

REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-01-01	
1. From: Office of Federal Housing Enterprise Oversight (OFHEO) Record Group 543		Date Received 2-15-01	
2/3. Major Subdivision. Office of Finance and Administration: Associate Director and Deputy Associate Director Chron Files		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 33-3a 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
		9-501	<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: 2/9/2001	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 GRS or Superseded Job Citation	10.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.		
115-109	NSN 7540-00-634-4064 Previous Edition Not Usable	Standard Form 115 (Rev. 3-91) Prescribed by NARA 36 CFR 1228	

RMO Name: Alice Gannon

Date: 8/20/1999

Paper

Contact Name: Senora Benjamin

Location: Senora's Office

Record Series Name: **OFA Chron File for Associate Director and Deputy Associate Director**

Use and Purpose: Record copies of signed or authored substantive, outgoing documents. Separate files are kept for the Associate Director and for the Deputy Associate Director of the Office of Finance and Administration. These files may include documents from any of the functional/program areas of OFA. These files do not include documents received by OFA (only outgoing documents). These files do not include Chron Files for any other OFA Staff member. These files do NOT include any personal documentary materials.

Applicable Requirement: 44 USC 3101 - The Federal Records Act

Content: Official Records

Office of Record: OFA - Office of Finance and Administration - Associate Director and Deputy Files

Office of Origin: OFA - Office of Finance and Administration - Associate Director and Deputy Files

Record Copy Capture Time: Upon approval or signature

File Plan Category Name: **OFA Director and Deputy Director Chron Files**

Inclusive Dates: 1995 to Present

Filing Instructions: File chronologically by date

Database where Indexed: OSCAR - Officewide System for Capture and Retrieval

OSCAR Instructions: Log onto OSCAR when applicable

What Finding Aids? OSCAR - Officewide System for Capture and Retrieval

Volume: 2 Binders

Volume Growth: 3" per year

Duplication? Where? None

Who has access? OFA Director and Deputy Director

How secured? Facility perimeter locks

Vital Records? ?

If VRs, which type? ?

VR Protection Method: ?

VR Protection Duration: ?

VR Protection Frequency: ?

Retention Medium: Paper

1e
1h
Total Retention: Years/Event: NI-543-00-00/02a Temporary Records Break files annually Destroy after five years or when no longer needed, whichever is later NI-543-00-00/02b. 1h
Temporary Records After paper record copy capture, delete all e-mail and word processing copies of electronic source records, except the one copy retained as a template for updating or revision

Disposition Authority? No

Disposition Authority: SF115

If no Disposition Authority: SF115

Disposition Methodology: Offer OD's files to NARA Shred DD's files

Privacy Act System of Records? No

If PASOR, FR Notification #: NA

Comments: FCA-CF2 and NARA 13 = basis