

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-483-06-2	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-24-2006	
1 FROM (Agency or establishment) Office of Thrift Supervision		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Kathy Collins	5 TELEPHONE NUMBER (202) 906-7514	DATE 2/6/07 8/24/2006	ARCHIVIST OF THE UNITED STATES <i>Alta Wenzel</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 needed now for the business for 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE 8/24/2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy Collins</i>		TITLE <i>Manager, Records Management, Helpdesk & Web Services</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This schedule applies to all formats and media in which records are created and maintained at the Office of Thrift Supervision (OTS), including paper, microfilm, and electronic records. Every effort will be made to transfer permanent electronic records to NARA in accordance with NARA standards applicable at the time of transfer. If transfer of the electronic records is not feasible, NARA and the OTS will negotiate, prior to transfer, alternative media, formats, and/or physical arrangement that meet the needs for continued preservation and use.		
1	Holding Company Files	N1-483-91-2/5	
2	Director's Decisional Packages	N1-483-93-1/1	
3	Director's Orders	N1-483-93-1/2	
4	Thrift Institution Files	N1-483-93-1/6b	
5	Comment Letters	N1-483-93-1/8	
6	Holding Company Files and Reports (Applications) (see attached)	N1-483-93-1/10b	
	Note: Authorization to transfer permanent records to NARA is subject to prior approval of OTS Counsel	<i>cc Agency, NR, NWMD, NWME, NWMW</i>	

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1. HOLDING COMPANY FILES

MAJOR SUBDIVISION: Deputy Director for Regional Operations

DESCRIPTION: These files consist of the holding company filings and any correspondence between OTS and the holding company.

DISPOSITION: Permanent. Cut off at the end of the calendar year. Transfer to NARA 15 years after cutoff. (Supersedes Job No. N1-483-91-2/5)

2. DIRECTOR'S DECISIONAL PACKAGES

MAJOR SUBDIVISION: Examinations and Supervision Operations

DESCRIPTION: Files consist of staff memoranda, reports of regional directors, legal opinions and other material documenting proposals presented to the Director, OTS for approval. Also included are the approved resolutions signed by the Director, OTS.

DISPOSITION: Permanent. Cut off at the end of the calendar year in which the decision/action is approved. Transfer to the National Archives 15 years after cutoff. (Supersedes Job No. N1-483-93-1/1)

3. DIRECTOR'S ORDERS

MAJOR SUBDIVISION: Examinations and Supervision Operations

DESCRIPTION: Files consist of copies of the resolutions approved by the Director of OTS which are retained to facilitate search and retrieval.

DISPOSITION: Permanent. Cut off at the end of the calendar year in which the decision/action is approved. Transfer to the National Archives 10 years after cutoff. (Supersedes Job No. N1-483-93-1/2)

4. THRIFT INSTITUTION FILES - Institutions active as of August 8, 1989.

MAJOR SUBDIVISION: Examinations and Supervision Operations

DESCRIPTION: These files consist of the following items for records dated 1986 and continuing...

Application Folder. Files contain documents of various applications, including merger conversions, acquisitions of another thrift, relocations, purchase or sale of branch offices, Oakar and Sasser applications, insurance of accounts, private placements, subordinated debentures, and waivers of certain regulatory restrictions.

Certificates.

Examination Reports.

Supervisory Correspondence Folder. Files consist of District Bank, interagency, public and supervisory correspondence pertaining to each regulated institution and may include the by-laws of the institution. This folder may not exist for all institutions after 1989.

Securities and Exchange Act of 1934. These files exist only for stock institutions. Files consist of the following information from S&Ls as required by the Securities and Exchange Act of 1934: Forms 4, 10K, 8A, 10Q, 8K, 15, Reports by Insiders, Preliminary Proxy Statements, Proxy Statements, Schedule 14c Information Statement, Schedule 14b, Tender Offer Rules, OC circulars and forms filled by S&Ls pursuant to the OTS Securities Offering regulation, Schedules 13e-3 and 13e-4.

Board Actions Files. Files consist of Board resolutions, internal memoranda and correspondence relating to FHLBB actions.

DISPOSITION: Permanent. Cut off annually. Transfer to the National Archives 15 years after cutoff. (Supersedes Job No. N1-483-93-1/6b)

5. COMMENT LETTERS

MAJOR SUBDIVISION: Examinations and Supervision Operations

DESCRIPTION: Files consist of all comment letters received on all proposed regulations.

DISPOSITION: Permanent. Cut off annually. Transfer to the National Archives 3 years after cutoff. (Supersedes Job No. N1-483-93-1/8)

6. HOLDING COMPANY FILES AND REPORTS - Applications

MAJOR SUBDIVISION: Examinations and Supervision Operations

DISPOSITION: Permanent. Cut off annually. Transfer to the National Archives 10 years after cutoff. (Supersedes Job No. N1-483-93-1/10b)