

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 FEDERAL HOUSING FINANCE BOARD

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Candyce H. Nail

5. TELEPHONE
 202/408-2530

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-485-94-1

DATE RECEIVED
12/20/94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
12-18-95

ARCHIVIST OF THE UNITED STATES
[Signature]

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 52 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; or has been requested.

DATE
 12/20/94

SIGNATURE OF AGENCY REPRESENTATIVE
Candyce H. Nail

TITLE
 Management Analyst

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached.		

DEC 20 1995 *MNV*

Attachment to SF 115, Job No. N1-485-94-1, Federal Housing Finance Board

District Banks Directorate - Director's Office

- ✓ **Item 1.1.** Deloitte & Touche External Audit Reports - Series contains financial statements and other reports pertaining to 1989 - 1990 external audit reports. This series is no longer created.

Disposition: **TEMPORARY.** Destroy when 7 years old.

- ✓ **Item 1.2.** Office of Finance Correspondence - Series contains information to and from the Office of Finance.

Disposition: **TEMPORARY.** Cut off at end of calendar year. Destroy ~~when 3 years old.~~
after cutoff.

District Banks Directorate

- ✓ **Item 1.3.** Chairman Gonzalez House Banking Committee Request - Series contains information responsive to a request by Chairman Gonzales for information on the FHLBanks' advances activities. This series is no longer created.

Disposition: **TEMPORARY.** Retire to the Washington National Records Center upon approval of this schedule. Destroy ~~when 5 years old.~~ after date of last record.

- ✓ **Item 1.4.** Federal Home Loan Banks Records - Series contains the following records: copies of District Banks board of directors minutes; chron file to District Banks; internal audit reports; financial statements and other reports/external audits; reports to the Banks' audit committee; audit committee minutes; audit plan; and bylaws and quality assurance.

Disposition: **TEMPORARY.** Cut off at end of calendar year. Retire to the Washington National Records Center ~~when 3 years old.~~ Destroy ~~when 5 years old.~~ after cutoff.
after cutoff.

- ✓ **Item 1.5.** Price Waterhouse Subject File - Series contains general correspondence and copies of contracts information. This series is no longer created.

Disposition: **TEMPORARY.** Destroy when 3 years old.

✓ **Item 1.6. FHLBank System Budgets** - Series contains original budget submissions from each District Bank regarding their budget-to-actual performance.

a. **FHFB Annual Budget Report** - consolidation of the FHLBank System's budgets submitted to the Board for approval.

Arrangement: chronological
Annual accumulation: 4 cubic feet

Disposition: PERMANENT. *Cut off at end of calendar year.* Retire to the Washington National Records Center ~~when 3 years old.~~ Transfer to the National Archives ~~when 5 years old.~~ *after cutoff.*

b. **Quarterly Budget-to-Actual Reports** - comparison of each Bank's budget and its actual expenditures, conducted by the FHFB.

Disposition: TEMPORARY. Cut off at end of calendar year. Retire to the Washington National Records Center ~~when 2 years old.~~ Destroy ~~when 7 years old.~~ *after cutoff.*

✓ **Item 1.7. FHLBanks Minutes of Board of Directors' Meetings** - Series contains certified copies of minutes from each FHLBank's monthly Board of Directors' meetings.

Arrangement: chronological and therein geographically by District Bank.
Annual accumulation: 10 cubic feet

Disposition: PERMANENT. Cut off at end of calendar year. Transfer to the National Archives ~~when 3 years old.~~ *after cutoff.*

✓ **Item 1.8. FHLBanks' Advances Rates** - Series contains advance rates for the 12 District Banks from 1981 to the present.

Disposition: TEMPORARY. Cut off at end of calendar year. Retire to the Washington National Records Center in 5 year blocks when most recent record is 5 years old. Destroy ~~when 30 years old.~~ *after cutoff.*

✓ **Item 1.9. FHLBanks Annual Financial Reports** - Series includes the annual financial statements of the 12 District Banks.

Arrangement: chronological and therein geographically by District Bank.
Annual accumulation: .2 cubic feet

Disposition: PERMANENT. *Cut off at end of calendar year.* Transfer to the National Archives in 5 year blocks when most recent record is 5 years old.

Item 1.10. Bank Membership Applications - Series includes membership application information from District Banks including: digest and comprehensive financial analysis, Community Reinvestment Act-related materials, financial table, executive summary and approval letter or resolution.

Disposition: TEMPORARY. Cut off upon final approval or withdrawal. Retire to the Washington National Records Center ~~when 3 years old.~~ Destroy ~~when 15 years old.~~ *after cutoff.*

✓ **Item 1.11. Correspondence and Internal Bank Information** - series includes correspondence to and from the District Banks and internal District Bank information.

Cut off at end of calendar year.
Disposition: TEMPORARY. Destroy ~~when 2 years old.~~ *after cutoff.*

Office of Examination and Regulatory Oversight

✓ **Item 1.12. Examination Reports** - Series contains examination scope/pre-examination analysis. Arrangement: chronological and therein geographically by District.

Annual accumulation: 1 cubic foot.

Disposition: PERMANENT. Cut off at end of calendar year. Retire to the Washington National Records Center ~~when 3 years old.~~ Transfer to the National Archives ~~when 5 years old.~~ *after cutoff.*

✓ **Item 1.13. Administrative/Personnel Subject Files** - Series, maintained in the Examination Department, contains copies of time and attendance reports, SF 171s, Resumes, and performance ratings.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when 2 years old, or when no longer needed, which ever is sooner. {GRS 23, item 1}

✓ **Item 1.14. Administrative/Training Subject Files** - Series contains copies of material regarding requests/approvals of training records for current departmental staff.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when 5 years old or when superseded or obsolete, whichever is sooner. {GRS 1, item 29b}

- ✓ **Item 1.15. Administrative Subject Files** - Series contains **informational copies** of material regarding dividends; membership; private sector adjustment factor (PSAF); general policies of the District Banks; Banks' credit/collateral policies; daylight overdraft reports; financial management policy (FMP) compliance reports; FMP semi-annual reports; interest rate risk model; monthly negative pledge compliance report.

Disposition: **TEMPORARY**. Cut off at end of calendar year. Destroy ~~when 5 years old.~~
after cutoff.

Housing Finance Directorate

- ✓ **Item 2.1. Administrative Records** - Series includes tracking/logs containing controlled correspondence, fax logs, **copies** of time and attendance reports, purchase requisitions, weekly activities reports, copies of material submitted for monthly Board meetings, chron files, copies of legal opinions, and copies of personnel directives.

Disposition: **TEMPORARY**. Destroy when obsolete or superseded.

- ✓ **Item 2.2. Advisory Council Annual Reports** - Series includes Advisory Council annual reports from each District Bank's Advisory Council.

Arrangement: chronological and therein geographically by District Bank.
Annual Accumulation: one cubic foot

Disposition: **PERMANENT**. Cut off at end of calendar year. Transfer to the National Archives in 3 year blocks when most recent record is 3 years old.

- ✓ **Item 2.3. Affordable Housing Program Subject Files** - Series includes AHP information from each FHLBank, such as summary application information.

Disposition: **TEMPORARY**. Cut off at end of each application round. Destroy ~~when 3 years old.~~
after cutoff.

- ✓ **Item 2.4. FHLBank System Subject Files** - Series includes **copies** of publications, program/background information, and correspondence from the Banks to HFD.

Disposition: **TEMPORARY**. Destroy when obsolete or superseded.

- ✓ **Item 2.5. Government Agency Subject Files** - Series includes reference information from or about HUD, OCC, OTS, and correspondence to and from.

Disposition: **TEMPORARY**. Destroy when obsolete or superseded.

- ✓ **Item 2.6. Government Sponsored Enterprise Subject Files** - Series includes information about Fannie Mae, Freddie Mac, and Ginnie Mae.

Disposition: **TEMPORARY**. Destroy when obsolete or superseded.

- ✓ **Item 2.7. Housing Finance Directorate Publications** - Series includes record copies of HFD annual report to Congress, HFD newsletter "Building Blocks," and the HFD section of the Finance Board's report to Congress.

Arrangement: alphabetical by subject.

Annual Accumulation: .2 cubic feet

Disposition: **PERMANENT**. Cut off at end of calendar year. Transfer to the National Archives ~~when 3 years old. after cutoff.~~

- ✓ **Item 2.8. Housing Finance Directorate Handouts** - Series includes **copies** of marketing material which is distributed to the general public upon request outlining the AHP, CIP, and Community Support Programs.

Disposition: **TEMPORARY**. Destroy when obsolete or superseded.

- ✓ **Item 2.9. Legislative Reference Files** - Series includes informational **copies** of hearings, legislation, reports and testimony from FHFB and other agencies on housing and banking issues.

Disposition: **TEMPORARY**. Destroy when obsolete or superseded.

- ✓ **Item 2.10. Policy and Procedures of HFD Electronic System** - Series includes policy and procedures manuals of data processing and electronic system in HFD.

Disposition: **TEMPORARY**. Destroy when obsolete or superseded.

- ✓ **Item 2.11. Resource Material Reference File** - Series includes reference **copies** regarding Housing/Banking studies, reports, speeches, etc.

Disposition: **TEMPORARY**. Destroy when obsolete or superseded.

Housing Finance Directorate - Affordable Housing & Community Investment Division

- ✓ **Item 2.12. Affordable Housing Program Applications** - Series includes approved AHP applications and alternate projects.

Disposition: TEMPORARY. Cut off at end of each application round. Retire to the Washington National Records Center ~~when 3 years old.~~ Destroy ~~when 15 years old.~~ *after cutoff.*

- ✓ **Item 2.13. Affordable Housing Program Implementation Cases** - Series includes documentation of resolved Affordable Housing Program (AHP) requests for project modifications.

Disposition: TEMPORARY. Cut off at end of calendar year. Retire to the Washington National Records Center ~~when 3 years old.~~ Destroy ~~when 15 years old.~~ *after cutoff.*

- ✓ **Item 2.14. AHP/CIP Source Books** - Series includes source information on the AHP and Community Investment Program (CIP), such as statistics and program examples, which have been compiled for ready-reference to be used by agency and/or departmental staff.

Disposition: TEMPORARY. Destroy when obsolete or superseded.

- ✓ **Item 2.15. AHP Central Reference Files** - Series includes general reference information regarding the AHP program, regulation copies, resolutions, policies and procedures for administering the implementation cases log.

Disposition: TEMPORARY. Destroy when obsolete or superseded.

- ✓ **Item 2.16. AHP Compliance Examinations of the FHLBanks** - Series includes examination reports regarding AHP compliance at each District Bank.

Disposition: TEMPORARY. Cut off at end of calendar year. Retire to the Washington National Records Center ~~when 3 years old.~~ Destroy ~~when 15 years old.~~ *after cutoff.*

- ✓ **Item 2.17. Community Reinvestment Act (CRA) Reference File** - Series includes reference material regarding the practices of individual rating agencies.

Disposition: TEMPORARY. Destroy when obsolete or superseded.

- ✓ **Item 2.18. Community Investment Program Subject Files** - Series includes press releases, pricing and CIP targets information.

Disposition: TEMPORARY. Destroy when obsolete or superseded.

- ✓ **Item 2.19. Community Investment Fund** - Series includes historical information regarding the former Community Investment Fund, which has been replaced by the current Community Investment Program. This series is no longer created.

Arrangement: alphabetical.

Volume on hand: .25 cubic foot

Disposition: **PERMANENT**. Transfer to the National Archives when 5 years old.

- ✓ **Item 2.20. Community Investment Program Advances Quarterly & Annual Reports** - Series includes reports from the FHLBanks on their respective Community Investment Programs.

PERMANENT, Cut off at end of calendar year.

Disposition: ~~**TEMPORARY**. Destroy when data has been verified against electronic system and the quarterly and annual reports have been created. {GRS 20, item 2a}.~~

Transfer to the National Archives when 5 years old, after cutoff.

Housing Finance Directorate - Community Support Division

- ✓ **Item 2.21. Community Support Program Statements** - Series includes Community Support Statements submitted by System members selected for review; public comment letters received; evaluator analysis forms; disposition letters; Community Support statement "report cards" and other relevant correspondence.

Disposition: **TEMPORARY**. Cut off six months after end of review period. Transfer to the Washington National Records Center ~~when 3 years old~~. Destroy ~~when 15 years old~~.
after cutoff. after cutoff.

- ✓ **Item 2.22. Community Support Program Action Plan** - Series includes Community Support Statements and Action Plans submitted by members required to create Action Plans and related material for each.

Disposition: **TEMPORARY**. Cut off 18 months after submission of Action Plan. Transfer to the Washington National Records Center ~~when 3 years old~~. Destroy ~~when 15 years old~~.
after cutoff. after cutoff.

Housing Finance Directorate - Monitoring & Reporting Division

✓ **Item 2.23. Monthly Interest Rate Survey (MIRS) Subject Files**

a. MIRS form - this is a form or data entered via an electronic network by the member banks, which is a monthly survey of over 350 lending institutions, documenting terms and conditions on conventional mortgage loans.

Disposition: **TEMPORARY**. Destroy paper input form after the information has been converted to an electronic medium and verified. Delete electronic records entered from the paper input form and received from the member banks when data has been entered into the master file or database and verified, or no longer needed to support reconstruction of, or serve as a back up to, the master file or database, whichever is later. {GRS 20, item 2 a and c}.

b. MIRS Press Release - monthly press release of terms and conditions of conventional mortgage loans.

Arrangement: chronological.
Annual accumulation: .2 cubic feet.

Disposition: **PERMANENT**. Cut off annually. Transfer to the National Archives in 3 year blocks when most recent record is 3 years old.

c. MIRS Annual Summary - Annual summary of terms and conditions of conventional mortgage loans.

Arrangement: chronological.
Annual Accumulation: .1 cubic feet.

Disposition: **PERMANENT**. Transfer to the National Archives in 3 year blocks when most recent record is 3 years old.

d. Adjustable Rate Mortgage Press Release - monthly press release of adjustable rate mortgage information, since 1980.

Arrangement: chronological.
Annual accumulation: .2 cubic feet.

Disposition: **PERMANENT**. Transfer to the National Archives in 3 year blocks when most recent record is 3 years old.

e. National Average Contract Mortgage Rate History - monthly analysis of the average contract rate reported by a sample of mortgage lenders.

Arrangement: chronological.
Annual accumulation: .1 cubic feet.

Disposition: **PERMANENT**. Cut off annually. Transfer to the National Archives in 3 year blocks when most recent record is 3 years old.

Inspector General

- ✓ **Item 3.1. Agency-Wide Forms** - Series contains various forms used by FHFB: request for leave, request for overtime, SF 171, etc.

Disposition: **TEMPORARY**. Destroy 5 years after related form is discontinued, superseded, or canceled. {GRS 16, item 3a}

- ✓ **Item 3.2. Allegation Files** - Series contains information or allegations which are of an investigative nature but do not relate to a specific investigation.

Disposition: **TEMPORARY**. Destroy when 5 years old. {GRS 22, item 1a}

- ✓ **Item 3.3. Audit Case Files** - Series contains case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees.

Disposition: **TEMPORARY**. Cut off at end of calendar year in which case is closed. Destroy 8 years after cutoff. {GRS 22, item 2}

- ✓ **Item 3.4. Chronological File** - Series contains copies of all outgoing correspondence.

Disposition: **TEMPORARY**. Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed ~~as necessary~~ when no longer needed.

- ✓ **Item 3.5. FHFB - General Information** - Series contains general information and **copies** of the background of the FHFB and its mission.

Disposition: **TEMPORARY**. Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed ~~as necessary~~ when no longer needed.

12-20-94

IG

- ✓ **Item 3.6. FHFB - Offices and Affiliated** - Series contains correspondence from offices within FHFB.

Disposition: **TEMPORARY.** Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed ~~as necessary.~~ *when no longer needed.*

- ✓ **Item 3.7. IG Community** - Series contains correspondence and conference information from and regarding President's Council on Integrity and Efficiency (PCIE), and Executive Council on Integrity and Efficiency (ECIE).

Disposition: **TEMPORARY.** Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed ~~as necessary.~~ *when no longer needed.*

- ✓ **Item 3.8. Investigative Files** - Series contains files regarding investigations executed by the Inspector General's Office.

Disposition: **TEMPORARY.** Place in inactive files when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff. {GRS 22, item 1b}

- ✓ **Item 3.9. Miscellaneous** - Series contains letters of recommendation, reference, congratulations, position inquiries, and other short-term memoranda.

Disposition: **TEMPORARY.** Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed ~~as necessary.~~ *when no longer needed.*

- ✓ **Item 3.10. OIG - Program Issues** - Series contains audit plans, semiannual reports, peer review reports, hotline information, internal control certification, IG use of contracts, and IG support services.

Disposition: **TEMPORARY.** *Cut off at end of calendar year.* Destroy ~~when 5 years old, after cutoff, {GRS 22, item 1a}~~ *or when superseded, whichever is later.* *inappropriate citation*

- ✓ **Item 3.11. OIG Reports** - Series contains semiannual reports, audit follow-up reports, briefings to the Board of Directors, and other pertinent reports and presentations.

Disposition: **TEMPORARY.** Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed ~~as necessary.~~ *when no longer needed.*

- ✓ **Item 3.12. OIG Forms** - Series contains forms designed by and used exclusively by OIG, for example log in/out leave sheets, telephone inquiry forms, investigation forms, hotline forms, and interview forms.

Disposition: **TEMPORARY.** Destroy 5 years after related form is discontinued, superseded, or canceled. {GRS 16, item 3a}

- ✓ **Item 3.13.** OIG Administrative - Personnel - Series contains copies of personnel matters, such as position descriptions, and time sheets; also included are administrative records such as expense reports, IG charter, memorandum of understanding, and other administrative records.

Disposition: **TEMPORARY.** Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed ~~as necessary.~~ when no longer needed.

Office of Administration

- ✓ **Item 4.1.** Accountable Officer's Files - Series includes original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operating the agency.

Disposition: **TEMPORARY.** Destroy 6 years and 3 months after period covered by account. {GRS 6, item 1a}

- ✓ **Item 4.2.** SF 1034 - Series includes Public Voucher for Purchases and Services other than personal.

Disposition: **TEMPORARY.** Destroy 6 years and 3 months after period covered by account. {GRS 6, item 1a}

- ✓ **Item 4.3.** SF 1080 - Series includes voucher for transfer between appropriations and/or funds.

Disposition: **TEMPORARY.** Destroy 6 years and 3 months after period covered by account. {GRS 6, item 1a}

- ✓ **Item 4.4.** SF 1081 - Series includes voucher and schedule of withdrawals and credits.

Disposition: **TEMPORARY.** Destroy 6 years and 3 months after period covered by account. {GRS 6, item 1a}

- ✓ **Item 4.5** SF 1098. Series includes schedule of canceled checks.

Disposition: **TEMPORARY.** Destroy 6 years and 3 months after period covered by account. {GRS 6, item 1a}

- ✓ **Item 4.13** ADMINISTRATIVE CLAIM FILES. Claims files that are affected by a court order or that are subject to litigation proceedings.

Disposition: **TEMPORARY**. Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later. {GRS 6, item 10c}

- ✓ **Item 4.14** WAIVER OF CLAIMS FILES. Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.

Disposition: **TEMPORARY**. Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved. {GRS 6, item 11}

- ✓ **Item 4.15** WAIVER OF CLAIMS FILES. Approved waivers (agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount).

Disposition: **TEMPORARY**. Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved. {GRS 6, item 11a}

- ✓ **Item 4.16** WAIVER OF CLAIMS FILES. Denied waivers.

Disposition: **TEMPORARY**. Destroy with related claims files in accordance with claims affected by court order and claims subject to Federal claims collection standards. {GRS 6, item 11b}

- ✓ **Item 4.17** FREIGHT AND PASSENGER TRANSPORTATION FILES. Original vouchers and support documents covering freight and passenger transportation charges of settled fiscal accounts. Including registers and other control documents.

Disposition: **TEMPORARY**. Cut off at end of fiscal year. Destroy when 6 years old. {GRS 9, item 1a}

- ✓ **Item 4.18** FREIGHT AND PASSENGER TRANSPORTATION FILES. Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation request is less than \$100, EXCLUDING those covered by 1a(4) general fund files.

Disposition: **TEMPORARY**. Cut off at end of fiscal year. Destroy when 6 years old.

- ✓ **Item 4.33** CONTRACTS. Arranged numerically. Series includes files regarding awarded contracts.

Disposition: **TEMPORARY**. Destroy 6 years and 3 months after final payment.
{GRS 3, item 3a(1)}

- ✓ **Item 4.34** PURCHASE ORDERS. Arranged numerically.

Disposition: **TEMPORARY**. Destroy 3 years after date of award or ~~until~~^{after} final payment, whichever is later.
{GRS 3, item 3a(2)}

- ✓ **Item 4.35** PROPERTY DISPOSAL. Arranged Chronologically. Correspondence files maintained by General Services staff on property disposal.

Disposition: **TEMPORARY**. Destroy when 2 years old. {GRS 4, item 1}

- ✓ **Item 4.36** PROPERTY DISPOSAL. Excess personal property correspondence and forms.

Disposition: **TEMPORARY**. Destroy when 3 years old. {GRS 4, item 2}

- ✓ **Item 4.37** MOTOR VEHICLE.

Disposition: **RESERVED**. {GRS 10}

- ✓ **Item 4.38** SPACE/LEASE CORRESPONDENCE FILES. Arranged chronologically. Correspondence files with property manager and subtenants, and other correspondence regarding the building.

Disposition: **TEMPORARY**. Destroy when 2 years old. {GRS 11, item 1}

- ✓ **Item 4.39** LEASE. Copy of lease of building and related legal documents.

Disposition: **TEMPORARY**. Destroy 2 years after termination of assignment, or when lease is canceled or superseded.

- ✓ **Item 4.40** CREDENTIALS FILES. Identification cards, parking permits, visitor passes, and other identification credentials.

Disposition: **TEMPORARY**. Destroy credentials 3 months after return to issuing office.
{GRS 11, item 4a}

- ✓ **Item 4.41** BUILDING AND EQUIPMENT SERVICES FILES. Requests for building and equipment maintenance services, excluding fiscal copies.

Disposition: TEMPORARY. Destroy 3 months after work is performed or requisition is canceled. {GRS 11, item 5}

- ✓ **Item 4.42** COMMUNICATION GENERAL FILES. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone services, and like matters.

Disposition: TEMPORARY. Destroy when 3 years old. {GRS 12, item 2b}

- ✓ **Item 4.43** COMMUNICATION GENERAL FILES. Telecommunications statistical reports including cost and volume data.

Disposition: TEMPORARY. Destroy when 1 year old. {GRS 12, item 2c}

- ✓ **Item 4.44** TELECOMMUNICATIONS FILES. Arranged chronologically. Reference copies of vouchers, bills, invoices, and related records.

Disposition: TEMPORARY. Destroy when 1 fiscal year old. {GRS 12, item 2d(1)}

- ✓ **Item 4.45** TELECOMMUNICATIONS FILES. Records relating to installation, change, removal, and servicing of equipment.

Disposition: TEMPORARY. Destroy 1 year after audit or when 3 years old, whichever is sooner. {GRS 12, item 2d(2)}

- ✓ **Item 4.46** TELECOMMUNICATIONS FILES. Copies of agreements with background data and other records relating to agreements for telecommunications services.

Disposition: TEMPORARY. Destroy 2 years after expiration or cancellation of agreement. {GRS 12, item 2e}

- ✓ **Item 4.47** TELEPHONE USE FILES. Arranged chronologically. Records of telephone use.

Disposition: TEMPORARY. *Cut off at end of calendar year.*
Destroy ~~when~~ 2 years ~~old~~. *after cutoff.*

- ✓ **Item 4.48** POST OFFICE PRIVATE MAIL COMPANY RECORDS/MAIL AND DELIVERY CONTROL FILES. Arranged chronologically. Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Services.

Disposition: TEMPORARY. Destroy when 1 year old. {GRS 12, item 5}

- ✓ **Item 4.49** POST OFFICE PRIVATE MAIL COMPANY RECORDS/MAIL AND DELIVERY CONTROL FILES. Records relating to incoming or outgoing registered mail, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.

Disposition: TEMPORARY. Destroy when 1 year old. {GRS 12, item 5}

- ✓ **Item 4.50** POST OFFICE PRIVATE MAIL COMPANY RECORDS/MAIL AND DELIVERY CONTROL FILES. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding items covered above.

Disposition: TEMPORARY. Destroy when 1 year old. {GRS 12, item 6a}

- ✓ **Item 4.51** POST OFFICE PRIVATE MAIL COMPANY RECORDS/MAIL AND DELIVERY CONTROL FILES. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).

Disposition: TEMPORARY. Destroy when 6 months old. {GRS 12, item 6b}

- ✓ **Item 4.52** POST OFFICE PRIVATE MAIL COMPANY RECORDS/MAIL AND DELIVERY CONTROL FILES. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).

Disposition: TEMPORARY. Destroy when 6 months old. {GRS 12, item 6c}

- ✓ **Item 4.53** POST OFFICE PRIVATE MAIL COMPANY RECORDS/MAIL AND DELIVERY CONTROL FILES. Statistical reports and data relating to handling of mail and volume of work performed.

Disposition: TEMPORARY. Destroy when 1 year old. {GRS 12, item 6d}.

- ✓ **Item 4.54** POST OFFICE PRIVATE MAIL COMPANY RECORDS/MAIL AND DELIVERY CONTROL FILES. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.

Disposition: TEMPORARY. Destroy when 1 year old. {GRS 12, item 6e}

- ✓ **Item 4.55** POST OFFICE PRIVATE MAIL COMPANY RECORDS/MAIL AND DELIVERY CONTROL FILES. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.

Disposition: TEMPORARY. Destroy when 1 year old or when superseded or obsolete, whichever is applicable. {GRS 12, item 6g}

- ✓ **Item 4.56** POST OFFICE PRIVATE MAIL COMPANY RECORDS/MAIL AND DELIVERY CONTROL FILES. Memoranda, correspondence, reports, and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.

Disposition: TEMPORARY. Destroy 3 years after completion of investigation. {GRS 12, item 8}

- ✓ **Item 4.57** PRINTING/DUPLICATION CORRESPONDENCE FILES. Arranged chronologically. Correspondence files pertaining to the administration and operation for printing, binding, duplication, and distribution matters, and related documents.

Disposition: TEMPORARY. Destroy when 2 years old. {GRS 13, item 1}

Item 4.58 PRINTING/DUPLICATION CORRESPONDENCE FILES. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, clearances, and related documents exclusive of records relating to services obtained outside the agency.

Disposition: TEMPORARY. Destroy 1 year after completion of job. {GRS 13, item 2a}

- ✓ **Item 4.59** INFORMATION RESOURCES MANAGEMENT. Correspondence files arranged chronologically regarding information management, and copies of requisitions for equipment, maintenance, logs.

Disposition: TEMPORARY. *Cut off at end of calendar year.* Destroy ~~when~~ 2 years ~~old.~~ *after cut off.*

- ✓ **Item 4.60** INFORMATION RESOURCES MANAGEMENT. Reports of service calls performed by IRM staff.
Disposition: TEMPORARY. *Cut off at end of calendar year.* Destroy ~~when~~ 7 years-old. *after cutoff.*
- ✓ **Item 4.61** ELECTRONIC RECORDS. See Chapter 8.
- ✓ **Item 4.62** ADMINISTRATIVE GRIEVANCE. Arranged in accordance with the Finance Board Administrative Grievances Procedure Handbook. Series includes grievances files.
Disposition: TEMPORARY. Destroy 5 years after case is closed. {GRS 1, item 30a}
- ✓ **Item 4.63** ADVERSE ACTION. Arranged alphabetically by name. Series includes "copies of the notice of proposed action, the answer of the employee, when written, a summary thereof when made orally, the notice of decisions and reasons thereof and any orders effecting a suspension, demotion and/or removal of an employee".
Disposition: TEMPORARY. Destroy 5 years after case is closed. {GRS 1, item 30b}
- ✓ **Item 4.64** DONATED LEAVE PROGRAM. Arranged alphabetically by name. Series includes records of who has donated leave and the recipients of the donated leave.
Disposition: TEMPORARY. Destroy 1 year after the end of the year in which the file is closed. {GRS 1, item 37}
- ✓ **Item 4.65** EEO FILES. Arranged alphabetically. Series includes counseling files of EEO Counselors and records documenting complaints that did not develop into official description complaint.
Disposition: TEMPORARY. Destroy when 2 years old. {GRS 1, item 25c(2)}
- ✓ **Item 4.66** EMPLOYEE LOCATOR FORMS. Arranged alphabetically. Series includes reports/employee locator forms.
Disposition: TEMPORARY. Destroy after separation.
- ✓ **Item 4.67** ENROLLMENT FORMS. Arranged numerically. Series includes FHFB health enrollment/FHLBanks/individual payroll; general information.
Disposition: TEMPORARY. Destroy after separation.

- ✓ **Item 4.68** GENERAL PERSONNEL SF-50 FILES. Arranged numerically. Series includes 1989-1991 SF-50 chronological files.

Disposition: **TEMPORARY**. Destroy when 2 years old. {GRS 1, item 14a}

- ✓ **Item 4.69** OFFICIAL PERSONNEL FILES. Arranged alphabetically. Series includes OPF's.

Disposition: **TEMPORARY**. Transfer OPF of separated employees to NPRC 30 days after separation. Follow FPM guidance for employees who transfer to another Federal agency. {GRS 1, item 1b}

- ✓ **Item 4.70** PERSONNEL COUNSELING RECORDS/COUNSELING. Arranged alphabetically. Series contains records regarding staff placed on performance improvement plans and disciplinary memorandum written to employees by supervisors or managers that would subject an employee to future disciplinary action.

Disposition: **TEMPORARY**. Destroy 3 years after termination of counseling. {GRS 1, item 26}

- ✓ **Item 4.71** PERSONNEL/PAYROLL REPORTS. Arranged numerically. Series includes computerized personnel/payroll reports from OTS.

Disposition: **TEMPORARY**. Destroy after GAO audit or when 3 years old, whichever is sooner. {GRS 2, item, 22c}

- ✓ **Item 4.72** VACANCY CLOSEOUTS. Arranged numerically. Series includes 1990-1993 closed vacancy announcements.

Disposition: **TEMPORARY**. For merit promotion, destroy after OPM audit or 2 years after personnel action completed, whichever is sooner. {GRS 1, item 32}

Disposition: **TEMPORARY**. For Excepted Service Outside Hire, retain until 3 years after termination of agreement (12-31-93).

Item 4.73 INTERNAL CONTROL REPORTS (A-123). Arranged alphabetically. Series includes record copies of the annual Internal Control Report prepared and sent to OMB.

Disposition: **TEMPORARY**. Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed. {GRS 18, item 5a}

- ✓ **Item 4.74** CORRESPONDENCE FILES. Arranged by subject. Series includes DBIMs, FDIC, FHFB/Exec Sec; McKinsey, paperflow, Sidley & Austin.

Disposition: **TEMPORARY**. Cut off at end of calendar year. Destroy ~~when~~ 3 years ~~old~~ ^{after cutoff}.

- ✓ **Item 4.75** FORMS FILES. One record copy of each form created by agency with related instructions.

Disposition. **TEMPORARY**. Destroy 5 years after related form is discontinued, superseded, or canceled. {GRS 16, item 3a}

- ✓ **Item 4.76** ADMINISTRATIVE FILES. Arranged alphabetically. Copies of records accumulated that relate to the internal housekeeping activities of OA, such as, office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. (Exclusive of official file copies maintained in Accounting and HRD).

Disposition: **TEMPORARY**. Destroy when 2 years old, or when no longer needed, whichever is sooner. {GRS 23, item 1}

- ✓ **Item 4.77** SCHEDULE OF DAILY ACTIVITIES. Records containing substantive information relating to official activities, such as calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities.

Disposition: **TEMPORARY**. Destroy or delete when 2 years old. {GRS 23, item 5a}

- ✓ **Item 4.78** SCHEDULES OF DAILY ACTIVITIES. Records documenting routine activities containing no substantive information.

Disposition: **TEMPORARY**. Destroy or delete when no longer needed. {GRS 23, item 5b}

- ✓ **Item 4.79** SUSPENSE FILES. Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.

Disposition: **TEMPORARY**. Destroy after action is taken. {GRS 23, item, 6(a)}

✓ **Item 4.80** CHRONOLOGICAL FILES. The file copy or an extra copy of an outgoing communication.

Cut off at end of calendar year.
Disposition: **TEMPORARY**. Destroy when 2 years old. *after cutoff.*

Office of Administration - Office of the Executive Secretary to the Board

Item 4.81. 1993 Presidential Transition Briefing Books - Series includes memos, back-up information and record copies of information regarding documents prepared for the 1993 Presidential transition team.

Arrangement: By subject
Volume on hand: .2 cubic feet

Disposition: **PERMANENT**. Transfer to the National Archives when 7 years old.

Item 4.82. 1994 Administrative Planning Committee - Series includes record copies of memos, planning documents, etc., relating to the transition of the Board of Directors from part-time to full-time.

Disposition: **TEMPORARY**. *Cut off one year after transition. Retain on site for two years and then destroy. Destroy two years after cutoff.*

✓ **Item 4.83.** Annual FOIA Report to Congress - Series includes record copy of annual FOIA report to Congress.

Arrangement: Chronological.
Annual Accumulation: 1 inch.

Cut off after completion of report.
Disposition: **PERMANENT**. Transfer to the National Archives in 5 year blocks when most recent record is 5 years old.

Item 4.84. Artwork for Board Briefing Books - Series includes camera-ready artwork for Board briefing books.

Disposition: **TEMPORARY**. Destroy 1 year after final publication or when no longer needed. {GRS 21, item 6}

- ✓ **Item 4.85.** Board of Directors Notational Votes - Series contains original notational votes received from the Board of Directors.

Arrangement: Chronological.
Annual accumulation: .5 cubic feet

Disposition: PERMANENT. Cut off at end of calendar year. Transfer to the National Archives ~~when 5 years old.~~ *after cutoff.*

- ✓ **Item 4.86.** Board of Directors Briefing Books - Series consists of 3-ring binders which contain briefing material which was sent to each Board Director prior to each Board meeting, including agenda, back-up and discussion material, and similar records.

Arrangement: Chronological.
Annual Accumulation: 3 cubic feet

Disposition: PERMANENT. *Cut off at end of calendar year.* Transfer to the National Archives ~~when 5 years old.~~ *after cutoff,*

- ✓ **Item 4.87.** Chairman of the Board's Orders - Series includes original Chairman's orders.

Arrangement: Chronological.
Annual Accumulation: .2 cubic feet

Disposition: PERMANENT. *Cut off at end of calendar year.* Transfer to the National Archives ~~when most recent record is 5 years old.~~ *after cutoff.*

Item 4.88. Comment Letters - Series contains original comment letters received from the public regarding a proposed or final rule as published in the Federal Register.

Disposition: TEMPORARY. Destroy 2 years after adoption of final rule.

Item 4.89. Administrative Records of the Executive Secretariat

a. **Copies** of files regarding senior management meetings (agendas, handout, etc.).

Disposition: TEMPORARY. Destroy when 2 years old, or when no longer needed, which ever is later. {GRS 23, item 1}

b. Record copy of the FHFB master calendar of board meetings, district board meetings, and joint conferences, and the master calendar of external reports.

Arrangement: by type of meeting and therein chronological.
Annual Accumulation: .2 cubic feet

Disposition: PERMANENT. Cut off at end of calendar year. Transfer to the National Archives in 5 year blocks when most recent record is 5 years old.

- ✓ **Item 4.90.** FOIA Requests Denied (any or all parts) - Series includes requests for information under FOIA in which any or all parts were denied.

Disposition: TEMPORARY. If denial was appealed, destroy 6 years after final determination or 3 years after final adjudications by courts or 6 years after the time at which a requester could file suit, whichever is later. If denial was not appealed, destroy 6 years after reply. {GRS 14, item 12a}

- ✓ **Item 4.91.** FOIA Requests for Non-Existent Information - Series includes requests for information under FOIA which is non-existent, and request is not appealed.

Disposition: TEMPORARY. Destroy 2 years after date of reply. {GRS 14, item 11a(2)a}

- ✓ **Item 4.92.** FOIA Requests (Granted) - Series includes requests for information under FOIA which were granted in their entirety.

Disposition: TEMPORARY. Destroy 2 years after date of reply. {GRS 14, item 11a(1)}

- ✓ **Item 4.93.** Government in Sunshine Act - Series includes copies of information sent to the Federal Register regarding Sunshine Act notices for Board of Directors meetings, 1993 Rules, Regulations and Hearings, and general information.

Disposition: TEMPORARY. Destroy when notices are one year old. {GRS 16, item 13a}

- ✓ **Item 4.94.** Minutes of the Board of Directors Meetings - Series consists of the record copy of the minutes of the Board of Directors meetings.

Arrangement: Chronological.
Annual Accumulation: .2 cubic feet

Disposition: PERMANENT. *Cut off at end of calendar year.* Transfer to the National Archives in 5 year blocks when most recent record is 5 years old.

Item 4.95. Records Management Files - Series includes workpapers, series inventory forms, instructional memos, and other records regarding the development of the agency's records management program.

Disposition: TEMPORARY. Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference. {GRS 16, item 7}

✓ **Item 4.96. Resolutions** - Series consists of record copy and additional copies of Board resolutions.

Arrangement: Chronological.
Annual Accumulation: .5 cubic feet

Disposition: PERMANENT. Cut off at end of calendar year. FHFB will destroy copies at end of first quarter of following year. Transfer record copy to the National Archives in 5 year blocks when the most recent record is 5 years old.

✓ **Item 4.97. Transcripts of Board of Directors Meetings** - Series contains record copy of verbatim transcripts of Board of Directors meetings.

Arrangement: Chronological.
Annual Accumulation: .5 cubic feet

Cut off at end of calendar year.
Disposition: PERMANENT. Transfer to the National Archives in 5 year blocks when most recent record in the block is 5 years old.

Item 4.98. Decision Memorandums - Series consists of record copy and additional copies of Decision Memorandums of the Finance Board acting without a quorum.

Arrangement: Chronological
Annual Accumulation: less than 3 inches

Disposition: PERMANENT. Cut off at end of calendar year. FHFB will destroy copies at end of first quarter of following year. Transfer record copy to the National Archives ~~when 5 years old.~~ *after cutoff.*

Office of General Counsel

- ✓ **Item 5.1. ADMINISTRATION, OFFICE OF** - Series includes reference material regarding legal responses to questions by the Office of Administration and administrative issues regarding the transition from the former Federal Home Loan Bank Board to the FHFb (e.g. copies of MOUs with OTS, division of property, etc.)

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.2. CONTRACTS AND PROCUREMENT** - Series includes copies of contracts with Deloitte and Touche for external accounting audit; reference material regarding Federal Contracting Procedures, Federal Acquisition Regulations; and FHLBank Lobbying Contracts.

Disposition: **TEMPORARY.** Destroy when no longer for administrative purposes.

- ✓ **Item 5.3. FINANCIAL AND MANAGEMENT SERVICES** - Series includes reference material relating to Interest Bearing Account at the Treasury Department; Chief Financial Officer Act; FHLBanks/OF Audit Items; Internal Control Systems, Letter of Assurance/Internal FHFb Audit; copies of leases: copies of FHFb Lease/RTC Memorandum of Understanding, FHFb MOU With OTS, and MOU/Lease with Thrift Depositor Protection Oversight Board.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.4. HUMAN RESOURCES** - Series includes reference material relating to Benefits Equalization Plan; FHFb EEO Plan; FHFb EEO Hearing (June 4, 1992); FHLBanks' EEO Requirements; FHLBank Presidents' Compensation Plan; FIRF; Applicability of the Hatch Act to FHFb Directors; Applicability of the Hatch Act to Federal Employees; Health Plans; and System Benefits Consolidation.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.5. INSPECTOR GENERAL** - Series includes reference material relating to Audit Dispute Resolution regarding audit of OL&EA; OIG Charter; and OIG Handbook.

Disposition: **TEMPORARY.** Destroy when 7 years old.

- ✓ **Item 5.6. NATIONAL PERFORMANCE REVIEW** - Series contains copies of National Performance Review reports provided to all government agencies.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

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General Counsel

- ✓ **Item 5.7. Office of Management and Budget (OMB)** - Series contains reference material relating to OMB clearance authority over FHFBB regulations.

Disposition: Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.8. TRANSITION 1993** - Series contains **copies** of material compiled about the FHFBB for the Clinton transition team.

Disposition: **TEMPORARY.** Destroy when 5 years old.

- ✓ **Item 5.9. DELEGATIONS OF AUTHORITY** - Series contains **copies** of various delegations of authority and corresponding research from the Finance Board to senior staff.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.10. ETHICS** - Series contains reference material regarding the following subjects: contributions to the Bush-Quayle '92 campaign committee; Confidential Financial Disclosure System; Conflicts of Interest; Ethics Reform Act & Related Material; FHFBB Ethics Training Plan and Materials; Completed Personal Certification Disclosure Forms for the Board of Directors (FB-1); and Standards of Ethical Conduct for Federal Employees.

Disposition: **TEMPORARY.** Maintain ethics advice and disclosure forms for six years or as required by the Ethics in Government Act of 1978, then destroy. All other materials to be destroyed when no longer needed for administrative purposes.

- ✓ **Item 5.11. ETHICS--OFFICE OF GOVERNMENT ETHICS** - Series contains reference material relating to Annual Agency Ethics Program Questionnaire; **copies** of OGE Newsletters/Press Releases; OGE Ethics Program Review; Reporting Payments Accepted Under 31 U.S.C. Sec. 1353 (Semi-Annual Report); and Schedule of Reports due to OGE.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.12. ETHICS -- TRAINING** - Series contains reference material relating to Annual Ethics Training; Initial Ethics Training; and Other Ethics Training.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.13.** FEDERAL HOUSING FINANCE BOARD (FHFB) - Series contains background material relating to Agency start-up in 1989, and copies of agency financial reports.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.14.** FHFB BOARD OF DIRECTORS - Series contains copies of Directors' Time Log-Correspondence; Time Log-Instructions/Forms; Time Log-Summaries; Delegation by FHFB of Authority/Succession of Directors; Official Duty Station for Directors; and Research and background information related to the Finance Board's absence of a quorum.

Disposition: **TEMPORARY.** Destroy when 7 years old.

- ✓ **Item 5.15.** LEGISLATION - Series contains copies of material related to legislation in Congress that would affect the FHFB or the FHLBank System.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.16.** ADVANCES - Series contains reference material related to Advances to Capital Deficient/Insolvent Members; Eligible Collateral for Advances; Mutual Funds as Collateral for Advances; FSLIC Notes as Collateral for Advances; Master Participation Agreement; Advances to Mortgage Bankers; Advances to Non-Member Mortgagees and State Housing Finance Agencies; Advances to Non-Qualified Thrift Lenders; Pricing of Advances; Right of Offset of Stock and Deposits for Advances By FHLBanks; Security Agreements for Advances; and Transfer of Advances between FHLBanks.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.17.** BY-LAWS (FHLBanks) - Series contains reference information related to the by-laws of the Federal Home Loan Banks, supporting background materials for the by-laws and copies of letters regarding the approval of new or amended bylaws.

Disposition: Destroy when obsolete or superseded.

- ✓ **Item 5.18.** CAPITAL - Series contains reference materials related to Depository Institutions' Capital Requirements; Freddie Mac Stock Redemption (1990); Leverage Ratio of the FHLBanks; and Member Stock Requirements.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.19. CONSOLIDATION (OF FHLBANK SYSTEM)** - Series contains materials related to branching by the FHLBanks.

Disposition: **TEMPORARY.** Retain on site for 10 years or until no longer needed for administrative purposes, *whichever is later.*

- ✓ **Item 5.20. CREDIT UNIONS** - Series contains reference materials related to the National Credit Union Administration and Credit Union membership in the FHLBank System.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.21. DEPOSITS.** Series contains reference materials (copies of correspondence, regulations, etc.) related to National Bank Deposits in FHLBanks.

Disposition: Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.22. DIRECTORS (FHLBANK APPOINTIVE/ELECTIVE).** Series contains reference materials related to allocation of Director slots; FHLBank Directors Emeritus; Elections of FHLBank Directors; Indemnification of FHLBank Directors; and Role and Responsibilities of FHLBank Directors.

Disposition: **TEMPORARY.** Destroy when 7 years old.

- ✓ **Item 5.23. DIRECTOR ELIGIBILITY** - Series contains materials related to FHLBank Community Interest Director Eligibility; FHLBank Director Appointments; FHLBank Director Orientation Materials 1991; FHFB Disclosure Forms for FHLBank Directors; and Stock Divestiture by FHLBank Directors.

Disposition: Maintain disclosure forms for three years or until the Director in question leaves office, whichever is longer. All other materials to be destroyed when no longer need for administrative purposes.

- ✓ **Item 5.24. EXAMINATIONS** - Series contains reference information on examinations of each of the 12 Federal Home Loan Banks.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.25. FEDERAL DEPOSIT INSURANCE CORPORATION** - Series contains reference materials relating to the FDIC issues affecting the FHLBank System and FHFB actions as a clearinghouse for FDIC's affordable housing program.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.26. FEDERAL HOME LOAN BANK SYSTEM** - Series contains background reference information on the 12 FHLBanks and on the FHLBank System as a whole.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.27. FEDERAL RESERVE BOARD** - Series contains correspondence, background documents, and administrative advice by the Legal Department related to Daylight Overdrafts and Same Day Settlement; and Subordination of FRB's interest to that of FHLBanks.

Disposition: **TEMPORARY.** Destroy when 7 years old.

- ✓ **Item 5.28. INSURANCE COMPANIES** - Series contains correspondence, background documents, administrative advice by the Legal Department and/or comments regarding insurance company members of the FHLBank System; background reference material regarding the Insurance Company Meeting of July 15, 1992.

Disposition: **TEMPORARY.** Destroy when 7 years old or when no longer needed for administrative purposes, whichever is sooner.

- ✓ **Item 5.29. ISSUANCE OF DEBT** - Series contains correspondence, background documents, administrative advice, and/or comments by the Legal Department related to issuance of debt by the FHLBanks.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.30. MEMBERSHIP** - Series contains correspondence, background documents, administrative advice, and/or comments by the Legal Department related to: Members Joining the FHLBank of an Adjoining District; Bank Counsel Review of Membership Applications; copies of Delegations of Authority to the FHLBanks to approve membership applications; FHFB Membership Application Policy; Merger of Members; Oakar/Sasser Transactions' Effects on Membership Issues; Questionable Applications; Refusal to Purchase Stock by Approved Applicants; Initial Stock Calculation for New Members; Timing of Stock Purchase by Approved Applicants; 10% Requirement/Makes Requirement; and Voluntary Membership.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.31. OFFICE OF FINANCE** - Series contains reference information related to: Funding Resolution; GAO Study of FHLBank System; In-substance Defeasance of Consolidated Obligations; Moody's Investment Service; Registration of GSE Securities; Reorganization of Office of Finance; SEC Investigation of Office of Finance; and Selling Group Agreement.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.32. POWERS OF FHLBANKS** - Series contains correspondence, background documents, administrative advice, and/or comments by the Legal Department related to: Access to Information Regarding Depository Institution; Supervisors; Calculations for Assessments on FHLBanks for FHFB Administrative Expenses; Correspondent Services; Dividend Policy: Payment on FHLBank Stock; Use of Dividend Stabilization Reserve to Pay Dividends; Use of Dividend Stabilization Reserve to Pay REFCorp; FICO Background 1989; Financial Management Policy 1993; Financial Management Policy, Investment Policy; Letters of Credit; Mortgage Backed Securities--GE Proposal; Oversight Board; Pension Portability Plan; Political Contributions; Purchase of Whole Mortgage Loans; and Issues Arising out of Takings Clause.

Disposition: **TEMPORARY.** Destroy when 7 years old or no longer needed for administrative purposes, whichever is sooner.

- ✓ **Item 5.33. REFCORP/FICO** - Series contains reference materials related to: FICO; History of REFCorp; and REFCorp Interest Payments (Prior Year).

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.34. RESOLUTION TRUST CORPORATION** - Series contains materials related to: Amendments and Legislation affecting RTC; Dividend Policy; RTC 1991; and Substitution of RTC Notes/Guarantee for Collateral for Advances.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.35. WITHDRAWALS** - Series contains copies of petitions for withdrawal from FHLBank membership from 1992 and 1993.

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.36. EXECUTIVE SECRETARIAT -- GENERAL** - Series contains materials related to Finance Board review and comment on other agencies' regulations.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.37. FEDERAL ADVISORY COMMITTEE ACT (FACA)** - Series contains general reference information to support inquiries by FHFB staff, Directors, and/or FHLBanks as to their participation in Federal Advisory Committees.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.38. FREEDOM OF INFORMATION ACT (FOIA)** - Series includes copies of FHFB Annual Report to Congress, copies of FOIA Requests, and legal research regarding Title 5, Section 552.

Disposition: **TEMPORARY.** Destroy when 2 years old. {GRS 14, item 11}

- ✓ **Item 5.39. RECORDS RETENTION--OGC** - Series contains materials related to File Indexes, File System Comments and Inventory Forms in the Office of General Counsel.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.40. SUNSHINE ACT** - Series contains copies of FHFB Notices and Certifications Required by the Sunshine Act; Research Regarding ITT v. FCC; Motions; Memoranda Regarding Sunshine Act Procedures; and Research Regarding the Sunshine Act.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.41. UNIFIED AGENDA OF FEDERAL REGULATIONS** - Series contains working papers related to: Unified Agenda 1990-1991, 1991-1992 and 1992-1993; Regulations issued or planned by the Finance Board; and Regulatory Agenda Update Form.

Disposition: **TEMPORARY.** Retain for one year after publication or until documents can be verified against published document, whichever is sooner.

- ✓ **Item 5.42. AFFORDABLE HOUSING PROGRAM** - Series contains correspondence, background documents, administrative advice, and/or comments by the Legal Department related to: Advances to Loan Pools; Attendance Fees for Advisory Council Members; Conflict of Interest of Advisory Council Members; Establishment of Public Purpose Foundation; AHP Subsidy to Non-members; REFCorp Expense Variable for AHP Calculation; Issues Arising Out of AHP Regulation; and Business Development Fund Program.

Disposition: **TEMPORARY.** *Out off at end of calendar year.* Destroy ~~when~~ 5 years ~~old.~~ *after out off.*

- ✓ **Item 5.43. COMMUNITY INVESTMENT PROGRAM** - Series contains correspondence, background documents, administrative advice, and/or comments by the Legal Department related to: Eligibility Requirements for CIP; and Draft Regulation on CIP Pricing.

Disposition: TEMPORARY. Destroy when obsolete or superseded.

- ✓ **Item 5.44. MORTGAGE INTEREST RATE SURVEY (MIRS)** - Series contains correspondence, background documents, administrative advice, and/or comments by the Legal Department related to: 1/90 McKenzie Mortgage Rate Study; Monthly Survey; Mortgage Backed Securities; October 1992 Adjusted Data; Services Agreement With OTS for computer services; and Substitution of Adjustable Rate Mortgage Index.

Disposition: TEMPORARY. Destroy when obsolete or superseded.

- ✓ **Item 5.45. ADMINISTRATIVE ITEMS** - Series contains reference materials related to: General Counsel's Audit; OGC Training/Tuition; Requisitions Completed; Requisitions Pending; and Westlaw Billing.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.46. GENERAL ACCOUNTING OFFICE** - Series contains reference materials related to: IG Survey of OGC (1992); and Use of Private Attorneys.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.47. LITIGATION** - Series contains correspondence, background documents, administrative advice, and/or comments by the Legal Department related to: Everett v. FHA; and Wang Patent Infringement Claim.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.48. RECRUITMENT** - Series contains reference materials related to: Correspondence with Law Schools; Reference Questionnaire Forms.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.49. REGULATIONS** - Series contains the following files and their respective subfiles:

Advances. Series contains **copies** of the regulation and **reference copies** of comment letters.

Membership. Series contains **copies** of the regulation and **reference copies** of comment letters.

Affordable Housing Program. Series contains **copies** of the regulation and **reference copies** of comment letters.

Community Support. Series contains **copies** of the regulation and **reference copies** of comment letters.

Other. Series contains reference materials related to proposed or final FHFB regulations on the following topics: Charitable Donations; Classification of Assets; Confidential Information; Deposits in Banks or Trust Companies; Director Eligibility; Dividends; FOIA (Internal Organization); FOIA (Procedural); Government in Sunshine Act; FHLBank Leverage Ratio; Modifications of Definition of Deposits in Banks or Trust Companies; Office of Finance; Operations; Paperwork Reduction Act/Regulatory Flexibility Act -- Background; Privacy Act; Request for Confidential Information; Trade Names; and Superfluous Regulations.

Regulatory Review Process. Series contains reference materials related to: Background information (White House request for review of Government Agencies' regulations); **copies** of comment letters from FHLBanks; Existing FHFB Rules; **copies** of FHFB Draft Rules, Final Rules, Interim Final Rules, Proposed Rules, and Unpublished Rules.

(Paperwork Reduction Act requests and approvals and Regulatory Flexibility Act analyses are filed with specific regulation)

Disposition: **TEMPORARY.** Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.50. WESTLAW** - Series contains vendor correspondence related to the creation and administration of the Bank Counsel Westlaw database.

Disposition: **TEMPORARY.** Destroy when obsolete or superseded.

- ✓ **Item 5.51. ANNUAL REPORTS** - Series contains copies of: Annual Enforcement Report, Annual Report to Congress, and FHLBanks' 1990-1991 Financial Report.

Cut off at end of calendar year.
Disposition: TEMPORARY. Destroy when 5 years old. *after cutoff.*

- ✓ **Item 5.52. GOVERNMENT CORPORATIONS** - Series contains correspondence, background documents, administrative advice by the Legal Department and/or comments relating to government sponsored corporations.

Cut off at end of calendar year.
Disposition: TEMPORARY. Destroy when 7 years old. *after cutoff.*

- ✓ **Item 5.53. HOUSING & COMMUNITY DEVELOPMENT ACT BANK SYSTEM STUDY** - Series contains correspondence, background documents, administrative advice by the Legal Department and/or comments related to GSE, Insured Depository Institutions capital requirements; and the background research for the Housing and Community Development Act Bank System Study.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.54. SYSTEM EFFICIENCIES TASK FORCE** - Series contains correspondence, background documents, administrative advice by the Legal Department and/or comments related to: Authority of Term Contract Approvals; and Computer Needs Assessment of the FHFB.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

- ✓ **Item 5.55 LEGAL OPINIONS OF THE GENERAL COUNSEL** - Series contains legal opinions pertaining to decision-making and policy-making matters as they relate to the FHFB and FHLBank System.

Arrangement: Chronological
Current volume on hand: .5 cubic feet
Annual accumulation: .1 cubic foot

Cut off at end of calendar year.
Disposition: PERMANENT. Retire to the Washington National Records Center when 10 years old. Transfer to the National Archives ~~when~~ 15 years old. *after cutoff.*

Office of Public Affairs

- ✓ **Item 5.56. Administrative Subject Files** - Series includes the following records created and maintained in the Public Affairs Division: action plans, weekly reports, annual budget, expenditure of funds, travel, supplies, office services and equipment requests, performance agreements, copies of regulations, and media vendor information.

Disposition: **TEMPORARY**. Cut off at end of calendar year. Destroy when 2 years old.
{GRS 23, item 1}

- ✓ **Item 5.57. Affordable Housing and Community Investment Programs** - Series includes program fact sheets, press releases, and media records.

Arrangement: Alphabetical by subject.
Annual Accumulation: .2 cubic feet.

~~Disposition: **PERMANENT**. Cut off at end of calendar year. Transfer to the National Archives in 5 year blocks when most recent record is 5 years old.~~ see attachment.

- ✓ **Item 5.58. Agency Publications** - Series includes "annual report", "Report from the Chairman," and other agency publications.

Arrangement: Alphabetical by subject.
Annual Accumulation: .2 cubic feet

Disposition: **PERMANENT**. Cut off at end of calendar year. Transfer to the National Archives ~~when 3 years old. after cutoff.~~

- Item 5.59. Board of Directors** - Series includes photographs and biographies of the Board of Directors. [prints (captioned) and negatives].

Arrangement: Alphabetical by Board member.
Annual Accumulation: .2 cubic feet.

Disposition: **PERMANENT**. ~~Cut off at end of ^{term of board member} calendar year. Transfer to the National Archives 2 years after incumbent Board member leaves office.~~

Transfer all photographic records dated between 1989 and 1995, of Board members who have left office, by January 1, 1997 or sooner. Thereafter, cut off the records of each incumbent Board member at the end of their term of office, and transfer to NARA immediately.

Office of Public Affairs

✓ **Item 5.57. Affordable Housing and Community Investment Program**

a. Press releases and program fact sheets.

Disposition: **PERMANENT.** Cut off at end of calendar year. Transfer to the National Archives in 5 year blocks when most recent record in block is 5 years old.

b. Recordings of high-level FHFB officials.

(1). Audiocassette recordings on non-professional non-archival cassettes.

Disposition: **TEMPORARY.** Cut off at end of calendar year. Destroy 10 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.

(2). Transcripts of recordings.

Disposition: **PERMANENT.** Cut off at end of calendar year. Transfer to the National Archives in 5 year blocks when most recent record in block is 5 years old.

c. Video recordings of television specials on VHS format.

Disposition: **TEMPORARY.** Cut off at end of calendar year. Destroy 10 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.

Item 5.60. System 2000 - Series consists of the records relating to the FHLBank System Strategic Plan.

Arrangement: Alphabetical by subject.
Annual Accumulation: .2 cubic feet.

Disposition: PERMANENT. Cut off at end of calendar year. Transfer to the National Archives in 5 year blocks when most recent record is 5 years old.

Office of Congressional Affairs

Item 5.61. Administration - Series contains **copies** of information regarding departmental budget, EEOC procedures, ethics, performance appraisal system, and standards developed for FHFB.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when superseded.

Item 5.62. Affordable Housing/Community Investment Programs - Series contains all correspondence accumulated and congressional briefing materials regarding these two programs.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy ~~when 2 years old~~ ^{after cutoff}.

Item 5.63. Agency Testimony - Series contains testimony given by FHFB Directors before Congress.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy ~~when 2 years old~~ ^{after cutoff}.

Item 5.64. Congressional Bills - Series contains **copies** of Congressional Bills which relate to the FHFB, FHLBank System or Banking issues.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when no longer needed for reference.

Item 5.65. Deposit Insurance Reform Bill - Series contains mark-ups, final bill copy, hearing information, staff notes, and other records regarding this Bill.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when no longer needed for reference.

Item 5.66. External Relations - Series contains incoming/outgoing correspondence with other Government agencies regarding Finance Board outreach.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy ~~when 3 years old:~~ *after cutoff.*

Item 5.67. FHLBank System Consolidation - Series contains information regarding FHLBanks' potential consolidation.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when no longer needed for reference.

Item 5.68. Federal Housing Finance Board - Series contains reference copies of documents regarding: FHFB Background, nomination/confirmation of Board of Directors, Caucus meetings, agency priorities, and the FHLBank Act.

Disposition: TEMPORARY. Destroy when no longer needed for reference.

Item 5.69. FIRREA - Series contains reference material regarding how the Finance Board is affected by FIRREA.

Disposition: TEMPORARY. Destroy when no longer needed for reference.

Item 5.70. Gonzalez Request Re: Charitable Contributions - Series contains incoming/outgoing material regarding the request by Chairman Gonzalez for information regarding charitable contributions made by the FHLBank System.

Disposition: TEMPORARY. Destroy when no longer needed for reference.

Item 5.71. Henry G. Cisneros - Series contains press releases, bulletins, testimony, news clips, and other information regarding the Secretary of HUD.

Disposition: TEMPORARY. Destroy when no longer needed for reference.

Item 5.72. Lobbyist Registration - Series contains information regarding the registration of FHLBank System lobbyists.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy ~~when 2 years old:~~ *after cutoff.*

Item 5.73. Regulatory Consolidation - Series contains copies of regulatory consolidation bills.

Disposition: TEMPORARY. Destroy when no longer needed for reference.

Item 5.74. Requisitions - Series contains **copies** of purchase requisitions for supplies, furniture, and word processing equipment.

Disposition: TEMPORARY. Destroy when 6 months old. {GRS 3, item 8b}

Office of the Board of Directors - Office of the Managing/Executive Director

✓ **Item 6.1 Administrative Subject Files** - Series contains department chron files, **copies** of personnel directives, agency needs assessment, material regarding conferences attended by Directors and/or staff (**copies** of registration materials, speeches given, travel vouchers), **copies** of travel vouchers submitted for reimbursement, weekly reports, Senior Management Meeting notes, **copies** of examination reports, agency budget reports.

Disposition: TEMPORARY. Destroy when 2 years old or when no longer needed for reference, whichever is sooner. {GRS 23, item 1}

Item 6.2 Advances - Series includes **copies** of information regarding the Advances topic: advances to capital deficient members, mark to market, advances pricing, advances regulation, and Atlanta Advances Rebate.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.3 Affordable Housing Program (AHP) - Series includes reference material regarding the AHP (e.g. area median income, Banks advisory councils, CIP, HUD Multifamily, income limits, interagency task force, land trusts, loan funds, Community Investment Officers meetings, CRA, Community Support Requirements).

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

✓ **Item 6.4 Agency Departments** - Series includes **copies** of and/or reference material regarding administrative issues in each office/department, staff lists, etc.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.5 Community Investment Program (CIP) - Series includes reference material regarding the CIP (e.g. CIP pricing, commercial loan authority, Community Development Banks, etc.).

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.6 Credit Issues - Series includes reference material regarding Credit Products, Credit Enhancements, and Credit Policies.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.7 Dividends - Series includes reference material regarding the FHLBank System dividend policy.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.8 Derivatives - Series includes reference material and copies of information regarding the derivatives issue in the financial marketplace (e.g. press clips, financial reports, correspondence to and from the FHLBanks, etc.).

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

✓ **Item 6.9 Federal Home Loan Banks** - Series includes reference material regarding the 12 FHLBanks (arranged by district, e.g. copies of correspondence to and from the Banks, FHLBank director appointments, FHLBank stock, Financial Management Policy, etc.)

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

✓ **Item 6.10 FHLBank Committees** - Series includes reference information regarding the FHLBank System Governmental Affairs Committee; Capital Study Oversight & Coordinating Committee (e.g. meeting notices, set-up, miscellaneous correspondence, etc.)

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

✓ **Item 6.11 Federal Home Loan Bank Presidents** - Series includes reference material regarding the monthly Presidents' Conferences, Bank Presidents' compensation plans, Benefits Equalization Plans, and Presidents Conference Committee, Capital Study Committee.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.12 Housing Issues - Series includes reference material regarding Housing Finance Agencies, Housing Hotline, etc.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.13 HUD - Series includes reference material regarding HUD Secretary's Homeownership Goals, HUD Presentations, HUD study.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

✓ **Item 6.14 Legislative** - Series includes copies of material regarding the Community Development Financial Institutions Act of 1993 and legislative updates provided by staff; Housing & Community Development Act Study, **copies** of testimony.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.15 Membership - Series includes reference material regarding membership applications, membership regulations, membership by commercial banks and credit unions, Wauwatosa, etc.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.16 Non-member mortgagees - Series includes reference material regarding the approval of organizations requesting to become a non-member mortgagee.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.17 Office of Federal Housing Enterprise Oversight - Series includes reference information (announcements regarding its creation, copies of correspondence to and from, etc.).

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

✓ **Item 6.18 Office of Finance** - Series includes reference information regarding the Office of Finance (staffing, Board of Directors, etc.), REFCORP.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

✓ **Item 6.19 Organizations** - Series includes reference information regarding the following organizations: SCBA, SATE, Social Compact, NCUA, ACORN.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.20 Risk - Series includes information regarding risk-based capital and risk management.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Item 6.21 System 2000 - Series includes administrative-related reference material regarding FHLBank actions pertaining to the goals as defined within System 2000, reference material regarding goal #1 and #5, and the shareholder study group.

Disposition: TEMPORARY. Destroy when no longer needed for administrative purposes.

Office of Policy and Research

✓ **Item 7.1 1992 Office of Strategic Planning Budget** - Series contains reports pertaining to the allocation of funds for the Office of Strategic Planning (renamed "Office of Policy and Research") and cost center variance reports for 1992.

Disposition: TEMPORARY. Destroy 3 years after the end of the fiscal year.
{GRS 5, item 3b}

- ✓ **Item 7.2 Office Budget Requests** - Series contains budget reallocation forms, cost center variance reports, and budget requests.

Disposition: **TEMPORARY**. Destroy 3 years after the end of the fiscal year.
{GRS 5, item 3b}

- ✓ **Item 7.3 Office Budget Allocations** - Series contains reports of Office of Strategic Planning and Office of Policy and Research budget allocations.

Disposition: **TEMPORARY**. Destroy 3 years after the end of the fiscal year.
{GRS 5, item 3b}

- ✓ **Item 7.4 Administrative Subject File** - Series contains the following files: travel expenses (**copies** of vouchers submitted for reimbursement); personnel files (**copies** of performance appraisals and personnel action forms, director's resume, job description, and other personnel documents); health benefits (literature re: FHFB employee health benefits); requisitions (**copies** of invoices, renewals for periodicals, consulting services, payments for services rendered, temporary services, catering, office furniture and supplies); time cards (**copies** of employee T&A forms); chron file (**copies** of outgoing correspondence to outside agencies and individuals).

Disposition: **TEMPORARY**. Destroy when 2 years old or when no longer needed, whichever is sooner.
{GRS 23, item 1}

- ✓ **Item 7.5 Associations and Government Agencies** - Series contains correspondence and/or materials received from associations such as U.S. League/Savings and Community Banks Assoc., National Association of Home Builders, Independent Bankers, GAO, Congress, Department of the Treasury, and the Office of Finance.

Disposition: **TEMPORARY**. Destroy when 2 years old or when no longer needed for reference, whichever is sooner.

- ✓ **Item 7.6 District Bankers Presidents' Planning Committee** - Series contains reference materials pertaining to committee meetings and reports of the committee.

Disposition: **TEMPORARY**. Cut off at end of calendar year. Destroy ~~when~~ 2 years old. ~~after~~ cutoff.

- ✓ **Item 7.7 Deposit Insurance Subject File** - Series contains **copies** of articles, reports, and correspondence relating to FDIC.

Disposition: **TEMPORARY**. Destroy when no longer needed for reference.

✓ **Item 7.8** Duration of Bank's Equity - Series contains reference materials regarding: the weighted average of the present value of cash flows of security; and an indication of security's change in market value given a change in the general level of interest rates.

Disposition: TEMPORARY. Destroy when no longer needed for reference.

✓ **Item 7.9** Federal Home Loan Banks Subject File - Series contains material and correspondence received from and sent to the FHLBanks regarding Task Force meetings as well as projects worked on jointly between the Banks and the Office of Strategic Planning and/or Office of Policy and Research.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy ~~when 2 years old.~~
after cutoff.

✓ **Item 7.10** FHLBank Membership Subject File - Series contains incoming and outgoing memoranda, and copies of correspondence and regulations governing membership in the FHLBank System.

Cut off at end of calendar year.
Disposition: TEMPORARY. Destroy ~~when 2 years old.~~ *after cutoff.*

✓ **Item 7.11** FHLBank Chairmen/Vice Chairmen - Series contains agendas, outlines and presentations prepared and given by the Office of Strategic Planning at meetings of the FHLBanks Chairmen and Vice Chairmen.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy ~~when 2 years old.~~
after cutoff.

✓ **Item 7.12** Presentations - Series contains briefing papers, charts, tables, overhead slides, reference materials, studies, and other materials prepared for meetings of the FHLBanks with trade associations.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy ~~when 3 years old.~~
after cutoff.

✓ **Item 7.13** Projections, Portfolio Lending, Scenario Analysis Subject File - Series contains reports, tables, and general correspondence relating to these issues.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy ~~when 2 years old.~~ *after cutoff.*

✓ **Item 7.14** Senior Management Meetings - Series contains agendas, outlines and other records of topics to be discussed/considered at the meetings.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy ~~when 2 years old.~~
after cutoff.

- ✓ **Item 7.15** Trade Association Subject File - Series contains correspondence and other materials received from or sent to the following agencies: American Banker's Association, Savings Association Trade Executives, Office of Management and Budget, and the Congressional Budget Office.

Disposition: **TEMPORARY.** Destroy when no longer needed for reference.

- ✓ **Item 7.16** Weekly Reports - Series contains reports of activities performed by the Office of Policy and Research each week.

Disposition: **TEMPORARY.** Destroy when no longer needed for reference.

Federal Housing Finance Board Electronic Records

Item 8.1 Elections System - This is a computerized system that contains capital stock and statistical data on member institutions of the FHLBank System, and statistical data on individuals who are nominees for an elected directorship in the FHLBank System. One of the primary purposes of the Election System is to automate the creation of reports, correspondence, forms and labels that are used during the nomination and election process.

8.1a Input/Source Records - textual ballot.

Disposition: **TEMPORARY.** 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. {GRS 20, item 2a}

Master data file and

8.1b Output Records - tally of the nomination and final votes.

Disposition: **TEMPORARY.** Destroy when 2 years old or after all votes have been verified, whichever is later.

8.1c Security Backup - the system is backed up by the Finance Board's off-site data processing service provider, the Office of Thrift Supervision (OTS). The OTS Digital Electronic Company (DEC) VAX-based mainframe provides the following back up schedule: 1) daily backup is kept for two weeks; 2) weekly backup is kept for two months; 3) monthly backup is maintained for two years or until superseded, whichever is later.

Disposition: **TEMPORARY.** Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. {GRS 20, item 8b}

8.1d Documentation - code books and file layouts pertaining to the Elections System.

Disposition: **TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. {GRS 20, item 11a}

✓ **Item 8.2** Membership Database - This relational database contains financial and background information on FHLBank members, and institutions which have been approved for membership. Each FHLBank submits data about their members to the FHFBS in LOTUS 1-2-3 format via the computer bulletin board. The spreadsheets are then converted into the PARADOX Database format. Staff then run reports based on the new data which are provided to the staff of the Finance Board and the FHLBanks. Electronic copies of the newest information is put on the FHFBS's bulletin board.

8.2a Electronic Data Inputs - bank member information as submitted by the 12 FHLBanks in LOTUS 1-2-3 format via the computer bulletin board. {GRS 20 Item 2b.}

Disposition: **TEMPORARY.** Delete when data have been downloaded or manually entered into the master electronic data file or database, and verified; or when the data is no longer needed to support reconstruction of the master file or database, whichever is later.

8.2b Membership Master Databases - general institutional and financial data about member banks as submitted by all District Banks.

Disposition: **PERMANENT.**

1) Pre-1995 data: Transfer restricted and public use data tables immediately to the National Archives (NARA) in annual increments. Delete on-line data when no longer needed for current business or when twenty years old, whichever comes later.

Public access is denied until oldest record is twenty years old. These records are protected under the Freedom of Information Act exemption 4, 5 USC 552b(4).

2) 1995 data and forward: Cut off annually and transfer restricted and public use data tables to NARA. Delete on-line data when no longer needed for current business, or when twenty years old, whichever comes later.

Public access is denied until oldest record is twenty years old. These records are protected under the Freedom of Information Act exemption 4, 5 USC 552b(4).

NOTE: File must be in ASCII, delimited text format. If text is condensed to fit on a diskette, the data must be in self-extracting format or software must be provided to explode file.

NOTE: All transfers of data will be done in accordance with 36 CFR Section 1228.

8.2c On-Line Working Data Files - various data extracts generated

by queries against Membership Master Database.

Disposition: **TEMPORARY.** Delete when no longer needed for current business.

8.2d Security Backup - data table backups are created monthly, onto diskette.

Disposition: **TEMPORARY.** Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. {GRS 20, item 8b}

8.2e Documentation - file structures, code books, and any other documentation that assist in interpreting Membership Master Databases and data table links.

Disposition: **PERMANENT.** Transfer with initial data file transfer in 8.2b, and thereafter, transfer as changes are made in documentation.

NOTE: File must be in ASCII, delimited text format. If text is condensed to fit on a diskette, the data must be in self-extracting format or software must be provided to explode file.

NOTE: All transfers of documentation will be done in accordance with 36 CFR Section 1228.

✓ Item 8.3 Monthly Interest Rate Survey (MIRS) System - The MIRS System contains mortgage data from a sample of over 650 lending institutions. The institutions report on the terms and conditions on all single-family, nonfarm, conventional, purchase-money mortgages that they close during the last five working days of a month. The Office of Housing Finance weights, tabulates and publishes the data in monthly releases, and in annual summaries.

8.3a Electronic Data Inputs - Mortgage data submitted by sample lending insitutions.

Disposition: **TEMPORARY.** Delete when data have been downloaded or manually entered into the master electronic data file and verified; or when the data is no longer needed to support reconstruction of the master data file, whichever is later.

8.3b. Hardcopy Inputs - See Item 2.23a.

8.3c. Master Electronic Data Files - data files containing mortgage data from sample insitutions.

1) Annual Summary Files

Disposition: **PERMANENT.**

Pre-1994: Transfer to the National Archives immediately in annual increments. Delete on-line versions when no longer needed for current business, or when twenty years old, whichever comes later.

1995-forward: Cut off annually and transfer to NARA. Delete on-line data when no longer needed for current business, or when twenty years old, whichever comes later.

NOTE: All transfers of data will be done in accordance with 36 CFR Section 1228.

2) Annual Summary Files- Public-Use Versions

Disposition: **PERMANENT.**

Pre-1994: Transfer to the National Archives immediately in annual increments. Delete on-line versions when no longer needed for current business, or when twenty years old, whichever comes later.

1995-forward: Cut off annually and transfer public-use data tapes to NARA. Delete on-line data when no longer needed for current business, or when twenty years old, whichever comes later.

NOTE: All transfers of data will be done in accordance with 36 CFR Section 1228.

3) Monthly Data Files - monthly releases of updated mortgage data

Disposition: **TEMPORARY.** Delete when data have been loaded or manually entered into the master electronic data file and verified; or when the data is no longer needed to support reconstruction of the master file, whichever is later.

8.3d. Electronic Working Files - non-final versions of MIRS data files containing mortgage data from sample institutions.

Disposition: **TEMPORARY.** Delete when data have been loaded or manually entered into the master electronic data file or database, and verified; or when the data is no longer needed to support reconstruction of the master file or database, whichever is later.

8.3e. Hardcopy Output - See Items 2.23 b, c, and d.

8.3f. Security Backup (or System Backups) - For system maintenance purposes, the system is backed up by the Finance Board's off-site data processing service provider, the Office of Thrift Supervision (OTS). The OTS Digital Electronic Company (DEC) VAX-based mainframe provides the following back up schedule: 1) daily backup is kept for two weeks; 2) weekly backup is kept for two months; 3) monthly backup is maintained for two years or until superseded, whichever is later.

Disposition: **TEMPORARY.** Delete when no longer needed or when replaced by a subsequent security backup file.

{GRS 20, item 8b}

8.3g. Documentation - format statements, value statements, and any other documentation that assist in interpreting MIRS master electronic data files.

Disposition: **PERMANENT.** Transfer with initial data file transfer in 8.3c., and thereafter, transfer as changes are made in documentation.

NOTE: All transfers of documentation will be done in accordance with 36 CFR Section 1228.

✓ **Item 8.4 Community Support System** - This system, used by the Community Support division, resides on a single PC that is backed up nightly. The system resides on proprietary software, and is used to records and track information gathered during review of Federal Home Loan Bank System member Community Support Statements. The system: 1) contains a timeline to track both member and Finance Board due dates; 2) generates, each quarter, a list of members selected for Community Support review; 3) produces a variety of status reports related to the Community Support review process; 4) records the analysis of each member's Community Support Statement; and 5) generates response letters, stating the disposition of individual Community Support Statements and any areas for attention noted during the analysis, to each member reviewed for Community Support.

8.4a Input/source Records - Federal Home Loan Bank System member Community Support statements.

Disposition: **TEMPORARY.** Cut off after each two year cycle. Destroy when four years old.

8.4b Output Records - 1) a timeline to track both member and Finance Board due dates; 2) generates, each quarter, the list of members selected for Community Support review; 3) produces a variety of status reports related to the Community Support review process; 4) records the analysis of each member's Community Support Statement; and 5) generates response letters, stating the disposition of individual Community Support Statements and any areas for attention noted during the analysis, to each member reviewed for Community Support.

Disposition: **TEMPORARY.** Cut off after each two year cycle. Destroy when four years old.

8.4c Security Backup - Backup is made nightly.

Disposition: **TEMPORARY.** Delete when replaced by subsequent security backup file.
{GRS 20, item 8b}

8.4d Documentation - code books and file layouts pertaining to the Community Investment System.

Disposition: **TEMPORARY.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. {GRS 20, item 11a}

✓ **8.5 - Reserved.**

✓ **Item 8.6 Community Investment Program Advances Quarterly and Annual Reports** - Series includes monthly submissions of statistical reports from the FHLBanks on their respective Community Investment Programs. The reports consist of aggregate data, which is updated monthly.

8.6a. Input/Source Records - consist of both Lotus spreadsheets and electronic download to "Bulletin Board" system.

Disposition: TEMPORARY. Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later.
{GRS 20, item 3b(2)}

8.6b. Output - Quarterly and annual reports scheduled under item 2.20.

Disposition: TEMPORARY. Destroy when data has been verified against electronic system and the quarterly and annual reports have been created. {GRS 20, item 2a}

8.6c. Security backup - backup is made monthly.

Disposition: TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. {GRS 20, item 8b}

8.6d. Documentation - none. This resides on Quattro Pro proprietary software.

Disposition: TEMPORARY. Destroy when data has been verified against electronic system and the quarterly and annual reports have been created (item 2.20).
{GRS 20, item 2a}

8.6e. Electronic Spreadsheets - When used to produce hard copy that is maintained in organized files.

Disposition: TEMPORARY. Delete when no longer needed to update or produce hard copy. {GRS 20, item 15a}