

REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543- 02-2	
1. From: Office of Federal Housing Enterprise Oversight (OFHEO) Record Group 543		Date Received 11/17/02	
2/3. Major Subdivision: Office of Strategic Planning and Management		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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
		4-26 02	<i>John W. Paul</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: 12/26/2001	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 GRS or Superseded Job Citation	10 Action Taken (NARA Use Only)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 OSPM - Office of Strategic Planning and Management Date: 11/2/2001

Record Series Name GPRA File (Government Performance and Results Act)

Medium - Group Paper

NARA Job#:

File Plan Category Name GPRA File

Use and Purpose The GPRA File includes the OFHEO Strategic Plans, OFHEO Annual Performance Plans, OFHEO Annual Performance Reports, Quarterly Performance Reports, and associated Call Memos and Summary Memos

Filing Instructions File documents chronologically

Volume 1/2 file drawer

Volume Growth 2"/year

Total Retention: Years/Event ~~NI-543-xx Permanent Records Transfer Strategic Plan, Annual Performance Plan, and Annual Performance Report to NARA in 5-year segment, when most recent records are 10 years old.~~ ~~NI-543-xx Temporary Records Retain~~ **1a** **QUARTERS 1-3**
1b Quarterly Performance Reports (last Associate Director copies and e-mail messages) for 3 years, or until the agency Financial audit that includes these records in the scope of the audit is closed, whichever is later. Retain 4th Quarter Performance Reports and associated Call and Summary Memos for 5 years. ~~NI-543-xx Temporary Records After paper record copy capture, delete all copies of electronic source records, except the copy retained as a template for updating or revision.~~ **NOTE: Retain all Quarterly Performance Reports and associated Call and Summary Memos until the completion of the first agency Financial audit that includes these records in the scope of the audit**

Disposition Authority SF115

If no Dispo Auth SF115