

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

Job Number **N1-543-11-3**

1 From (Agency or establishment)
Federal Housing Finance Agency

Date Received **4/16/11**

2 Major Subdivision
Office of Technology and Information Management

Notification to Agency
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

3 Minor Subdivision

4 Name of Person with whom to confer
Susan Sallaway

5 Telephone (include area code)
(202) 414-8943

Date **9/26/12** Archivist for 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WITHDRAWN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

is not required is attached has been requested

Signature of Agency Representative
Susan Sallaway

Title
Records Officer

Date (mm/dd/yyyy)
04/15/2011

| 7 Item Number | 8 Description of Item and Proposed Disposition | 9 GRS or Superseded Job Citation | 10 Action taken (NARA Use Only) |
|---------------|--|----------------------------------|---------------------------------|
| | <p>FHFA Comprehensive Records Schedule</p> <ul style="list-style-type: none"> Schedule 5 Operations Schedule 7 Inspector General | | |

FHFA Comprehensive Records Retention Schedule

NARA Submittal – Schedules 5 and 7 - 04/15/11

FHFA Comprehensive Records Retention Schedule at a Glance

1. **Records of the Director and Senior Officials, Communications, Congressional Relations, Publications, and Policies**
 - Item 1 1 Director and Senior Official Records
 - Item 1 2 Official Agency Communications, Congressional Relations, and Publications
 - Item 1 3 Directives, Policies, Handbooks, and Manuals
 - Item 1 4 Ombudsman Records

2. **Supervision and Housing Mission**
 - Item 2 1 Examination and Evaluation Activities Records
 - Item 2 2 Supervision and Oversight Activities Records
 - Item 2 3 Supervision and Housing Mission Electronic Systems Records

3. **Conservatorship**
 - Item 3 1 Conservatorship Program Records
 - Item 3 2 Conservatorship Decision Files
 - Item 3 3 Inspector General Requests and Responses
 - Item 3 4 Making Home Affordable Program Records

4. **Legal**
 - Item 4 1 Regulatory Interpretations and Decisions
 - Item 4 2 Legal Opinions and Advice
 - Item 4 3 Rulemaking Records
 - Item 4 4 Litigation and Administrative Hearing Records
 - Item 4 5 Compliance Records

5. **Operations**
 - Item 5 1 Administrative Management Records
 - Item 5 2 Budget and Financial Management Records
 - Item 5 3 Human Resources Records
 - Item 5 4 Information Technology and Management Records

6. **Records Common to Most FHFA Offices**
 - Item 6 1 Special Projects
 - Item 6 2 Routine Office Administration Records
 - Item 6 3 Working Files

FHFA Comprehensive Records Retention Schedule

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Item 6 4 Transitory Records

7. Inspector General

Item 7 1 Audit Records

Item 7 2 Investigations and Evaluations

Item 7 3 Hotline Records

Item 7 4 Freedom of Information Act and Privacy Act Records

Item 7 5 External Reporting

Item 7 6 Program Management

FHFA Comprehensive Records Retention Schedule

NARA Submittal – Schedules 5 and 7 - 04/15/11

FHFA Comprehensive Records Retention Schedule

Introduction

The Federal Housing Finance Agency (FHFA) was created on July 30, 2008, when the **Housing and Economic Recovery Act of 2008** was signed into law. The Act created an empowered financial regulator with the authorities necessary to oversee vital components of our country's secondary mortgage markets – Fannie Mae, Freddie Mac, and the Federal Home Loan Banks. In addition, this law combined the staffs of the Office of Federal Housing Enterprise Oversight (OFHEO), the Federal Housing Finance Board (FHFB), and the Government Sponsored Entity mission office at the Department of Housing and Urban Development (HUD). The agency's mission is to provide effective supervision, regulation and housing mission oversight of Fannie Mae, Freddie Mac and the Federal Home Loan Banks to promote their safety and soundness, support housing finance and affordable housing, and support a stable and liquid mortgage market.

This FHFA Comprehensive Records Retention Schedule is the initial issuance of the agency's records retention and disposition schedule, which upon approval by the National Archives and Records Administration (NARA), establishes the authority for FHFA to take actions regarding federal records that are no longer needed in office space to conduct current agency business. These actions include

- Transfer of records to agency storage facilities or NARA records centers
- Transfer of permanent records to the National Archives of the United States
- Disposal or destruction of temporary records no longer needed to conduct agency business

Scope

The FHFA Comprehensive Records Retention Schedule covers all program and administrative records created by FHFA since its creation in July 2008, including administrative records that are covered by the General Records Schedule (GRS), unless an exception is noted. Many records scheduled by the predecessor agencies (OFHEO, FHFB, or HUD) are no longer being created by the FHFA, so they are not reflected in this schedule. This schedule applies to all formats and media in which records are created and maintained at FHFA, and authorizes the disposition of the records in any media.

Disposition Instructions

Disposition instructions for temporary records are included in the schedule for each temporary series. Unless otherwise noted, permanent records will be transferred to the National Archives after 30 years, in accordance with the NARA regulations and procedures in place at the time of transfer. When possible, permanent records will be cut off and transferred in smaller blocks, as indicated in the schedules. If the transfer of records in electronic format is not feasible, NARA and FHFA will negotiate, prior to transfer, alternative media, formats, or physical arrangement that meet the needs for continued preservation and use.

FHFA Comprehensive Records Retention Schedule

NARA Submittal – Schedules 5 and 7 - 04/15/11

As a general rule, records are cut off upon completion of the associated activity, or on an annual basis where applicable. Retention rules are applied upon cutoff. For example, retention periods are calculated based upon issuance of a final examination report, completion of a project, final payment on a contract, issuance of a final rule or legal decision, or for general administrative records, at end of year.

The disposition instructions cited in this records schedule are to be implemented by FHFA staff in the routine course of business. However, the destruction or deletion of FHFA records will be suspended, even when the required retention period has been met, if the records are relevant or potentially relevant to any pending or active investigation, audit, litigation, court order, or any active Freedom of Information Act request.

FHFA Comprehensive Records Retention Schedule

NARA Submittal – Schedules 5 and 7 - 04/15/11

5. Operations

This schedule covers records created by FHFA offices providing administrative, financial, human resource, and technical support to the agency. This schedule enables FHFA to apply a standardized retention period to these temporary records, to efficiently streamline their management and disposition, and to facilitate automated, electronic records management processes.

Item 5.1 Administrative Management Records

Records related to security and protective services, emergency planning, space planning and maintenance, property disposal, motor vehicle maintenance and operations, and mail and courier services, and other administrative support services.

Disposition: TEMPORARY. Destroy or delete after 7 years.

Item 5.2 Budget and Financial Management Records

Records related to FHFA's budget formulation, financial management, procurement, and contracting operations.

Disposition: TEMPORARY. Destroy or delete after 7 years.

(See also Item 1.2 for Congressional Testimonies and budget justifications.)

Item 5.3 Human Resources Records

Item 5.3a: Records related to human capital, personnel management, employee performance, staffing, recruitment, career development, employee training, employee relations, and Equal Employment Opportunity, payroll, pay administration, and employee benefits.

Disposition: TEMPORARY. Destroy or delete after 7 years.

Item 5.3b: Official Personnel Folders will travel with the employee or transfer to the St. Louis Personnel Records Center when staff retire.

Item 5.4 Information Technology and Management Records

Item 5.4a: Records related to IT program planning, enterprise architecture, network and IT operations, IT capital investment, infrastructure, information and systems security, oversight and compliance, records management and information governance, annual FISMA reporting, and other reporting requirements.

Disposition: TEMPORARY. Destroy or delete after 7 years.

FHFA Comprehensive Records Retention Schedule

NARA Submittal – Schedules 5 and 7 - 04/15/11

Item 5.4b: Back-up tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data

Disposition: TEMPORARY. Destroy or delete after 6 months.

FHFA Comprehensive Records Retention Schedule

NARA Submittal – Schedules 5 and 7 - 04/15/11

7. Inspector General

Item 7.1 Audit Records

Audit reports issued by the Office of the Inspector General (OIG) or other oversight organizations, such as the Government Accountability Office, that address the operations of FHFA or the regulated entities. This series also includes, but is not limited to, all supporting workpapers and related correspondence, and peer reviews of other members of the Council of the Inspectors General on Integrity and Efficiency.

Disposition: TEMPORARY. Destroy or delete after 7 years.

Item 7.2 Investigations and Evaluations

Item 7.2a Investigative and Evaluative Case Records - Records for each allegation or complaint received by the OIG, regardless of whether the allegation results in an investigation or evaluation, or a referral to another agency. These records include, but are not limited to, investigative or evaluative plans, relevant workpapers and correspondence obtained or created during or in connection with an investigation or evaluation, subsequent prosecutions, civil actions, or administrative actions, grand jury records, and all investigation or evaluation reports, including drafts.

Disposition: TEMPORARY. Destroy or delete after 15 years.

Item 7.2b: Investigative and Evaluative Non-Case Records - Records generated or received by OIG investigators or evaluators that are not tied to a particular allegation or complaint, but are otherwise relevant to the OIG mission and activities. These records include, but are not limited to, work-related correspondence and OIG community operational guidance.

Disposition: TEMPORARY. Destroy or delete after 3 years.

Item 7.3 Hotline Records

Records of allegations or complaints to the OIG Hotline received in any form from any source, and information concerning efforts undertaken to address those allegations or complaints. These records include, but are not limited to, correspondence received from or sent to complainants, documentation of verbal communications with complainants, and records used or created to process complaints.

Disposition: TEMPORARY. Destroy or delete after 3 years.

FHFA Comprehensive Records Retention Schedule

NARA Submittal – Schedules 5 and 7 - 04/15/11

Item 7.4 Freedom of Information Act and Privacy Act Records

Records that document the OIG's compliance with and implementation of programs mandated by the Freedom of Information Act and the Privacy Act. These records are managed according to the requirements set out by the National Archives and Records Administration's General Records Schedule 14. This series is consistent with FHFA Records Schedule item 4.5

7.4a FOIA

Disposition: TEMPORARY. Managed in accordance with GRS 14, Items 11-15.

7.4b Privacy

Disposition: TEMPORARY. Managed in accordance with GRS 14, Items 21-26.

Item 7.5 External Reporting

Reports and other publications issued by OIG to external organizations, such as the OIG's Semiannual Report to Congress

Disposition: PERMANENT. Transfer to NARA when 30 years old

Item 7.6 Program Management

Records related to the planning, organization, and support of OIG functions. These records include, but are not limited to, subject files, documentation of decisions, annual audit plans, status reports, internal control assessments, letters of assurance, correspondence, and briefings

Disposition: TEMPORARY. Destroy or delete after 7 years.

(See also 6.1 Special Projects, 6.2 Routine Office Administration Records, and 6.3 Working Files)

FHFA Schedule 5 – Operations Crosswalk
04/15/2011

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|--|--|----------------------|-----------------------------------|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 4, Item 2 | Excess Personal Property Reports | Destroy when 3 years old | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 4, Item 3 | Surplus Property Case Files | Destroy 6 years after final payment | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 10, Item 1 | Motor Vehicle Correspondence Files | Destroy when 2 years old | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 10, Item 2 | Motor Vehicle Operating and Maintenance Files | Destroy when 1 year old | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 10, Item 3 | Motor Vehicle Cost Files | Destroy 3 years after discontinuance of ledger or date of worksheet | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 10, Item 4 | Motor Vehicle Report Files | Destroy 3 years after date of report | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 10, Item 5 | Motor Vehicle Accident Files | Destroy 6 years after case is closed | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 10, Item 6 | Motor Vehicle Release Files | Destroy 4 years after vehicle leaves agency custody | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 10, Item 7 | Motor Vehicle Operator Files | Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 11, Item 1 | Space and Maintenance General Correspondence Files | Destroy when 2 years old | Operations | Administrative Management Records | 7 Years | 5 1 | |

¹ Retention refers to the retention established in the applicable SF-115 or GRS unless otherwise indicated

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|--|--|----------------------|-----------------------------------|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 11, Item 2 | Agency Space Files | Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 11, Item 3 | Directory Service Files | Destroy 2 months after issuance of listing | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 11, Item 4a | Credentials (Facility Security Card/ID Badge Files) | Destroy credentials 3 months after return to issuing office | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 11, Item 4b | Credentials (Receipts, Indexes, Listings, and Accountable Records) | Destroy after all listed credentials are accounted for | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 11, Item 5 | Building and Equipment Services Files | Destroy 3 months after work is performed or requisition is canceled | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 12, Item 1 | Messenger Service Logs | Destroy when 2 months old | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 12, Item 5 | Post Office and Private Mail Company Records | Destroy when 1 year old | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 12, Item 6 | Mail and Delivery Service Control Files | Destroy when 1 year old | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 12, Item 7 | Metered Mail Files | Destroy when 6 years old | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 14, Item 1 | Information Requests (Non-FOIA) | Destroy when 3 months old | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 14, Item 2 | Information Requests (Non-FOIA) | Destroy 3 months after acknowledgment and referral | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 12 | Property Pass Files | Destroy 3 months after expiration or revocation | Operations | Administrative Management Records | 7 Years | 5 1 | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|---|---|----------------------|-----------------------------------|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 18, Item 15 | Personal Property Accountability Files | Destroy 3 years after final entry | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 16 | Key Accountability Files | Destroy 3 years after turn-in of key | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 17 | Visitor Control Logs | Destroy 5 years after final entry or 5 years after date of document, as appropriate | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 21 | Security Clearance Administrative Subject Files | Destroy when 2 years old | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 22 | Personnel Security Clearance Files | Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 22b | Personnel Security Clearance Files | Destroy in accordance with the investigating agency instructions | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 23 | Personnel Security Clearance Files | Destroy when superseded or obsolete | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 24 | Security Violations Files | Destroy 5 years after close of case | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 26 | Emergency Planning/ Operations | Destroy when 2 years old | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 27 | Emergency Planning/ Operations | Destroy 3 years after issuance of a new plan or directive | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 18, Item 28 | Emergency Planning/ Operations | Destroy when 3 years old | Operations | Administrative Management Records | 7 Years | 5 1 | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|--|---|----------------------|---|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| N1-543-01, Item 01a | General Correspondence | Destroy after 5 years | Operations | Administrative Management Records | 7 Years | 5 1 | |
| GRS 2, Item 7 | Time and Attendance (Timecards – T&As) | Destroy after GAO audit or when 6 years old, whichever is sooner | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 8 | Time and Attendance (Timecards – T&As) | Destroy after GAO audit or when 6 years old, whichever is sooner | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 9b | Leave Records | Destroy when 3 years old | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 13 | Tax Files | Destroy 4 years after superseded or obsolete or upon separation of employee | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 14 | Savings Bond Purchase Files | Destroy when superseded or after separation of employee | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 15 | Combined Federal Campaign (CFC) and Other Allotment Authorizations | Destroy after GAO audit or when 3 years old, whichever is sooner | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 16 | Thrift Savings Plan Elections Form | Destroy when superseded or separation of employee | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 17 | Direct Deposit Sign-up Form (SF 1199A) | Destroy when superseded or after separation | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 18 | Levy and Garnishment Files | Destroy 3 years after garnishment is terminated | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 22 | Payroll System Reports | Destroy after GAO audit or when 3 years old, whichever is sooner | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|--|--|----------------------|---|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 2, Item 23 | Payroll Change Files | Destroy after GAO audit or when 3 years old, whichever is sooner | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 24 | Payroll Correspondence | Destroy when 2 years old | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 2, Item 28 | Retirement Files | For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 3, Item 3 | Routine Procurement Files | Destroy 6 years and 3 months after final payment | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 3, Item 4 | Supply Management Files | Destroy when 2 years old | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 3, Item 5 | Solicited and Unsolicited Bids and Proposals Files | Destroy 5 years after date of cancellation | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 3, Item 6 | Public Printer Files | Destroy 3 years after completion or cancellation of requisition | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 3, Item 8 | Inventory Files | Destroy 2 years after completion or cancellation of requisition | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 3, Item 9 | Inventory Files | Destroy 2 years from date of list | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 3, Item 18 | Federal Activities Inventory Reform Act Records | Destroy 7 years after cut off | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 5, Item 1 | Budget Correspondence Files | Destroy when 2 years old | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|---|--|----------------------|---|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 5, Item 2 | Budget Background Records | Destroy 1 year after the close of the fiscal year covered by the budget | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 5, Item 3 | Budget Reports Files | Destroy when 5 years old | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 6, Item 1 | Accountable Officer's Records | Destroy 6 years and 3 months after period covered by account | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 6, Item 4 | General Funds Files | Destroy when 3 years old | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 6, Item 5 | Accounting Administrative Files | Destroy when 3 years old | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 9, Item 7 | Federal Employee Transportation Subsidy Records (Metropool and Parking) | Destroy when 3 years old | Operations | Budget and Financial Management Records | 3 years | 5 2 | |
| GRS 16, Item 14 | Management Control Records | Destroy 5 years after cutoff | Operations | Budget and Financial Management Records | 5 Years | 5 2 | |
| N1-543-00-03, Item 01a | Assessment Calculations File | Destroy 6 years and 3 months after the period covered | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| N1-543-02-02, Item 01a | Government Performance and Results Act | Retain quarterly performance reports for 3 years or until the agency Financial audit that includes these records in the scope of the audit is closed, whichever is later | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|---|---|----------------------|---|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| N1-543-02-02, Item 01b | Government Performance and Results Act | Retain 4 th quarter performance report and associated call and summary memos for 5 years | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| N1-543-00-09, Item 01a | Government Performance and Results Act Input Data | Delete email messages with attachments after 5 years, or when data has been incorporated into the record copy of the system and verified, whichever is sooner | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| N1-543-00-09, Item 01b | Government Performance and Results Act Quarterly Data | Retain quarterly data for 5 years | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| N1-543-00-09, Item 01c | Government Performance and Results Act Year-End Data | Retain year-end data for 30 years | Operations | Budget and Financial Management Records | 7 Years | 5 2 | |
| GRS 1, Item 3 | Personnel Correspondence Files | Destroy when 3 years old | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 4 | Offers of Employment Files | Destroy when appointment is effective | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 6 | Employee Record Cards | Destroy on separation or transfer of employee | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 7 | Position Classification Standards Files | Destroy 5 years after position is abolished or description is superseded | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 8 | Interview Records | Destroy 6 months after transfer or separation of employee | Operations | Human Resources Records | 7 Years | 5 3a | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|---|--|----------------------|-------------------------|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 1, Item 10 | Temporary Personnel Records, including I-9 Forms | Destroy 3 years after employee separates from service or transfers to another agency | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 12 | Employee Awards File | Destroy 2 years after approval or disapproval | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 13 | Incentive Awards Program Reports | Destroy when 3 years old | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 14 | Notification of Personnel Actions (SF 50s) | Destroy when 2 years old | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 16 | Personnel Operations Statistical Reports | Destroy when 2 years old | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 17 | Correspondence and Forms Files (Personnel) | Destroy when action is completed | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 18 | Supervisor's Personnel Files | Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 23 | Employee Performance File System Records | Destroy 5 years after date of appraisal | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 24 | Reasonable Accommodation Request Records General Files | Destroy three years after employee separation from the agency or all appeals are concluded whichever is later | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 25 | Equal Employment Opportunity Records | Destroy when 7 years old | Operations | Human Resources Records | 7 Years | 5 3a | |

**FHFA Schedule 5 – Operations Crosswalk
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| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|--|--|----------------------|-------------------------|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 1, Item 26 | Personnel Counseling Files | Destroy 3 years after termination of counseling | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 27 | Alternative Dispute Resolution (ADR) Files | Destroy when 3 years old Longer retention is authorized if records are needed for agency business | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 29 | Training Records | Destroy when 5 years old or 5 years after completion of a specific training program | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 30 | Administrative Grievance, Disciplinary, and Adverse Action Files | Destroy 4 years after case is closed | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 31 | Personal Injury File | Destroy 3 years after cutoff | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 32 | Merit Promotion Case Files | Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 33 | Examining and Certification Records | Destroy 5 years after cutoff | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 34 | Occupational Injury and Illness Files | Destroy when 5 years old | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 35 | Denied Health Benefits Requests Under Spouse Equity Case File | Destroy 3 years after denial | Operations | Human Resources Records | 7 Years | 5 3a | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|---|--|----------------------|-------------------------|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 1, Item 35b (1) | Denied Health Benefits Requests Under Spouse Equity Case File | Create enrollment file in accordance with Subchapter S17 of the FEHB Handbook | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 37 | Donated Leave Program Case Files | Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 39 | Retirement Assistance Files | Destroy when 1 year old | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 40 | Handicapped Individuals Appointment Case Files | Destroy 5 years following the date of approval or disapproval of each case | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 41 | Pay Comparability Records | Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later | Operations | Human Resources Records | 7 Years | 5 3a | |
| GRS 1, Item 42 | Alternate Worksite Records (AWS) | Destroy 1 year after end of employee's participation in the program | Operations | Human Resources Records | 7 Years | 5 3a | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|--|--|----------------------|----------------------------|--|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 1, Item 1a | Official Personnel Files (OPF) | The records should be sent to the new agency within 5 working days after receipt of the request. If long-term records that should be transferred are not available, wait until those records have been filed before sending the records. Notify the requester and explain the delay. | Operations | Official Personnel Folders | The Official Personnel Folders travel with the employee or transfer to the St. Louis Personnel Records Center when staff retire. | 5 3b | |
| GRS 1, Item 1b | Official Personnel Files (OPF) | Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. | Operations | Official Personnel Folders | The Official Personnel Folders travel with the employee or transfer to the St. Louis Personnel Records Center when staff retire. | 5 3b | |
| GRS 1, Item 23a (3)a | Employee Performance File System Records | Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule. | Operations | Official Personnel Folders | The Official Personnel Folders travel with the employee or transfer to the St. Louis Personnel Records Center when staff retire. | 5 3b | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|--|---|----------------------|---|--|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 1, Item 23b (2)a | Employee Performance File System Records | Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule) An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23b(2)(b) of this schedule | Operations | Official Personnel Folders | The Official Personnel Folders travel with the employee or transfer to the St Louis Personnel Records Center when staff retire | 5 3b | |
| GRS 2, Item 9a | Leave Records | File on right side of the Official Personnel Folder (OPF) | Operations | Official Personnel Folders | The Official Personnel Folders travel with the employee or transfer to the St Louis Personnel Records Center when staff retire | 5 3b | |
| GRS 16, Item 2 | Records Disposition Files | Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 16, Item 3 | Forms Files | Destroy 5 years after related form is discontinued, superseded, or canceled | Operations | Information Technology and Management Records | 7 Years | 5 4 | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|--|--|----------------------|---|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 16, Item 4 | Records Holdings Files | Destroy when 3 years old | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 16, Item 7 | Records Management Files | Destroy when 6 years old | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 24, Item 2 | IT Facility, Site Management, and Equipment Support Services Records | Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 24, Item 3 | IT Asset and Configuration Management Files | Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 24, Item 4 | System Backups and Tape Library Records | Delete/destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 24, Item 5 | Files Related to Maintaining the Security of Systems and Data | Destroy/delete 1 year after system is superseded | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 24, Item 7 | Computer Security Incident Handling, Reporting and Follow-up Records | Destroy/delete 3 years after all necessary follow-up actions have been completed | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 24, Item 8 | IT Operations Records | Destroy/delete when 3 years old | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 24, Item 9 | Financing of IT Resources and Services | Destroy/delete 3 years after agreement is superseded or terminated | Operations | Information Technology and Management Records | 7 Years | 5 4 | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|---|--|----------------------|---|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| GRS 24, Item 11 | IT Infrastructure Design and Implementation Files | Destroy/delete 5 years after project is terminated | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 27, Item 1 | IT Program Planning Records | Cut off annually Destroy/delete when 7 years old or when no longer needed, whichever is later | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 27, Item 4 | Legal and Regulatory Compliance Records | Cut off annually Destroy/delete when 5 years old | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 27, Item 5 | CIO Committee Records | Cut off annually Destroy/delete when 5 years old | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| GRS 27, Item 6 | CIO Subject and Office Records | Cut off annually Destroy/delete when 5 years old | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| N1-543-02-01, Item 02a | Website Content Records | Dispose of software upon migration, or when superseded or obsolete | Operations | Information Technology and Management Records | 7 Years | 5 4 | |
| N1-543-02-01, Item 02b | Website Content Records | Web content records will be retained electronically for as long as they may be required for electronic dissemination | Operations | Information Technology and Management Records | 7 Years | 5 4 | |

**FHFA Schedule 5 – Operations Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Operations Records: N1-XXX-XX-X | | | | | | | |
|--|-------------------------|---|----------------------|---|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| N1-543-02-01, Item 02c | Website Data | 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 other storage media for as long as required for electronic dissemination. | Operations | Information Technology and Management Records | 7 Years | 54 | |
| N1-543-02-01, Item 02d | Website Output | 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 other storage media for as long as required for electronic dissemination. | Operations | Information Technology and Management Records | 7 Years | 54 | |
| N1-543-02-01, Item 02e | Website Documentation | See the OFHEO Website Management File below | Operations | Information Technology and Management Records | 7 Years | 54 | |
| N1-543-02-01, Item 8a | Website Management File | Destroy after 10 years | Operations | Information Technology and Management Records | 7 Years | 54 | |

**FHFA Schedule 7 – Inspector General Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Inspector General Records: N1-XXX-XX-X | | | | | | | |
|---|----------------------------------|---|----------------------|---|----------------------|--------------------------|--------------|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| N1-485-08-2, Item 17 | Audit Reports File | Cut off at end of calendar year Transfer to the Washington National Records Center after 6 years and 3 months Destroy 10 years after the cut off | Inspector General | Audit Records | 7 years | 7 1 | |
| N1-485-08-2, Item 13 | Peer Review Files | Place in inactive files when the peer review is completed Cut off inactive file at end of the calendar year that the review is completed File is updated every 3 years and transferred to another IG office after 9 years | Inspector General | Audit Records | 7 years | 7 1 | |
| N1-485-08-2, Item 2 | Audit and Survey Workpaper Files | Cut off at end of calendar year Destroy 6 years and 3 months after cut off | Inspector General | Audit Records | 7 years | 7 1 | |
| N1-485-94-1, Item 3 8 | Investigation Case Files | Place in inactive files when case is closed Cut off inactive file at end of fiscal year Destroy 10 years after cut off | Inspector General | Investigative and Evaluative Case Records | 15 years | 7 2a | |
| N1-485-08-2, Item 14 | Grand Jury (6e) Files | Cut off when case is closed Retain in a segregated, locked file in OIG for 20 years after case is closed | Inspector General | Investigative and Evaluative Case Records | 15 years | 7 2a | |

¹ Retention refers to the retention established in the applicable SF-115 or GRS unless otherwise indicated

**FHFA Schedule 7 – Inspector General Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Inspector General Records: N1-XXX-XX-X | | | | | | | |
|---|---|--|----------------------|---|----------------------|--------------------------|---|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| N1-485-94-1, Item 3 8 | Referred Case Files | Place in inactive files when case is closed Cut off inactive file at end of fiscal year Destroy 10 years after cut off | Inspector General | Investigative and Evaluative Case Records | 15 years | 7 2a | |
| N1-485-94-1, Item 3 8 | Zero Case Files | Place in inactive files when case is closed Cut off inactive file at end of fiscal year Destroy 10 years after cut off | Inspector General | Investigative and Evaluative Case Records | 15 years | 7 2a | |
| N1-485-08-2, Item 16 | Community Operational Guidance | Cut off at end of each calendar year Destroy 3 years after cut off | Inspector General | Investigative and Evaluative Case Records | 3 years | 7 2b | If relevant to OIG mission and activities |
| New Record | Hotline Records | Unscheduled | Inspector General | Hotline Records | 3 years | 7 3 | |
| New Record | Congressional Reports | Unscheduled | Inspector General | External Reports | Permanent | 7 5 | |
| N1-485-08-2, Item 3 | Program Status <i>Internal Reports - (Recurring)</i> | Cut off at end of calendar year Destroy 5 years after cut off | Inspector General | Program Management Records | 7 years | 7 6 | |
| N1-485-08-2, Item 4 | Program Status <i>Internal Reports - (Non-Recurring)</i> | Cut off at end of calendar year Destroy 5 years after cut off | Inspector General | Program Management Records | 7 years | 7 6 | |
| N1-485-08-2, Item 15 | Summary Workload Status Reports | Cut off at the end of each calendar year Destroy 5 years after cut off | Inspector General | Program Management Records | 7 years | 7 6 | |
| N1-485-08-2, Item 16 | Community Operational Guidance | Cut off at end of each calendar year Destroy 3 years after cut off | Inspector General | Program Management Records | 7 years | 7 6 | If relevant to OIG program management |

**FHFA Schedule 7 – Inspector General Crosswalk
04/15/2011**

| 2009 Consolidated Records Schedule Crosswalk to Inspector General Records: N1-XXX-XX-X | | | | | | | |
|---|--|---|----------------------|--------------------------------------|----------------------|--------------------------|--|
| Previous Authority | Record Type | Previous Retention¹ | Category Name | New Record Type | New Retention | New SF-115 Number | Notes |
| N1-485-08-2, Item 19 | Subject Files | Cut off at end of calendar year Transfer to the Washington National Records Center after 6 years and 3 months Destroy 10 years after cutoff | Inspector General | Program Management Records | 7 years | 76 | Crosswalk any Special Projects to Schedule 6, item 6.1 |
| N1-485-08-2, Item 22 | Review of Legislation, Regulations, and Agency Policies and Procedures | Information is updated as appropriate Destroy outdated records after 2 years | Inspector General | Program Management Records | 7 years | 76 | |
| N1-485-94-1, Item 3.6 | OIG Office's Correspondence | Cut off at end of each calendar year Destroy when no longer needed | Inspector General | <i>File with related records</i> | | | |
| N1-485-08-2, Item 5 | Chronological File | Cut off at end of each calendar year Destroy 5 years after cutoff | Inspector General | <i>Destroy when no longer needed</i> | | | |