

REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-00-11	
1 From Office of Federal Housing Enterprise Oversight (OFHEO) Record Group 543		Date Received 10/29/1999	
2/3 Major Subdivision Office of Examination and Oversight		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disposition request, including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 7-31-01	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 10/1/99	Signature of Agency Representative Alice Gannon, CRM <i>[Signature]</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 GRS or Superseded Job Citation	10.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.		
cc: Agency, Dwind DWET 8/9/01 <i>[Signature]</i>			
115-109	NSN 7540-00-634-4064 Previous Edition Not Usable		Standard Form 115 (Rev 3-91) Prescribed by NARA 36 CFR 1228

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 112
OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group:	EIS
Office of Record:	OEO - Office of Examination and Oversight
System Popular Name:	FHE Factsheet Spreadsheet
NARA Job#:	NI-543-00-11/01
Use and Purpose:	The data is used to monitor the quarterly financial performance of the GSEs for OFHEO's oversight purposes. The data includes trend data
System Software:	Microsoft Excel97 for Windows98
System Input:	Data from financial reports and internal records
System Data:	Raw financial data with spreadsheet calculations for financial ratios Spreadsheet data is cumulative since 1989 **
System Output/Reports:	Financial ratios data
System Documentation:	"Notes and Definitions - Freddie and Fannie," a tab within the Excel spreadsheet.
Software Dispo Authority:	SF115
Input Disposition Authority:	Input documents are scheduled separately
Data Disposition Authority:	SF115
Output Dispo Authority:	SF115 for financial ratios data
Doct'n Dispo Authority:	SF115
Software Total Retention:	Temporary - SF115 - Dispose of software after data migration, or when superseded or obsolete
Input Total Retention:	Temporary - These paper documents are scheduled separately
1a Data Total Retention:	NI-543-00-11/01a Temporary - SF115 - Retain quarterly data online, to document part of OFHEO's oversight function, for the lifetime of the applicable GSE, or its successors or assigns
1b Output Total Retention:	NI-543-00-11/01b Temporary - SF115 - Retain quarterly data, to document part of OFHEO's oversight function, for the lifetime of the applicable GSE, or its successors or assigns - FHE Factsheets are scheduled separately (paper)
1c Doct'n Total Retention:	NI-543-00-11/01c 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

DESTROY AFTER
THE DEMISE OF
THE GSE AND ITS
SUCCESSOR.

3/26/01

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3/26/01

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

Office of Record OEO - Office of Examination and Oversight

Record Series Name "Reports of Examination" File

Medium - Group Paper

NARA Job#: NI-543-00-11/02

File Plan Category Name "Reports of Examination" File

Use and Purpose Final reports created to document the results of OFHEO's annual safety and soundness examinations of the GSE's OEO conducts annual, comprehensive, risk-based examinations of the Enterprises OEO's examination program complements OFHEO's quarterly capital classification in providing comprehensive oversight of the financial safety and soundness of each GSE OFHEO has identified four categories of risk for examinations, including credit risk, market risk, operations risk, and corporate governance risk

Filing Instructions File alphabetically by name of GSE, then chronologically by Exam date

Volume 1 file drawer

Volume Growth 1" per year

Total Retention: Years/Event NI-543-00-11/02a ~~Temporary~~ ^{PERMANENT} Records Capture record copy of Reports of Examination annually after each examination is complete Retain in OFHEO storage (not Federal Records Center) for 30 years, NI-543-00-11/02b 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

2a

2b

Disposition Authority SF115

If no Dispo Auth SF115

Charges made
with the concurrence
of the agency records officer

THEN
TRANSFER
TO THE
NATIONAL ARCHIVES.
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OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OEO - Office of Examination and Oversight

Record Series Name Examination File

Medium - Group Paper

NARA Job#: NI-543-00-11/03

File Plan Category Name Examination Files

Use and Purpose Workpapers created or collected by OEO to provide the support for the annual examination of each Enterprise. The workpapers include GSE documents submitted and accepted by OEO to support the examination assessment factors during the examination process, as well as OEO-originated documents analyzing the GSE submittal documents. Workpapers include compliance review workpapers for any other specialized examinations such as those from the Flood Insurance Compliance Review. This file also includes documents collected from the GSE's for use in planning examinations.

Filing Instructions File alphabetically by GSE name, then Chron by exam date, then Chron within each exam category.

Volume 28 file drawers

Volume Growth 8 file drawers per GSE per year

3a
3b
Total Retention: Years/Event NI-543-00-11/03a Temporary Records Retain for the current year plus five years, then destroy. NI-543-00-11/03b 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

Office of Federal Housing Enterprise Oversight (OFHEO)

ID 16

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

Office of Record OEO - Office of Examination and Oversight

Record Series Name OEO Publications

Medium - Group Paper

NARA Job#: NI-543-00-11/04

File Plan Category Name OEO Publications

Use and Purpose Reports created as part of the oversight function. Titles include FHE Factsheets, which are quarterly publications describing GSE business activity, earnings, and capital. These publications do not include confidential, commercial and financial information. Although they are distributed internally within the agency, they are not disseminated to the public. No longer published by OFHEO are the FHE Quarterlies which are independent analyses of quarterly earnings and credit performance, and the FHE Updates which are ad hoc publications covering a wide range of emerging issues and topics of interest. The FHE Quarterlies were published from 1994 through 1997, while the FHE Updates were published from 1995 through 1998.

Filing Instructions File alphabetically by name of publication, then chronologically by date

Volume 1/2 file drawer

Volume Growth 3"/year

Total Retention: Years/Event NI-543-00-11/04a: ~~Temporary~~ Records Break files annually. Retain for the current year plus ~~five~~ ²⁰ years, then ~~destroy~~. NI-543-00-11/04b: 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

charges made
with the Controller
of the agency records officer.

PERMANENT.
TRANSFER
TO THE
NATIONAL ARCHIVES.
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OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record OEO - Office of Examination and Oversight

Record Series Name OEO Chron Files

Medium - Group Paper

NARA Job#: NI-543-00-11/05

File Plan Category Name OEO Chron Files

Use and Purpose Copies of selected substantive records related to the administration, organization, policies, and functions of OEO. This file includes documents such as correspondence to and from each GSE, as well as documentation of decisions, meetings and other high-level activities of the Director and Deputy Director of OEO. This file does NOT include personal documentary materials of either the Director or Deputy Director of OEO.

Filing Instructions File chronologically by date

Volume 1 file drawer

Volume Growth 6" per year

5a
5b
Total Retention: Years/Event NI-543-00-11/05a Temporary Records Retain for current year plus five years
~~Weed annually~~ NI-543-00-11/05b Temporary Records After paper record copy capture, delete all copies of electronic source records, except for 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 OEO - Office of Examination and Oversight

Record Series Name OEO Subject Files

Medium - Group Paper

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

File Plan Category Name OEO Subject Files

Use and Purpose Routine records related to the daily administration, organization, and functions of OEO. This file includes documents such as correspondence to and from each GSE, as well as documentation of decisions, meetings, and other activities of the Director and Deputy Director of OEO. This file does NOT include personal documentary materials of either the Director or Deputy Director of OEO.

Filing Instructions File alphabetically by subject name, then chronologically by date. Weed annually.

Volume 2 file drawers

Volume Growth 1/2 file drawer per year

Total Retention: Years/Event NI-543-00-11/06a Temporary Records Retain for current year plus five years
6a ~~Weed annually.~~ NI-543-00-11/06b Temporary Records After paper record copy capture, delete all copies of electronic source records, except for the one copy retained as a template for updating or revision
6b

Disposition Authority SF115

If no Dispo Auth SF115