO) Record Group 543		Date Received 10/29/1999	
2/3 Major Subdivision Office of External Relations , Congressional Affairs CONGRESSIONAL AND PUBLIC AFFAIRS		Notification to Agency	
4 Name of Person with Whom to Confer Alice Gannon, CRM		5 Telephone 202-414-3791	
		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disposition request including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10	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	Archivist of the United States
		WITHDRAWN	
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 10/17/99	Signature of Agency Representative Alice Gannon, CRM <i>Alice Gannon, CRM</i>		Title Records Management Officer
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 GRS or Superseded Job Citation	10.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	. 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

Office of Record OER - Office of External Relations - Congressional Affairs

Record Series Name Bills File

Medium - Group Paper

NARA Job#: NI-543-00-06/01

File Plan Category Name Bills File

Use and Purpose Copies of bills presented within the House and the Senate, which are of interest to OFHEO This file may also include documents relating the history of the bills or statements made regarding the bill

Filing Instructions File by the House or the Senate, then numerically by the Bill number

Volume 1 file drawer

Volume Growth 1/2 file drawer per year

1a Total Retention: Years/Event NI-543-00-06/01a Temporary Records Retain until no longer needed for reference purposes, or for the term of two Congresses, whichever is longer Weed file annually NI-543-00-06/01b Temporary Records After paper record copy capture, delete all copies of electronic source records, if any, 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

Office of Record OER - Office of External Relations - Congressional Affairs

Record Series Name Congressional Correspondence File

Medium - Group Paper

NARA Job#: NI-543-00-06/02

File Plan Category Name Congressional Correspondence File

Use and Purpose This file includes copies of correspondence to and from Members of Congress

Filing Instructions File chronologically by date

Volume 4 Binders

Volume Growth 2" per year

2a
2b

Total Retention: Years/Event NI-543-00-06/02a 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 Weed file annually. NI-543-00-06/02b: 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

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

Office of Record OER - Office of External Relations - Congressional Affairs

Record Series Name Hearings File

Medium - Group Paper

NARA Job#: NI-543-00-06/03

File Plan Category Name Hearings File

Use and Purpose This file contains copies of Congressional hearings, including testimonies and transcripts for hearings that relate to OFHEO functions or activities

Filing Instructions File by the House or the Senate, then chronologically by date

Volume 5 file drawers

Volume Growth 1 file drawer per year

Total Retention: Years/Event NI-543-00-06/03a Temporary records For all OFHEO hearings, retain transcripts as Permanent records Transfer to offsite storage after two Congresses, or when volume warrants NI-543-00-06/03b Temporary Records For all non-OFHEO hearings, retain until no longer needed for reference purposes, or for the term of two Congresses, whichever is longer Weed file annually NI-543-00-06/03c Temporary Records After paper record copy capture, delete all copies of electronic source records, if any, except the one copy retained as a template for updating or revision

3c

3b

3c

Disposition Authority SF115

If no Dispo Auth SF115

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

Office of Record OER - Office of External Relations - Congressional Affairs

Record Series Name Subject File - Congressional Affairs

Medium - Group Paper

NARA Job#: NI-543-00-06/04

File Plan Category Name Subject Files - Congressional Affairs

Use and Purpose Records related to the administration, organization, policies, and functions of Congressional Affairs. This file includes the documentation of decisions, meetings, and other activities of Congressional Affairs. This file does NOT include personal documentary materials of either the Director of Congressional Affairs or the Congressional Affairs staff members.

Filing Instructions File alphabetically by subject name, then Chronologically by date

Volume 4 file drawers

Volume Growth 1 file drawer per year

U/a
U/b

Total Retention: Years/Event NI-543-00-06/04a Temporary Records Retain paper files for two Congresses, then destroy NI-543-00-06/04b 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

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 109
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group: EIS

Office of Record: OER - Office of External Relations - Public Affairs

System Popular Name: Fax Broadcast List

NARA Job#: NI-543-00-06/05

Use and Purpose: The database containing the names and fax addresses of those individuals and/or organizations on distribution for OFHEO news releases.

System Software: The contractor's software application

System Input: Notes, documents, directories, or telephone messages are used as input.

System Data: Names and fax addresses

System Output/Reports: The proper names and fax addresses attached to the documents being disseminated

System Documentation: XPEDITE

~~Software Dispo Authority: SF115~~

Input Disposition Authority: SF115

Data Disposition Authority: SF115

~~Output Dispo Authority: NA - This is telecom data which leaves OFHEO with the documents disseminated.~~

Doct'n Dispo Authority: SF115

~~Software Total Retention: Temporary - SF115 - Dispose of software when data is migrated, or when superseded or obsolete~~

5a **Input Total Retention:** NI-543-00-06/05a Temporary - SF115 - Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later

5b **Data Total Retention:** NI-543-00-06/05b Temporary - SF115 - Dispose of data when superseded or obsolete in order to maintain database current

~~Output Total Retention: NI-543-00-06/05c Temporary - NA - This is telecom data which leaves OFHEO with the documents disseminated.~~

5c **Doct'n Total Retention:** NI-543-00-06/05c Temporary - SF115 - Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 123
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group: EIS

Office of Record: OER - Office of External Relations - Public Affairs

System Popular Name: OFHEO Website Content Records

NARA Job#: NI-543-00-06/06

Use and Purpose: The OFHEO Website is a Federal Government website, and has been created to disseminate information and documents to the public about OFHEO and to show how OFHEO is carrying out its mission. Included on the OFHEO WebPages are such documents as the OFHEO Strategic Plan, Annual Performance Plan, Organization Chart, Annual Reports to Congress, House Price Indexes, Job Postings, and other types of documents including Speeches, Testimonies, Press Releases, Capital Classification News Releases, Proposed and Final Regulations, Reports (e.g., Annual FOIA Report to DOJ), the Examination Handbook, and Consumer Information documents. This electronic information system does NOT include OFHEO Website Management Records.

System Software: INFOCUS software

System Input: Documents maintained in other OFHEO Filing Systems - both Paper and Electronic

System Data: Documents forwarded to the Office of Public Affairs for inclusion on the OFHEO Website.

System Output/Reports: OFHEO WebPages

System Documentation: See the OFHEO Website Management File

Software Dispo Authority: SF115

Input Disposition Authority: Web Content records in other OFHEO File categories are scheduled separately.

Data Disposition Authority: SF115

Output Dispo Authority: SF115

Doct'n Dispo Authority: SF115

Software Total Retention: Temporary - SF115 - Dispose of software upon migration, or when superseded or obsolete

6a **Input Total Retention:** NI-543-00-06/06a Temporary - SF115 - Web Content Records will be retained electronically for as long as they may be required for electronic dissemination

6b **Data Total Retention:** NI-543-00-06/06b Temporary - SF115 - Web Content Records will be retained electronically for as long as they may be required for electronic dissemination. Documents may be removed from the Website when they are no longer current and saved electronically on the LAN or on other electronic storage media for as long as required for electronic dissemination

6c **Output Total Retention:** NI-543-00-06/06c Temporary - SF115 - Web Content Records will be retained electronically for as long as they may be required for electronic

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 123
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

dissemination. Documents may be removed from the Website when they are no longer current and saved electronically on the LAN or on other electronic storage media for as long as required for electronic dissemination

Doct'n Total Retention: Temporary - See the OFHEO Website Management File

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 108
 OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group: EIS

Office of Record: OER - Office of External Relations - Public Affairs

System Popular Name: Public Affairs Mailing List

NARA Job#: NI-543-00-06/07

Use and Purpose: The database containing the names, mailing addresses, and e-mail addresses of those individuals and/or organizations on distribution for OFHEO publications

System Software: Microsoft ACCESS 97 for Windows 98

System Input: Notes, documents, directories, or telephone messages are used as input

System Data: The names and addresses of those individuals and/or organizations on distribution for OFHEO publications

System Output/Reports: Mailing labels for envelopes and e-mail lists

System Documentation: None

~~Software Dispo Authority: SF115~~

Input Disposition Authority: SF115

Data Disposition Authority: SF115

~~Output Dispo Authority: NA - Mailing labels leave OFHEO~~

Doct'n Dispo Authority: SF115

~~Software Total Retention: Temporary - SF115 - Dispose of software when data is migrated, or when superseded or obsolete.~~

7a Input Total Retention: NI-543-00-06/07a Temporary - SF115 - Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

7b Data Total Retention: NI-543-00-06/07b Temporary - SF115 - Dispose of data when superseded or obsolete in order to maintain database current

~~Output Total Retention: Temporary - NA - Mailing labels leave OFHEO~~

7c Doct'n Total Retention: NI-543-00-06/07c Temporary - SF115 - Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest

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

Office of Record OER - Office of External Relations - Public Affairs

Record Series Name Public Affairs Video File

Medium - Group Paper

NARA Job#: NI-543-00-06/08

File Plan Category Name Public Affairs Video File

Use and Purpose The videotape was made in 1996 in English and Spanish to explain the mission and functions of OFHEO to the mortgage industry in the United States and abroad

Filing Instructions File chronologically by date

Volume 6 inches (2 videotapes)

Volume Growth 1 inch per year

fa
fb

Total Retention: Years/Event NI-543-00-06/08a Permanent records - Records that document the history, mission, and functions of OFHEO Transfer to NARA (for environmental protection) in 5 years, or when volume reaches one cubic foot, whichever comes first 543-00-12/08b Temporary Records Those records that do not warrant permanent retention Destroy when ten years old, or sooner if no longer needed for business Note No electronic versions exist to be scheduled

Disposition Authority SF115

If no Dispo Auth Sf115

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

Office of Record OER - Office of External Relations - Public Affairs

Record Series Name Annual Reports to Congress for OFHEO

Medium - Group Paper

NARA Job#: NI-543-00-06/09

File Plan Category Name Annual Reports

Use and Purpose Formal annual publications by OFHEO addressed to Congress and then distributed widely as public documents, the Annual Reports to Congress are submitted by the Director of OFHEO to the House Committee on Banking, Finance and Urban Affairs, and to the Senate Committee on Banking, Housing, and Urban Affairs

Filing Instructions File chronologically by date

Volume 1"

Volume Growth Low

9a Total Retention: Years/Event NI-543-00-06/09a Permanent Records Break file annually Transfer to the 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 Follow OFHEO procedures for transferring an electronic copy to the OFHEO website 543-00-06/09b 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

Office of Record OER - Office of External Relations - Public Affairs

Record Series Name OFHEO Publications

Medium - Group Paper

NARA Job#: NI-543-00-06/10

File Plan Category Name OFHEO Publications

Use and Purpose OFHEO official publications. (currently) including the House Price Indexes (HPI), are quarterly indexes that measure average changes in housing prices at the regional and state levels as well as nationwide. The HPI is based on sales or refinancings of single-family homes whose mortgages have been purchased or securitized by the GSEs. The document titled "HPI Technical Description," dated March 1996, is also a part of this records series.

Filing Instructions File chronologically by date

Volume 3" binder

Volume Growth 4 per year (1"/year)

10a
10b

Total Retention: Years/Event NI-543-00-06/10a Permanent Records Break paper files annually. Transfer to the 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. 543-00-06/10b Temporary Records Follow OFHEO procedures for transferring an electronic copy to the OFHEO website. 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

Office of Record OER - Office of External Relations - Public Affairs

Record Series Name News Releases

Medium - Group Paper

NARA Job#: NI-543-00-06/11

File Plan Category Name News Releases

Use and Purpose Prepared statements or announcements issued by OFHEO's Public Affairs Office and distributed to the news media regarding policy decisions, policy changes, and changes in senior agency personnel Excluded are news releases that provide only routine or transitory information

Filing Instructions File chronologically by date

Volume 1" binder

Volume Growth Low

11a Total Retention: Years/Event NI-543-00-06/11a Permanent Records Break paper files annually. Transfer to the 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 543-00-06/11b Temporary Records Follow OFHEO procedures for transferring an electronic copy to the OFHEO website 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

Office of Record OER - Office of External Relations - Public Affairs

Record Series Name OFHEO Website Management File

Medium - Group Paper

NARA Job#: NI-543-00-06/12

File Plan Category Name OFHEO Website Management File

Use and Purpose Documents created or received in the development, design, implementation, operations and maintenance of the OFHEO Website This file does not include copies of Web Content Records

Filing Instructions File chronologically by date

Volume Unknown at this time

Volume Growth Unknown at this time

Total Retention: Years/Event NI-543-00-06/12a Temporary Records Retain for 10 years 543-00-06/12b 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

12a
12b

Disposition Authority SF115

If no Dispo Auth SF115

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

Office of Record OER - Office of External Relations - Public Affairs

Record Series Name Press Packets (Clips) Files

Medium - Group Paper

NARA Job#: NI-543-00-06/13

File Plan Category Name Press Packets (Clips) Files

Use and Purpose Press Packets are created periodically to distribute a snapshot of clippings of interest to OFHEO. Clips may be mission-related news, GSE-related news, news of other regulators, or news of general interest to Federal employees. This records series has two parts: a chron file and a subject file. The chron files contains the press packets as whole documents, while the subject file contains copies of individual clips.

Filing Instructions File the clips document chronologically by date in the chron file, and the individual clips items alphabetically by subject name in the subject file.

Volume 10 file drawers

Volume Growth 2.5 file drawers per year

Total Retention: Years/Event NI-543-00-06/13a Temporary Records For subject categories including "OFHEO," "Freddie Mac," and "Fannie Mae," break file annually, transfer to offsite storage after 5 years, or when volume warrants. Destroy in 10-year segments when the most recent records in the segment are 30 years old. For other categories, destroy after 5 years. Weed files annually. 543-00-06/13b Temporary Records After paper record copy capture, delete all copies of electronic source records, if any, except the one copy retained as a template for updating or revision.

13a

13b

Disposition Authority SF115

If no Dispo Auth SF115

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

Office of Record OER - Office of External Relations - Public Affairs

Record Series Name Public Affairs Photograph File

Medium - Group Paper

NARA Job#: NI-543-00-06/14

File Plan Category Name Public Affairs Photograph File

Use and Purpose Captioned photographs and slides (prints and negatives used to create the prints and disks) that cover the major events at OFHEO since the agency was established in 1993

Filing Instructions File chronologically by date Cut off

Volume 3 inches (2 photo albums)

Volume Growth 1 inch per year

Total Retention: Years/Event NI-543-00-06/14a Permanent records - Records that document the history, mission, and functions of OFHEO Transfer to NARA in 5 years, or when volume reaches one cubic foot, whichever comes first 543-00-06/14b Temporary Records Those records that document routine social activities such as holidays, birthdays, etc and do not warrant permanent retention Destroy when ten years old, or sooner if no longer needed for business

14a

14b

Disposition Authority SF115

If no Dispo Auth SF115

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

Office of Record OER - Office of External Relations - Public Affairs

Record Series Name Speeches, Addresses, and Comments

Medium - Group Paper

NARA Job#: NI-543-00-06/15

File Plan Category Name Speeches, Addresses, and Comments

Use and Purpose This file includes remarks made at formal ceremonies and during interviews by agency heads or their senior executive staff. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups such as university students, members of business associations, or members of cultural organizations. Interviews may be granted to radio, television, or printed news reporters or commentators.

Filing Instructions File chronologically by date

Volume One binder

Volume Growth Unknown at this time

Total Retention: Year/Event NI-543-00-06/15a Permanent Records Break file annually. Weed annually. Transfer to the 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-543-00-06/15b Temporary Records Follow OFHEO procedures for transferring an electronic copy to the OFHEO website. After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision.

15a
15b

Disposition Authority SF115

If no Dispo Auth SF115

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

Office of Record OER - Office of External Relations - Public Affairs

Record Series Name Staff Biographies

Medium - Group Paper

NARA Job#: NI-543-00-06/16

File Plan Category Name Staff Biographies

Use and Purpose Biographical information documents on OFHEO Directors and senior Executive Staff members

Filing Instructions File alphabetically by name, then chron by date

Volume 1"

Volume Growth Unknown at this time

Total Retention: Years/Event NI-543-00-06/16a Permanent Records Retain each revision of each staff biography as a permanent (lifetime of the USA) record to document part of OFHEO's history. Transfer to offsite storage in 20 years, or when volume warrants Offer to NARA in 10-year segments when most recent records in the transferring segment are 30 years old 543-00-06/16b 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

16a

16b

Disposition Authority SF115

If no Dispo Auth SF115