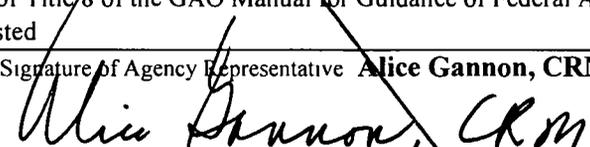


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-00-12	
1 From <b>Office of Federal Housing Enterprise Oversight (OFHEO)</b> <b>Record Group 543</b>		Date Received 10/29/1999	
2/3 Major Subdivision <b>Office of External Relations - Public Affairs</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disposition request, including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10			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		Archivist of the United States	
8/9/00		 	
6 Agency Certification <span style="float: right;"><b>WITHDRAWN</b></span> 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	Signature of Agency Representative <b>Alice Gannon, CRM</b>	Title <b>Records Management Officer</b>	
10/7/99			
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 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action Taken (NARA Use Only)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	

**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-543-00-12/01

**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

**Input Total Retention:** NI-543-00-12/01a 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

**Data Total Retention:** NI-543-00-12/01b Temporary - SF115 - Dispose of data when superseded or obsolete in order to maintain database current

**Output Total Retention:** NI-543-00-12/01c Temporary - NA - This is telecom data which leaves OFHEO with the documents disseminated

**Doct'n Total Retention:** NI-543-00-12/01d 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-543-00-12/02

**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

**Input Total Retention:** NI-543-00-12/02a Temporary - Record copies of the Web Content Records in other OFHEO File categories are scheduled separately

**Data Total Retention:** NI-543-00-12/02b Temporary - SF115 - Web Content Records will be retained electronically for the same retention period as their counterparts which are scheduled separately. However, the copies put up on the OFHEO website may be removed and saved on the LAN or on magnetic (or other) storage media for as long as they may be required for electronic dissemination

**Output Total Retention:** NI-543-00-12/02c Temporary - SF115 - Web Content Records will be retained electronically for the same retention period as their counterparts which are scheduled separately. However, the copies put up on the

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

OFHEO website may be removed and saved on the LAN or on magnetic (or other) storage media for as long as they may be required for electronic dissemination

**Doc't'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-543-00-12/03

**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

**Input Total Retention:** NI-543-00-12/03a 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

**Data Total Retention:** NI-543-00-12/03b Temporary - SF115 - Dispose of data when superseded or obsolete in order to maintain database current

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

**Doct'n Total Retention:** NI-543-00-12/03c 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-543-00-12/07

**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

**Total Retention: Years/Event** 543-00-12/07a 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 543-00-12/07b Temporary - Those records that do not warrant permanent retention Destroy when ten years old, or sooner if no longer needed for business ~~543-00-12/07c~~ 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-543-00-12/04

**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

**Total Retention: Years/Event** 543-00-12/04a 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 543-00-12/04b 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** House Price Indexes - Quarterly OFHEO Publications and the "HPI Technical Description"

**Medium - Group** Paper

**NARA Job#:** NI-543-00-12/05

**File Plan Category Name** House Price Indexes

**Use and Purpose** 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)

**Total Retention: Years/Event** 543-00-12/05a 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.  
543-00-12/05b 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-543-00-12/06

**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

**Total Retention: Years/Event** 543-00-12/06a 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.  
543-00-12/06b 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-543-00-12/08

**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** 543-00-12/08a Temporary Records Retain for 10 years 543-00-12/08b 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** Press Packets (Clips) Files

**Medium - Group** Paper

**NARA Job#:** NI-543-00-12/09

**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** 543-00-12/09a 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. 543-00-12/09b 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 - Public Affairs

**Record Series Name** Public Affairs Photograph File

**Medium - Group** Paper

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

**File Plan Category Name** Public Affairs Photograph File

**Use and Purpose** The photographs cover the major events at OFHEO since the agency was established in 1993

**Filing Instructions** File chronologically by date

**Volume** 3 inches (2 photo albums)

**Volume Growth** 1 inch per year

**Total Retention: Years/Event** 543-00-12/12a 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 543-00-12/12b Temporary - Those records that do not warrant permanent retention Destroy when ten years old, or sooner if no longer needed for business ~~543-00-12/12c~~ 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** Speeches, Addresses, and Comments

**Medium - Group** Paper

**NARA Job#:** NI-543-00-12/10

**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: Years/Event** 543-00-12/10a 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 543-00-12/10b 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** Staff Biographies

**Medium - Group** Paper

**NARA Job#:** NI-543-00-12/11

**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** 543-00-12/11a 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 543-00-12/11b 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