

RECORDS MANAGEMENT SCHEDULE

2/2008

PLEASE NOTE: WAITING FOR IN-HOUSE APPROVAL ON ADDITIONAL or REVISED OS and IG RECORDS.

Title	Pages
Office of the Board of Directors/Public Affairs <i>(38 records)</i>	1-5
Office of General Counsel <i>(72 records)</i>	6-15
Office of Inspector General <i>(14 records)</i>	16-17
Office of Management <i>(51 records)</i>	18-34
Office of Supervision <i>(52 records)</i>	35-52
Common to All Offices <i>(2 records)</i>	53
<i>Office of Finance Files, Accession No. 485, N1-485-94-1 – not referenced</i>	

OFFICE OF THE BOARD OF DIRECTORS / PUBLIC AFFAIRS			
No.	Title	Description	Disposition Authority
1	Administrative Subject Files	Copies of information regarding departmental budget, EEOC procedures, ethics, performance appraisal system, and standards developed for FHFB. <i>Formerly Office of Congressional Affairs record.</i>	Temporary. Cut off at end of calendar year. Destroy when superseded. N1-485-94-1, Item 5.61
		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. <i>Formerly Office of Managing/Executive Director record.</i>	Temporary. Destroy when 2 years old. aut: GRS 23, Item 1 ref: N1-485-94-1, Item 6.1
		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. <i>Formerly Office of Public Affairs record.</i>	Temporary. Destroy when 2 years old. aut: GRS 23, Item 1 ref: N1-485-94-1, Item 5.56
2	Advances	Copies of information regarding the Advances topic: advances to capital deficient members, mark to market, advances pricing, advances regulation, and Atlanta Advances Rebate. <i>Formerly Office of Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.2
3	Affordable Housing Program (AHP)	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	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.3

OFFICE OF THE BOARD OF DIRECTORS / PUBLIC AFFAIRS			
No.	Title	Description	Disposition Authority
		requirements). <i>Formerly Office of the Managing/Executive Director record.</i>	
4	Affordable Housing/Community Investment Programs	All correspondence accumulated and congressional briefing materials regarding these two programs. <i>Formerly Office of Congressional Affairs records.</i>	Temporary. Cut off at end of calendar year. Destroy 2 years after cut off. N1-485-94-1, Item 5.62
5	Affordable Housing and Community Investment Programs	Arrangement: Alphabetical by subject. Annual Accumulation: .2 cubic feet. <i>Formerly Office of Public Affairs records</i>	N1-485-94-1, Item 5.57
		a. Press Releases and Program Fact Sheets	PERMANENT. Cut off at end of calendar year. Transfer to the National Archives in 5 years block when most recent record is block is 5 years old. N1-485-94-1, Item 5.57a
		b. Recordings of High Level FHFB Officials 1) Audiocassette recordings on non-professional non-archival cassettes.	Temporary. Cut off at end of calendar year. Destroy 10 years after cutoff or when no longer needed for administrative purposes, whichever is sooner. N1-485-94-1, Item 5.57b(1)
		b. Recordings of High Level FHFB Officials 2) Transcripts of recordings.	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. N1-485-94-1, Item 5.57b(2)
		c. Video Recordings of Television Specials on VHS Format	Temporary. Cut off at end of calendar year. Destroy 10 years after cutoff or when no longer needed for administrative purposes, whichever is sooner.
6	Agency Departments	Copies of and/or reference material regarding administrative issues in each office/department, staff lists, etc. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.4
7	Agency Publications	Recordkeeping copies of agency publications including the "Annual Report," "Report from the Chairman," and other agency publications. Arrangement: Alphabetical by subject. Annual Accumulation: .2 cubic feet <i>Formerly Office of Public Affairs record.</i>	PERMANENT. Cut off at end of calendar year. Transfer to the National Archives 3 years after cut off. N1-485-94-1, Item 5.58

OFFICE OF THE BOARD OF DIRECTORS / PUBLIC AFFAIRS			
No.	Title	Description	Disposition Authority
8	Agency Testimony	Testimony given by FHFBDirectors before Congress. <i>Formerly Office of Congressional Affairs record.</i>	Temporary. Cut off at end of calendar year. Destroy 2 years after cut off. N1-485-94-1, Item 5.63
9	Board of Directors	Photographs and biographies of the Board of Directors. [prints captioned) and negatives]. Arrangement: Alphabetical by Board member. Annual Accumulation: .2 cubic feet. <i>Formerly Office of Public Affairs record.</i>	PERMANENT. 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. N1-485-94-1, Item 5.59
10	Henry G. Cisneros	Press releases, bulletins, testimony, news clips, and other information regarding the Secretary of HUD. <i>Formerly Office of Congressional Affairs record.</i>	Temporary. Destroy when no longer needed for reference. N1-485-94-1, Item 5.71
11	Community Investment Program (CIP)	Reference material regarding the CIP (e.g., CIP pricing, commercial loan authority, Community Development Banks, etc.). <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.5
12	Congressional Bills	Copies of Congressional Bills which relate to the FHFBD, FHLBank System or Banking issues. <i>Formerly Office of Congressional Affairs records.</i>	Temporary. Cut off at end of calendar year. Destroy when no longer needed for reference. N1-485-94-1, Item 5.64
13	Credit Issues	Reference material regarding Credit Products, Credit Enhancements, and Credit Policies. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.6
14	Deposit Insurance Reform Bill	Mark-ups, final bill copy, hearing information, staff notes, and other records regarding this Bill. <i>Formerly Office of Congressional Affairs records.</i>	Temporary. Cut off at end of calendar year. Destroy when no longer needed for reference. N1-485-94-1, Item 5.65
15	Derivatives	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.) <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.8
16	Dividends	Reference material regarding the FHLB System dividend policy. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N12-485-94-1, Item 6.7

OFFICE OF THE BOARD OF DIRECTORS / PUBLIC AFFAIRS			
No.	Title	Description	Disposition Authority
17	External Relations	Incoming/outgoing correspondence with other Government agencies regarding Finance Board outreach. <i>Formerly Office of Public Affairs record.</i>	Temporary. Cut off at end of calendar year. Destroy 3 years after cut off. N1-485-94-1, Item 5.66
18	Federal Housing Finance Board	Reference copies of documents regarding FHFBB background, nomination/confirmation of Board of Directors, Caucus meetings, agency priorities, and the FHLBank Act. <i>Formerly Office of Public Affairs record.</i>	Temporary. Destroy when no longer needed for reference. N1-485-94-1, Item 5.68
19	FHLBank Committees	Reference information regarding the FHLBank System Committees. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.10
20	FHLBank System Consolidation	Information regarding FHLBanks' potential consolidation. <i>Formerly Office of Public Affairs record.</i>	Temporary. Cut off at end of calendar year. Destroy when no longer needed for reference. N1-485-94-1, Item 5.67
21	FHLBank Presidents	Reference material regarding the Presidents' Conferences. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.11
22	FHLBanks	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.) <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.9
23	FHLB Membership Subject File	Incoming and outgoing memoranda, and copies of correspondence and regulations governing membership in the FHLB System. <i>Formerly Office of Policy and Research record.</i>	Temporary. Cut off at end of calendar year. Destroy 2 years after cut off. ref: N1-485-94-1, Item 7.10
24	FIRREA	Reference material regarding how the Finance Board is affected by FIRREA. <i>Formerly Office of Public Affairs record.</i>	Temporary. Destroy when no longer needed for reference. N1-485-94-1, Item 5.69
25	Gonzalez Request re Charitable Contributions	Incoming/outgoing material regarding the request by Chairman Gonzalez for information regarding charitable contributions made by the FHLB System. <i>Formerly Office of Public Affairs record.</i>	Temporary. Destroy when no longer needed for reference. N1-485-94-1, Item 5.70
26	Housing Issues	Reference material regarding Housing Finance Agencies, Housing Hotline, etc. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.12
27	HUD	Reference material regarding HUD Secretary's homeownership goals, HUD presentations, HUD study. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.13

OFFICE OF THE BOARD OF DIRECTORS / PUBLIC AFFAIRS			
No.	Title	Description	Disposition Authority
28	Legislative	Copies of material regarding legislative activities and testimony. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.14
29	Lobbyist Registration	Information regarding the registration of FHLBank System lobbyists. <i>Formerly Office of Public Affairs record.</i>	Temporary. Cut off at end of calendar year. Destroy 2 years after cut off. N1-485-94-1, Item 5.72
30	Membership	Reference material regarding membership applications, membership regulations, membership by commercial banks and credit unions, Wauwatosa, etc. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.15
31	Non-Member Mortgages	Reference information regarding the approval of organizations requesting to become a non-member mortgagee. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.16
32	Office of Federal Housing Enterprise Oversight	Reference information (announcements regarding its creation, copies of correspondence to and from, etc.). <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.17
33	Office of Finance	Reference information regarding the Office of Finance (staffing, Board of Directors, etc.), REFCORP. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.18
34	Organizations	Reference information regarding the following organizations: SCBA, NCUA, ACB, ICBA, ABA, Council of FHLBs. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.19
35	Regulatory Consolidation	Copies of regulatory consolidation bills. <i>Formerly Office of Public Affairs record.</i>	Temporary. Destroy when no longer needed for reference. N1-485-94-1, Item 5.73
36	Requisitions	Copies of purchase requisitions for supplies, furniture, and word processing equipment. <i>Formerly Office of Public Affairs record.</i>	Temporary. Destroy when 6 months old. aut: GRS 3, Item 8b. N1-485-94-1, Item 5.74
37	Risk	Information regarding risk-based capital and risk management. <i>Formerly Office of the Managing/Executive Director record.</i>	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.20
38	System 2000	Administrative-related reference material regarding FHLB actions pertaining to the goals as defined within System 2000, reference material regarding goal #1 and #5, and the shareholder study group.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 6.21

OFFICE OF GENERAL COUNSEL RECORDS			
No.	Title	Description	Disposition Authority
1	Administration, Office of	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.)	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.1
2	Administrative Items	Reference materials related to: General Counsel's Audit; OGC Training/Tuition; Requisitions Completed; Requisitions Pending; and Westlaw Billing.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.45
3	1994 Administrative Planning Committee	Record copies of memos, planning documents, etc., relating to the transition of the Board of Directors from part-time to full-time. <i>Formerly Office of the Executive Secretary to the Board record.</i>	Temporary. Cut off one year after transition. Destroy two years after cut off. N1-485-94-1, Item 4.82
4	Administrative Records of the Executive Secretariat	a. Copies of files regarding senior management meetings (agendas, handout, etc.)	Temporary. Destroy when 2 years old. aut: GRS 23, Item 1 N1-485-94-1, Item 4.89(a)
		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 <i>Formerly Office of the Executive Secretary to the Board record.</i>	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. N1-485-94-1, Item 4.89(b)
5	Advances	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.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.16
6	Affordable Housing Program	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.	Temporary. Cut off at end of calendar year. Destroy 5 years after cut off. N1-485-94-1, Item 5.42

OFFICE OF GENERAL COUNSEL RECORDS			
No.	Title	Description	Disposition Authority
7	Annual FOIA Report to Congress	Record copy of annual FOIA report to Congress. Arrangement: Chronological. Annual Accumulation: 1 inch. <i>Formerly Office of the Executive Secretary to the Board record.</i>	PERMANENT. Cut off after completion of report. Transfer to the National Archives in 5 year blocks when most recent record is 5 years old. N1-485-94-1, Item 4.83
8	Annual Reports	Copies of: Annual Enforcement Report, Annual Report to Congress, and FHLBanks' 1990-1991 Financial Report.	Temporary. Cut off at end of calendar year. Destroy 5 years after cut off. N1-485-94-1, Item 5.51
9	Artwork for Board Briefing Books	Camera-ready artwork for Board briefing books. <i>Formerly Office of the Executive Secretary to the Board record.</i>	Temporary. Destroy 1 year after final publication or when no longer needed. aut: GRS 21, Item 6 N1-485-94-1, Item 4.84
10	Board of Directors Briefing Books	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 <i>Formerly Office of the Executive Secretary to the Board record.</i>	PERMANENT. Cut off at end of calendar year. Transfer to the National Archives 5 years after cut off. N1-485-94-1, Item 4.86
11	*Board of Directors Notational Votes	Original notational votes received from the Board of Directors. Arrangement: Chronological. Annual accumulation: .5 cubic feet <i>Formerly Office of the Executive Secretary to the Board record.</i>	PERMANENT. Cut off at end of calendar year. Transfer to the National Archives 5 years after cut off. N1-485-94-1, Item 4.85
12	By-Laws (FHLBanks)	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.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.17
13	Capital	Reference materials related to Depository Institutions' Capital Requirements; Freddie Mac Stock Redemption (1990); Leverage Ratio of the FHLBanks; and Member Stock Requirements.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.18
14	*Chairman of the Board's Orders	Original Chairman's orders. Arrangement: Chronological. Annual Accumulation: .2 cubic feet <i>Formerly Office of the Executive Secretary to the Board record.</i>	PERMANENT. Cut off at end of calendar year. Transfer to the National Archives 5 years after cut off. N1-485-94-1, Item 4.87

15	Comment Letters	Original comment letters received from the public regarding a proposed or final rule as published in the <i>Federal Register</i> . <i>Formerly Office of the Executive Secretary to the Board record.</i>	Temporary. Destroy 2 years after adoption of final rule. N1-485-94-1, Item 4.88
16	Community Investment Program	Correspondence, background documents, administrative advice, and/or comments by the Legal Department related to: Eligibility Requirements for CIP; and Draft Regulation on CIP Pricing	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.43
17	Consolidation (of FHLBank System)	Materials related to branching by the FHLBanks.	Temporary. Retain on site for 10 years or until no longer needed for administrative purposes, whichever is later. N1-485-94-1, Item 5.19
18	Contracts and Procurement	Copies of contracts with Deloitte and Touche for external accounting audit; reference material regarding Federal Contracting Procedures, Federal Acquisition Regulations; and FHLBank Lobbying Contracts.	Temporary. Destroy when no longer for administrative purposes. N1-485-94-1, Item 5.2
19	Credit Unions	Reference materials related to the National Credit Union Administration and Credit Union membership in the FHLBank System.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.20
20	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 <i>Formerly Office of the Executive Secretary to the Board record.</i>	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 5 years after cut off. N1-485-94-1, Item 4.98
21	Deposits	Reference materials (copies of correspondence, regulations, etc.) related to National Bank Deposits in FHLBanks.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.21
22	Directors (FHLBank Appointive/ Elective)	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.	Temporary. Destroy when 7 years old. N1-485-94-1, Item 5.22
23	Director Eligibility	Documents 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.	Temporary. 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. N1-485-94-1, Item 5.23
24	*Delegations of	Copies of various delegations of authority and corresponding research from the	Temporary. Destroy when no longer

OFFICE OF GENERAL COUNSEL RECORDS			
No.	Title	Description	Disposition Authority
	Authority	Finance Board to senior staff.	needed for administrative purposes. N1-485-94-1, Item 5.9
25	Ethics	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; FHFB 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.	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. N1-485-94-1, Item 5.10
26	Ethics--Office of Government Ethics	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.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.11
27	Ethics -- Training	Reference material relating to Annual Ethics Training; Initial Ethics Training; and Other Ethics Training.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.12
28	Examinations	Reference information on examinations of each of the 12 Federal Home Loan Banks.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.24
29	Executive Secretariat -- General	Documents related to Finance Board review and comment on other agencies' regulations.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.36
30	Federal Advisory Committee Act (FACA)	General reference information to support inquiries by FHFB staff, Directors, and/or FHLBanks as to their participation in Federal Advisory Committees.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.37
31	Federal Deposit Insurance Corporation	Reference materials relating to the FDIC issues affecting the FHLBank System and FHFB actions as a clearinghouse for FDIC's affordable housing program.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.25
32	Federal Home Loan Bank System	Background reference information on the 12 FHLBs and on the FHLB System as a whole	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.26
33	Federal Housing Finance Board (FHFB)	Background material relating to Agency start-up in 1989, and copies of agency financial reports.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.13

OFFICE OF GENERAL COUNSEL RECORDS			
No.	Title	Description	Disposition Authority
34	Federal Housing Finance Board of Directors	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.	Temporary. Destroy when 7 years old. N1-485-94-1, Item 5.14
35	Federal Reserve Board	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.	Temporary. Destroy when 7 years old. N1-485-94-1, Item 5.27
36	*Financial and Management Services	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.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.3
37	FOIA Requests Denied (any or all parts)	Requests for information under FOIA in which any or all parts were denied. <i>Formerly Office of the Executive Secretary to the Board record.</i>	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. aut: GRS 14, Item 12a ref: N1-485-94-1, Item 4.90
38	Freedom of Information Act (FOIA)	Copies of FHFb Annual Report to Congress, copies of FOIA Requests, and legal research regarding Title 5, Section 552.	Temporary. Destroy when 2 years old. aut: GRS 14, Item 11 ref: N1-485-94-1, Item 5.38
39	Freedom of Information Act Requests for Non-Existent Information	Correspondence and supporting documents relating to requests for information under FOIA that is non-existent, and request is not appealed. <i>Formerly Office of the Executive Secretary to the Board record.</i>	Temporary. Destroy 2 years after date of reply. aut: GRS 14, Item 11a(2)a ref: N1-485-94-1, Item 4.91
40	Freedom of Information Act Requests (Granted)	Files created in response to requests for information under FOIA that were granted in their entirety. <i>Formerly Office of the Executive Secretary to the Board record.</i>	Temporary. Destroy 2 years after date of reply. aut: GRS 14, Item 11a(1) ref: N1-485-94-1, Item 4.92
41	General Accounting Office	Reference materials related to: IG Survey of OGC (1992); and Use of Private Attorneys.	Temporary. Destroy when no longer needed for administrative purposes.

OFFICE OF GENERAL COUNSEL RECORDS			
No.	Title	Description	Disposition Authority
			N1-485-94-1, Item 5.46
42	Government Corporations	Correspondence, background documents, administrative advice by the Legal Department and/or comments relating to government sponsored corporations.	Temporary. Cut off at end of calendar year. Destroy 7 years after cut off. N1-485-94-1, Item 5.52
43	Government in Sunshine Act	Copies of information sent to the <u>Federal Register</u> regarding Sunshine Act notices for Board of Directors meetings, 1993 Rules, Regulations and Hearings, and general information. <i>Formerly Office of the Executive Secretary to the Board record.</i>	Temporary. Destroy when notices are one year old. aut: GRS 16, Item 13a ref: N1-485-94-1, Item 4.93
44	Housing & Community Development Act Bank System Study	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.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.53
45	Human Resources	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.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.4
46	Inspector General	Reference material relating to Audit Dispute Resolution regarding audit of OL&EA; OIG Charter; and OIG Handbook.	Temporary. Destroy when 7 years old. N1-485-94-1, Item 5.5
47	Insurance Companies	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.	Temporary. Destroy when 7 years old or when no longer needed for administrative purposes, whichever is sooner. N1-485-94-1, Item 5.28
48	Issuance of Debt	Correspondence, background documents, administrative advice, and/or comments by the Legal Department related to issuance of debt by the FHLBanks.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.29
49	*Legal Opinions of the General Counsel	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	PERMANENT. Cut off at end of calendar year. Retire to the Washington National Records Center 10 years after cut off. Transfer to the National Archives 15 years after cut off. N1-485-94-1, Item 5.55

OFFICE OF GENERAL COUNSEL RECORDS			
No.	Title	Description	Disposition Authority
50	Legislation	Copies of material related to legislation in Congress that would affect the FHFb or the FHLBank System.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.15
51	Litigation	Correspondence, background documents, administrative advice, and/or comments by the Legal Department related to: Everett v. FHA; and Wang Patent Infringement Claim.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.47
52	Membership	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.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.30
53	Minutes of the Board of Directors Meetings	Record copy of the minutes of the Board of Directors meetings. Arrangement: Chronological. Annual Accumulation: .2 cubic feet <i>Formerly Office of the Executive Secretary to the Board record.</i>	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. ref: N1-485-94-1, Item 4.94
54	Monthly Interest Rate Survey (MIRS)	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.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.44
55	National Performance Review	Copies of National Performance Review reports provided to all government agencies	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.6
56	Office of Management and Budget (OMB)	Reference material relating to OMB clearance authority over FHFb regulations.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.7
57	Office of Finance	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	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.31

OFFICE OF GENERAL COUNSEL RECORDS			
No.	Title	Description	Disposition Authority
		Investigation of Office of Finance; and Selling Group Agreement.	
OFFICE OF GENERAL COUNSEL RECORDS			
No.	Title	Description	Disposition Authority
58	1993 Presidential Transition Briefing Books	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 <i>Formerly Office of the Executive Secretary to the Board record.</i>	PERMANENT. Transfer to the National Archives when 7 years old. N1-485-94-1, Item 4.81
59	Powers of FHLBanks	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 FHF B 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.	Temporary. Destroy when 7 years old or no longer needed for administrative purposes, whichever is sooner. N1-485-94-1, Item 5.32
60	Records Retention--OGC	Material related to File Indexes, File System Comments and Inventory Forms in the Office of General Counsel.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.39]
61	Recruitment	Reference materials related to: Correspondence with Law Schools; Reference Questionnaire Forms.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.48
62	REFCORP/FICO	Reference materials related to: FICO; History of REFCorp; and REFCorp Interest Payments (Prior Year).	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.33
63	Regulations	The following files and their respective subfiles: a. Advances : Copies of the regulation and reference copies of comment letters. b. Affordable Housing Program: Copies of the regulation and reference copies of comment letters. c. Community Support: Copies of the regulation and reference copies of comment letters. d. Membership: Copies of the regulation and reference copies of comment letters. e. Other: Reference materials related to proposed or final FHF B regulations on the	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.49

OFFICE OF GENERAL COUNSEL RECORDS			
No.	Title	Description	Disposition Authority
		<p>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.</p> <p>f. Regulatory Review Process: 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.</p> <p>(Paperwork Reduction Act requests and approvals and Regulatory Flexibility Act analyses are filed with specific regulation)</p>	
64	*Resolutions	<p>Record copy and additional copies of Board resolutions.</p> <p>Arrangement: Chronological. Annual Accumulation: .5 cubic feet</p>	<p>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.</p> <p>N1-485-94-1, Item 4.96</p>
65	Resolution Trust Corporation	<p>Materials related to: Amendments and Legislation affecting RTC; Dividend Policy; RTC 1991; and Substitution of RTC Notes/Guarantee for Collateral for Advances.</p>	<p>Temporary. Destroy when obsolete or superseded.</p> <p>N1-485-94-1, Item 5.34</p>
66	*Transcripts of Board of Directors Meetings	<p>Record copy of verbatim transcripts of Board of Directors meetings.</p> <p>Arrangement: Chronological. Annual Accumulation: .5 cubic feet.</p>	<p>PERMANENT. Cut off at end of calendar year. Transfer to the National Archives in 5 year blocks when most recent record in the block is 5 years old.</p> <p>N1-485-94-1, Item 4.97</p>
67	Sunshine Act	<p>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.</p>	<p>Temporary. Destroy when obsolete or superseded.</p> <p>N1-485-94-1, Item 5.40</p>

OFFICE OF GENERAL COUNSEL RECORDS			
No.	Title	Description	Disposition Authority
68	System Efficiencies Task Force	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.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.54
69	Transition 1993	Copies of material compiled about the transition team.	Temporary. Destroy when 5 years old. N1-485-94-1, Item 5.8
70	Unified Agenda of Federal Regulations	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.	Temporary. Retain for one year after publication or until documents can be verified against published document, whichever is sooner. N1-485-94-1, Item 5.41
71	WESTLAW	Vendor correspondence related to the creation and administration of the Bank Counsel Westlaw database.	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 5.50
72	Withdrawals	Copies of petitions for withdrawal from FHLBank membership from 1992 and 1993.	Temporary. Destroy when no longer needed for administrative purposes. N1-485-94-1, Item 5.35

OFFICE OF INSPECTOR GENERAL RECORDS

(Revised Submission under Review)

No.	Title	Description	Disposition Authority
1	Agency-wide Forms	Various forms used by FHFB: request for leave, request for overtime, SF 171, etc.	Temporary. Destroy 5 years after related form is discontinued, superseded, or canceled. Aut. GRS 16, item 31 N1-485-94-1, Item 3.1
2	Allegation Files	Information or allegations which are of an investigative nature but do not relate to a specific investigation.	Temporary. Destroy when 5 years old. N1-485-94-1, Item 3.2
3	Audit Case Files	Case Files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees.	Temporary. Cut off at end of calendar year in which case is closed. Destroy 8 years after cutoff. N1-485-94-1, Item 3.3
4	Chronological File.	Copies of all outgoing correspondence.	Temporary. Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed when no longer needed. N1-485-94-1, Item 3.4
5	FHFB General Information	Series contains documents that provide general information on the FHFB and its mission. It includes documents such as the agency's strategic plan, the agency's performance accountability report, agency budget, agency organization chart, annual plan, pertinent agency related legislation, selected minutes of agency board meetings, reports on affordable housing status, reports on FHLBank system status, agency policies and procedures, etc.	Temporary. Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed when no longer needed. N1-485-94-1, Item 3.5
6	FHFB – Offices and Affiliated	Correspondence from offices within FHFB.	Temporary. Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed when no longer needed. N1-485-94-1, Item 3.6
7	IG Community	Correspondence and conference information from and regarding President's Council on Integrity and Efficiency (PCIE), and Executive Council on Integrity and Efficiency (ECIE).	Temporary. Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed when no longer needed. N1-485-94-1, Item 3.7
8	Investigative Files	Investigations executed by the Inspector General's Office.	Temporary. Place in inactive files when case is closed. Cut off inactive

OFFICE OF INSPECTOR GENERAL RECORDS

(Revised Submission under Review)

No.	Title	Description	Disposition Authority
			file at end of fiscal year. Destroy 10 years after cutoff. N1-485-94-1, Item 3.8
9	Miscellaneous	Letters of recommendation, reference, congratulations, position inquiries, and other short-term memoranda.	Temporary. Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed when no longer needed. N1-485-94-1, Item 3.9
10	OIG – Program Issues	Audit plans, semiannual reports, peer review reports, hotline information, internal control certification, IG use of contracts, and IG support services.	Temporary. Cut off at end of calendar year. Destroy 5 years after cutoff or when superseded, whichever is later. N1-485-94-1, Item 3.10
11	OIG Reports	Semiannual reports, audit follow-up reports, briefings to the Board of Directors, and other pertinent reports and presentations.	Temporary. Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed when no longer needed. N1-485-94-1, Item 3.11
12	OIG Forms	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.	Temporary. Destroy 5 years after related form is discontinued, superseded, or canceled. N1-485-94-1, Item 3.12
13	OIG Administrative-Personnel	Records that document personnel and administrative actions taken by OIG. Files include copies of personnel documents such as position descriptions, performance agreements, performance ratings, reports on background checks, training profiles, etc. The files include copies of administrative records such as non-conflict of interest certifications, time sheets, leave requests, travel expense reports, contractor invoices, etc.	Temporary. Ongoing retention. Information is updated as appropriate. Files are purged and material is destroyed when no longer needed. N1-485-94-1, Item 3.13
14	Freedom of Information Act Request Files	File series documents FHFB-OIG involvement in responding to FOIA requests. For each request, the file includes the request, OIG’s response, and any other relevant documents.	Temporary. Destroy 2 years after date of reply. aut: GRS 14, Item 11

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
1	Accountable Officer's Records	<p>(A) ARC Conversion Files Series includes work papers that deal with the conversion from PeopleSoft to the Bureau of Public Debt.</p> <p>ARC Oversight, 2005-Present</p> <p>(B) Historical Budget & Accounting Files on the FHFBS Shared Drive Series includes historical budget and accounting information - payroll, focus reports, audit reports, PeopleSoft files, etc.</p> <p>(C) Present Budget & Accounting Files on the FHFBS Shared Drive Series includes files that are being actively used - Assessment, Travel, etc.</p> <p>(D) Historical Accounting Files Series includes historical accounting files - fixed assets, accruals, trial balances, NFC journal entries, IPAC, annual leave, assessments.</p> <p>(E) Historical Travel Vouchers Series includes paper copies of all 2004 - 2005 travel vouchers by individual employee.</p> <p>(F) Financial Statements Invoices faxed to ARC (Log w/invoices) OIG (Inspector General) Financial Statement Audit Reports Performance and Accountability Reports Strategic Plans Vendor Information (2005) – 1099 files</p> <p>(G) 2005 Paid Voucher Information Series includes copies of all paid invoices by individual vendor.</p>	<p>GRS 6, Item 1a</p> <p>Temporary. Destroy 6 years and 3 months after period covered by account.</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
		<p>(H) Series includes files from former B.A.D. employees. Includes: Insurance Vendor Files 2001-2004 1099: 2004 IRS Employer Identification Number 1099: FHFB 1099 Production Documentation</p> <p>(I) Travel Stipend correspondence Delegation of Authority files (excludes Chairman’s Orders—see Reference file)</p> <p>(J) Cell phone records Fees for Licenses & Certifications (w/ Agency AOMs) Wellness records</p>	
2	Accounting Administrative Files	<p>(A) Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations. a. Files used for workload and personnel management purposes.</p> <p>(B) b. All other files. • Office of Management and Budget Reports • Office of Personnel Management Reports</p>	<p>GRS 6, Item 5a. Temporary. Destroy when 2 years old.</p> <p>GRS 6, Item 5b. Temporary. Destroy when 3 years old.</p>
3	Administrative Agency Policies and Office of Management Procedures	<p>Files pertaining to policy directives issued by senior management on acquisition, property management, personnel and employment issues, compensation, work schedules, budget, records management, parking management, smoking, training, and telecommuting.</p> <p>Procedural guides on how to perform various management programs such as leave, licensing and certification, merit promotion, performance management, personnel security, privacy, student loans, and travel stipends.</p>	<p>N1-485-08-1 Temporary. Destroy when superseded or obsolete.</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
4	Administrative Files	(A) <ul style="list-style-type: none"> • Chronological files (includes travel). • Policy Status (B) <p>Copies of:</p> <ul style="list-style-type: none"> • Contact List. • Emergency Procedures (C) <ul style="list-style-type: none"> • Fax sheets: Direct Deposit to ARC • Fax sheets: Employee Locator to ARC • Nameplate Paper/Information • OM Report Calendar • Who Does What Guide 	GRS 23, Item 1 Temporary. Destroy when 2 years old.
5	Administrative Grievance, Disciplinary, and Adverse Action Files	(A) <p>a. Voluntary retirement memos and RIF notice. Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.</p> (B) <p>b. Do Not Hire Log and case file</p>	GRS 1, Item 30b Temporary. Destroy no sooner than 4 years but no later than 7 years after case is closed. [NOTE: OPM has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files need to be retained. To implement this authority, each agency must select one fixed retention period, between 4 and 7 years, for the entire series of its closed cases. Agencies are not authorized to use different retention periods for individual cases. The agency should publish the chosen retention period in the Privacy Act notice for these records, the agency's records disposition manual, and any other issuance dealing with the disposition of these records.]

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
6	Agency Space Files	<p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA (i.e., floor plans).</p> <p>a. Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment. HITT Operation & Maintenance Binders (designs, etc.).</p>	<p>GRS 11, Item 2a</p> <p>Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.</p>
7	Budget Correspondence Files	<p>(A) Budget Formulation Files Series includes work papers for the development of the agency budget.</p> <p>(B) Historical Budget Execution & Formulation Files Series includes work papers that deal with the historical budget execution and formulation processes.</p>	<p>N1-485-94-1, Item 4.28</p> <p>Destroy when 2 years old.</p>
8	Budget Reports Files	<p>(A) Formal Budget Approval Documents Official documents of the FY 2006 budget approval - Board Resolution, Assessment letters for the Bank Presidents.</p> <p>(B) Budget approval documents.</p>	<p>N1-485-94-1, Item 4.31</p> <p>Temporary. Destroy when 5 years old.</p> <p>N1-485-94-1, Item 4.32</p> <p>Temporary. Destroy 3 years after the end of the fiscal year.</p>
9	Building and Equipment Services Files	Requests for building and equipment maintenance services, excluding fiscal copies.	<p>GRS 11, Item 5</p> <p>Temporary. Destroy 3 months after work is performed or requisition is canceled. Reference File maintained off-site on Brookfield's web-site.</p>
10	CFC Allotments	Allotment forms.	<p>GRS 2, Item 15</p> <p>Temporary. Destroy after GAO audit or when 3 years old.</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
11	Credentials Files	(A) Kastle cards for identification purposes.	GRS 11, Item 4a
		(B) Homeland Security Presidential Directive (HSPD 12): Identification credentials and related papers.	Temporary. Destroy credentials 3 months after return to issuing office. Reference File maintained off-site on Kastle's web-site.
12	Direct Deposit	Completed forms.	GRS 2, Item 17 Temporary. Destroy when superseded or separation of employee
13	Donated Leave Program Case Files	Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.	GRS 1, Item 37 Beginning in 1/1994, destroy 1 year after the end of the year in which the file is closed.
14	Employee Awards File	a. General awards records. (1) Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and non cash awards such as incentive awards, within grade merit increases, suggestions, and outstanding performance.	GRS 1, Item 12 Temporary. a. (1) Destroy 2 years after approval or disapproval.
15	Employee Medical Folder (EMF)	a.(1) Long-term medical records as defined in 5 CFR Part 293, Subpart E. (2) Separated employees. b. Temporary or short-term records as defined in the Federal Personnel Manual (FPM). c. Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility.	GRS 1, Item 21 a. (1) Transferred employees. See 5 CFR Part 293, Subpart E for instructions. a. (2) Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest

OFFICE OF MANAGEMENT			
No.	Title	Description	Disposition Authority
			<p>separation, whichever is later.</p> <p>b. Destroy 1 year after separation or transfer of employee.</p> <p>c. Destroy 60 years after retirement to the NARA records storage facility.</p> <p>[NOTE: Electronic master files and databases created to supplement or replace the records covered by item 21 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]</p>
16	Employee Performance File System Records	Performance appraisals and write-ups.	<p>GRS 1, Item 23a(4)</p> <p>Temporary. Destroy 4 years after date of appraisal.</p>
17	Employee Record File	Employee Locator Card. Employee record cards used for informational purposes outside personnel offices.	<p>GRS 1, Item 6</p> <p>Temporary. Destroy on separation or transfer of employee.</p>
18	Enrollment Forms	<p>(A) United Concordia and Avesis</p> <p>(B) 2817 FEGLI See OPFs, right-hand side SF 2809 FEHB See OPFs, right-hand side</p>	<p>N1-485-94-1, Item 4.67</p> <p>Temporary. Destroy after separation Permanent. See OPFs.</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
		<p>(C) T. Rowe Price See TSP</p> <p>(D) Thrift Savings Plan (TSP) Election Forms</p> <p>(E) Wellness See Accountable Officer's File above (includes agency forms that document the basic financial transactions and statements of accountability)</p>	<p>GRS 2, Item 16 Temporary. Destroy when superseded or separation of employee.</p> <p>GRS 2, Item 16 Temporary. Destroy when superseded or after separation of employee.</p> <p>GRS 1, Item 1 Temporary. Destroy 6 years and 3 months after period covered by account.</p>
19	Equal Employment Opportunity (EEO) Records	<p>Copies of Official Case Files</p> <p>Duplicate case files (copies of B. Powell's case files).or documents pertaining to case files retained in Official Discrimination Complaint Case Files</p>	<p>GRS 1, Item 25 (b)</p> <p>Temporary. Destroy 1 year after resolution of case.</p> <p>Note: Official Case File - Destroy 4 years after resolution of case.</p>
20	Federal Employee Transportation Subsidy Records (Metropool and Parking)	<p>Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.</p> <p>Originals - Metropool application records.</p> <p>Reconciliations.</p> <p>Metropool: Guidelines, updates to accounts, reconciliations, order confirmation reports, unclaimed benefits, removal of staff, and reassignment of benefits.</p> <p>Parking: NFC's Admin. Billings & Collections (ABCO) Status of Debtor Accounts</p>	<p>GRS 9, Item 7</p> <p>Temporary. Destroy when 3 years old.</p>

OFFICE OF MANAGEMENT			
No.	Title	Description	Disposition Authority
		reports, Debtor lists, pay period listing of parkers; requests and deletions into program, status reports, and emails.	
21	General Funds Files	NFC Payment Collections, SPPS File. Records relating to availability, collection, custody, and deposit of funds including appropriate warrants and certificates of deposit.	GRS 6, Item 4 Temporary. Destroy when 3 years old.
22	Inventory Files	b. Inventory cards. Online inventory reports (Magic software package), reports (including Accountable and Sensitive Property Reports, Property Custody Receipts), and emails requesting property disposal.	GRS 3, Item 9b Temporary. b. Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.
23	Leave Records (HR)	Creating agency copy (medical records).	GRS 2, Item 9b Temporary. Destroy when 3 years old Note: SF 1150 – file on right side of OPF.
24	Management Control Records	(A) Policy, procedure, and guidance files Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub. L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.	GRS 16, Item 14a Temporary. Policy, procedure, and guidance files. Destroy when superseded.
		(B) Risk Analysis Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.	GRS 16, Item 14c Rick Analysis Temporary. Cut off closed files annually. Destroy after next review cycle.

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
		<p>(C) Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level and compiled by the agency into a single unified report for direct submission to the President or Congress. [See note after item 14d.</p>	<p>GRS 16, Item 14d Annual Reports Cut off closed files annually. Destroy after next reporting cycle. [NOTE: This item does not cover the consolidated final reports submitted directly to the President or Congress. The final reports must be scheduled by submitting an SF 115 to NARA.]</p>
		<p>(D) Review files. Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.</p> <ul style="list-style-type: none"> - Control Gap Analysis - FISMA (see Note) - OIG (Inspector General) Audit Reports (see also OIG Financial Audit Reports in Accountable Officers' Records) - OM Conference files - Management Accountability Report) 	<p>GRS 16, Item 14f (1) Office with responsibility for coordinating internal control functions. Cut off when no further corrective action is necessary. Temporary. Destroy 5 years after cutoff. (2) Copies maintained by other offices as internal reviews. Cut off when no further corrective action is necessary. Destroy 1 year after cutoff. [NOTE: Alternative reviews such as computer security reviews and management consultant studies may need to be kept longer than provided in item 14f(2). This item applies only to copies maintained as internal reviews.]</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
25	Merit Promotion Case Files	<p>Vacancy Announcement Case Files and DEU</p> <p>Records relating to the selection of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.</p>	<p>GRS 1, Item 32</p> <p>Temporary. Destroy after OPM audit or 2 years after personnel action completed, whichever is sooner.</p>
26	Messenger Service Logs	Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	<p>GRS 12, Item 1.</p> <p>Destroy when 2 months old.</p>
27	Notification of Personnel Actions (SF 50s)	<p>Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF.</p> <p>a. Chronological file copies, including fact sheets, maintained in personnel offices.</p>	<p>GRS 1, Item 14a.</p> <p>Temporary. Destroy when 2 years old.</p>
28	Official Personnel Files (OPFs)	<p>Records filed on the right side of the OPF. (See GRS 1, item 10, for temporary papers on the left side of the OPF).</p> <p>Folders covering employment terminated after 12/31/20, excluding those selected by NARA for permanent retention.</p>	<p>GRS 1, Item 1</p> <p>a. Transferred Employees See Chapter 7 of The Guide to Personnel Recordkeeping for instructions relating to folders of employees transferred to another agency.</p> <p>b. Separate Employee Transfer OPF of separated employees to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. NPRC will destroy 65 years after separation from Federal service.</p>
29	Payroll System Reports	OPM 113A and 113G Reports, Payroll Register. Reports providing fiscal information on agency payroll.	<p>GRS 2, Item 22c</p> <p>Temporary. Destroy after GAO audit or when 3 years old,</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
			whichever is sooner.
30	Personnel Correspondence Files	<p>(A) Correspondence Reports:</p> <ul style="list-style-type: none"> • Annual Report to the President on Hispanic Employment • Comparability in Compensation Schedules • Document tracking with ARC • FTE/Work Year Civilian Employment • Federal Equal Employment Recruitment Program (FEORP) • Federal Occupation Health (FOH) Report • Luevano Reports/Expert and Consultant Reports • Recruitment, Retention and Relocation Incentives • Student Loan Repayment • T.Rowe Price Reports (John will check w/Lee; electronic report) <p>Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in GRS 1 and records maintained at agency staff planning levels.</p> <p>(B) Other Records:</p> <ul style="list-style-type: none"> • Exit Clearance Forms <p>Report to OPM on Use of Voluntary Early Retirement Authority (VERA)</p>	<p>GRS 1, Item 3</p> <p>Temporary. Destroy when 3 years old.</p>
31	Personal Injury File	Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	<p>GRS 1, Item 31</p> <p>Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.</p>
32	Personnel Security Clearance Files	<p>Background Investigations</p> <p>Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and</p>	<p>GRS 18, Item 22</p> <p>Temporary. Destroy upon notification of death or not later than</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
		other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.
33	Position Classification Files	Position Descriptions (PD). Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents. PD Coding Register (PMSO).	GRS 1, Item 7b Temporary. Destroy 2 years after position is abolished or description is superseded.
34	Post Office Private Mail Company Records/Mail and Delivery Control File	Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service and Federal Express online; includes: 1. Check log of Federal Express packages to ARC 2. Statistical reports and data relating to handling of mail and volume of work performed (weekly reports on Employee/AOM usage)	GRS 12, Item 6a Temporary. Destroy when 1 year old.
35	Privacy Act General Administrative Files	Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records (includes Privacy Impact Assessment questionnaires).	GRS 14, Item 26 Temporary. Destroy when 2 years old.
36	Privacy Act Reports File	Recurring Reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.	GRS 14, Item 25 Temporary. Destroy when 2 years old. [NOTE: The GRS does not cover the biennial report to Congress from OMB.]
37	Property Disposal Correspondence Files	(A) Correspondence (emails) files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	GRS 4, Item 1 Temporary. Destroy when 2 years old.

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
		(B) Excess Personal Property Reports (HRAD Director has signed property disposal forms).	GRS 4, item 2 Temporary. Destroy when 3 years old.
38	Records Disposition Files	<p>(A) Accession records (SF 135), descriptive inventories, disposal authorizations (NA Form 13001), schedules, and reports.</p> <p>a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation.</p> <p>(1) SF 115s that have been approved by NARA.</p>	<p>GRS 16, Item 2a</p> <p>a(1). Destroy 2 years after supersession (2 years after WNRC destruction).</p>
		(B) (2) Other records.	GRS 16, Item 2a(2). Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the U.S., whichever is applicable.
		(C) b. Routine correspondence and memoranda.	GRS 16, Item 2b Destroy when 2 years old.
39	Records Holdings Files	<p>Statistical reports of agency holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.</p> <p>a. Records held by offices that prepare reports on agency-wide records holdings.</p>	<p>GRS 16, Item 4a</p> <p>Destroy when 3 years old.</p>
40	Records Management Files	Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management.	<p>GRS 16, Item 7</p> <p>Destroy when 6 years old.</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
41	Reference File	<p>Application Inventory (IT) and Review Findings, 11/2005 Compensation Study EEO Director Study, 9/2004 FHFB Reorganization, 10/21/99</p> <p>Bank Act Delegation of Signature Authorities (Chairman to OM) 2003 Sarbanes Hearing</p>	For Reference only.
42	Routine Procurement Files	<p>(A) COTR Agreements w/related invoices.</p> <p>(B) Contract, requisition (using purchase card), purchase orders, lease, and bond and surety records, including correspondence and related papers (COTR Agreements) pertaining to award, administration, receipt, inspection and payment.</p> <p>3a (1). Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining simplified acquisition threshold).</p> <p>Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.</p> <p>(C) (b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.</p>	<p>GRS 3, Item 3a(1)(a)</p> <p>Temporary. Destroy 6 years and 3 months after final payment.</p> <p>GRS 3, Item 3a(1)(b)</p> <p>Temporary. Destroy 3 years after final payment.</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
43	Security and Systems Data Files	<p>(a) System Security Plans and Disaster Recovery Plans.</p> <p>(b) Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.</p> <p>Examples: Privacy Act Assessments on systems; computer technical manuals; continuity of operations plans; disaster exercise evaluations; disaster exercises; disaster recovery plans; Risk surveys; security plans for IT infrastructure; vulnerability assessments by IG; vulnerability assessments/studies</p> <p>Risk management analyses; security directives; security policy analysis; virus handbooks; vulnerability analyses.</p>	<p>GRS 24, Item 5</p> <p>(a and b) Destroy/delete 1 year after system is superseded.</p>
44	Solicited and Unsolicited Bids and Proposals Files	<p>a. Successful bids and proposals.</p> <p>b. Solicited and unsolicited unsuccessful bids and proposals.</p> <p>(1) Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.</p> <p>(2) Relating to transactions above the small purchase limitations in 48 CFR Part 13.</p> <p>(a) When filed separately from contract case files.</p> <p>(b) When filed with contract case files.</p>	<p>GRS 3, Item 5a</p> <p>Destroy with related contract case files (see item 3 of this schedule).</p> <p>GRS 3, Item 5b(1)</p> <p>Destroy 1 year after date of award or final payment, whichever is later.</p> <p>GRS 3, Item 5b(2)(a)</p> <p>Destroy when related contract is completed.</p> <p>GRS 3, Item 5b(2)(b)</p> <p>Destroy with related contract case file (see item 3 of this schedule).</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
		<p>c. Canceled solicitations files.</p> <p>(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.</p>	<p>GRS 3, Item 5c(1)</p> <p>Temporary. Destroy 5 years after date of cancellation.</p>
		<p>(2) Unopened bids.</p>	<p>GRS 3, Item 5c(2)</p> <p>Return to bidder.</p>
		<p>d. Lists or card files of acceptable bidders.</p>	<p>GRS 3, Item 5d</p> <p>Temporary. Destroy when superseded or obsolete.</p>
45	Space & Maintenance General Correspondence Files	Correspondence files with property manager and subtenants, and other correspondence regarding the space and maintenance of the building.	<p>GRS 11, Item 1</p> <p>Temporary. Destroy when 2 years old.</p>
46	Time & Attendance (Timecards – T&As)	<p>(A) Source Records:</p> <p>All T&A records upon which leave input data is based, such as time or sign-in sheets, timecards, flexitime records, leave applications for jury and military duty, and authorized premium pay or overtime, maintained at duty post upon which leave input data is based.</p>	<p>GRS 2, Item 7</p> <p>Temporary. Destroy after GAO audit or when 6 years old, whichever is sooner.</p>
		<p>(B) Input Records:</p> <p>Records used to input time and attendance data into a payroll system, maintained either by agency or payroll processor (leave and earning statement reports).</p>	<p>GRS 2, Item 8</p> <p>Temporary. Destroy after GAO audit or when 6 years old, whichever is sooner.</p>

OFFICE OF MANAGEMENT

No.	Title	Description	Disposition Authority
47	Tax Files	Form W-4 and State forms.	GRS 2, Item 13a Temporary. Destroy 4 years after superseded or obsolete or upon separation of employee.
		Form W-2.	GRS 2, Item 13b Temporary. Destroy when 4 years old.
48	Tracking and Control Records	Trakker Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS.	GRS 23, Item 8 Destroy or delete when 2 years old, or 2 years after the date of the latest entry.
49	Training Records	(A) a. General file of agency-sponsored training. (1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses (B) b. Employee training. Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.	GRS 1, Item 29a. Destroy when 5 years old or 5 years after completion of a specific training program. GRS 1, Item 29b. Destroy when 5 years old or when superseded or obsolete, whichever is sooner.
50	Unscheduled Records	Management Reports • Notary Public Files	Permanent until scheduled.
51	Visitor Control Logs	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	GRS 18, Item 17b Temporary. (b) Destroy 2 years after final entry or 2 years after date of document, as appropriate.

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
1	1992 Office of Strategic Planning Budget	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. <i>Formerly Office of Policy and Research record.</i>	Temporary. Destroy 3 years after the end of the fiscal year. aut: GRS 5, Item 3b N1-485-94-1, Item 7.1
2	Administrative/ Personnel Subject Records	Maintained in the Examination Department. Contains copies of time and attendance reports, SF 171s, resumes, and performance ratings. <i>Formerly Office of Examination and Regulatory Oversight record.</i>	Temporary. Destroy when 2 years old. aut: GRS 23, Item 1 N1-485-94-1, Item 1.13
3	Administrative Records	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. <i>Formerly Housing Finance Directorate record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.1
4	Administrative Subject Files	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. <i>Formerly Office of Examination and Regulatory Oversight record.</i>	Temporary. Cut off at end of calendar year. Destroy 5 years after cut off. N1-485-94-1, Item 1.15
5	<i>Administrative Subject File (Discontinued)</i>	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). <i>Formerly Office of Policy and Research record.</i>	Temporary. Destroy when 2 years old. Aut: GRS 23, Item 1 N1-485-94-1, Item 7.4
6	Administrative/ Training Subject Files	Copies of material regarding requests/approvals of training records for current departmental staff. <i>Formerly Office of Examination and Regulatory Oversight record.</i>	Temporary. Cut off at end of calendar year. Destroy when 5 years old or when superseded or obsolete, whichever is sooner. aut: GRS 1, Item 29b N1-485-94-1, Item 1.14

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
7	Advisory Council Annual Reports	Advisory Council annual reports from each District Bank's Advisory Council. Arrangement: chronological and therein geographically by District Bank. Annual Accumulation: one cubic foot <i>Formerly Housing Finance Directorate record.</i>	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. N1-485-94-1, Item 2.2
8	Affordable Housing Program Applications	Approved AHP applications and alternate projects. No longer in use. <i>Formerly Housing Finance Directorate-Affordable Housing & Community Investment Division record.</i>	Temporary. Cut off at end of each application round. Retire to the Washington National Records Center 3 years after cut off. Destroy 15 years after cut off. N1-485-94-1, Item 2.12
9	AHP Central Reference Files	General reference information regarding the AHP program, regulation copies, resolutions, policies and procedures for administering the implementation cases log. <i>Formerly Housing Finance Directorate-Affordable Housing & Community Investment Division record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.15
10	AHP Compliance Examinations of The FHLBanks	Examination reports regarding AHP compliance at each District Bank. <i>Formerly Housing Finance Directorate-Affordable Housing & Community Investment Division record.</i>	Temporary. Cut off at end of calendar year. Retire to the Washington National Records Center 3 years after cut off. Destroy 15 years after cut off. N1-485-94-1, Item 2.16
11	AHP Implementation Cases	Documentation of resolved Affordable Housing Program (AHP) requests for project modifications. <i>Formerly Housing Finance Directorate-Affordable Housing & Community Investment Division record.</i>	Temporary. Cut off at end of calendar year. Retire to the Washington National Records Center 3 years after cut off. Destroy 15 years after cut off. N1-485-94-1, Item 2.13
12	Affordable Housing Program Subject Files	AHP information from each FHLBank, such as summary application information. <i>Formerly Housing Finance Directorate record.</i>	Temporary. Cut off at end of each application round. Destroy 3 years after cut off. N1-485-94-1, Item 2.3
13	AHP/CIP Source Books	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. <i>Formerly Housing Finance Directorate-Affordable Housing & Community Investment Division record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.14

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
14	Associations and Government Agencies	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. <i>Formerly Office of Policy and Research record.</i>	Temporary. Destroy when 2 years old or when no longer needed for reference, whichever is sooner. N1-485-94-1, Item 7.5
15	Bank Membership Applications	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. <i>No longer in use.</i> <i>Formerly District Banks Directorate record.</i> Request disposition change from 15 years to 3 years, per P. Sweeney, 5/17/05. Email to Tracee Taylor on 5/18/05.	Temporary. Cut off upon final approval or withdrawal. Retire to the Washington National Records Center 3 years after cut-off. Destroy when 15 years after cut off. N1-485-94-1, Item 1.10
16	Chairman Gonzalez House Banking Committee Request	Information responsive to a request by Chairman Gonzalez for information on the FHLBanks' advances activities. <i>Record is no longer created; to be used until all records have been disposed of - then can be removed from the Manual.</i> <i>Formerly District Banks Directorate record.</i>	Temporary. Retire to the Washington National Records Center upon approval of this schedule. Destroy 5 years after date of last record. N1-485-94-1, Item 1.3
17	Community Investment Fund	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 <i>Formerly Office of Policy record.</i>	PERMANENT. Transfer to the National Archives when 5 years old. N1-485-94-1, Item 2.19
18	Community Investment Program Advances Quarterly & Annual Reports	Reports from the FHLBanks on their respective Community Investment Programs. <i>Formerly Housing Finance Directorate-Affordable Housing & Community Investment Division record.</i>	PERMANENT. Cut off at end of calendar year. Transfer to the National Archives 5 years after cut off. N1-485-94-1, Item 2.20
19	Community Investment Program Advances Quarterly & Annual Reports	<i>Electronic records:</i> monthly submission of statistical reports from the FHLBanks on their respective Community Investment Programs. The reports consist of aggregate data, which is updated monthly.	N1-485-94-1, Item 8.6
		a. Input/Source Records: <i>Electronic records:</i> both Lotus spreadsheets and electronic download to "Bulletin Board" system.	Temporary. Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later.

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
			aut: GRS 20, Item 3b N1-485-94-1, Item 8.6a
19	Community Investment Program Advances Quarterly & Annual Reports (cont.)	b Output: <i>Electronic records</i> : Quarterly & annual reports scheduled under Item 2.20.	Temporary. Destroy when data has been verified against electronic system and the quarterly and annual reports have been created. aut: GRS 20, Item 2a N1-485-94-1, Item 8.6
		c. Security Backup: Backup is made monthly.	Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. aut: GRS 20, Item 8b N1-485-94-1, Item 8.6c
		d. Documentation: None. This resides on Quattro Pro proprietary software.	Temporary. Destroy when data has been verified against electronic system and the quarterly and annual reports have been created (Item 2.20). aut: GRS 20, Item 2a N1-485-94-1, Item 8.6d
		e. Electronic Spreadsheets: When used to produce hard copy that is maintained in organized files.	Temporary. Delete when no longer needed to update or produce hard copy. aut: GRS 20, Item 15a N1-485-94-1, Item 8.6e
20	Community Investment Program Subject Files	Press Releases, pricing and CIP targets information. <i>Formerly Housing Finance Directorate-Affordable Housing & Community Investment Division record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.18
21	Community Reinvestment Act (CRA) Reference File	<i>Formerly Housing Finance Directorate-Affordable Housing & Community Investment Division record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.17

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
22	Community Support System	<i>Electronic records:</i> 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.	N1-485-94-1, Item 8.4
		a. Input/Source Records: <i>Electronic records:</i> Federal Home Loan Bank System member Community Support statements.	Temporary. Cut off after each two year cycle. Destroy when four years old. N1-485-94-1, Item 8.4a
		b. Output Records: <i>Electronic records:</i> 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.	Temporary. Cut off after each two year cycle. Destroy when four years old. N1-485-94-1, Item 8.4b
		*c. Security Backup: Backup is made nightly.	Temporary. Delete when replaced by subsequent security backup file. aut: GRS 20, Item 8b N1-485-94-1, Item 8.4c
		*d. Documentation: Code books and file layouts pertaining to the Community Investment System.	Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. aut: GRS 20, Item 11a N1-485-94-1, Item 8.4d
23	Community Support Program Action Plan	Community Support Statements and Action Plans submitted by members required to create Action Plans and related material for each. <i>Formerly Housing Finance Directorate-Community Support Division record.</i>	Temporary. Cut off 18 months after submission of Action Plan. Transfer to the Washington National Records Center 3 years after cutoff. Destroy 15 years after cutoff.

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
			N1-485-94-1, Item 2.22
24	Community Support Program Statements	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. <i>Formerly Housing Finance Directorate-Community Support Division record.</i>	Temporary. Cut off 6 months after end of review period. Transfer to the Washington National Records Center 3 years after cutoff. Destroy 15 years after cutoff. N1-485-94-1, Item 2.21
25	Correspondence and Internal Bank Information	Correspondence to and from the District Banks and internal District Bank information. <i>Formerly District Banks Directorate record.</i>	Temporary: Cut off at end of calendar year. Destroy 2 years after cutoff. N1-485-94-1, Item 1.11
26	Deloitte & Touche External Audit Reports	Financial statements and other reports pertaining to 1989-1990 external audit reports. This series is no longer created. <i>Formerly District Banks Directorate record.</i>	Temporary. Destroy when 7 years old. N1-485-94-1, Item 1.1
27	Deposit Insurance Subject File	Copies of articles, reports, and correspondence relating to FDIC. <i>Formerly Office of Policy and Research record.</i>	Temporary. Destroy when no longer needed for reference. N1-485-94-1, Item 7.7
28	District Bankers Presidents' Planning Committee	Reference materials pertaining to committee meetings and reports of the committee. <i>Formerly Office of Policy and Research record.</i>	Temporary. Cut off at end of calendar year. Destroy 2 years after cut off. ref: N1-485-94-1, Item 7.6
29	Duration of Bank's Equity	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. <i>Formerly Office of Policy and Research record.</i>	Temporary. Destroy when no longer needed for reference. N1-485-94-1, Item 7.8
30	EEO Files	Arranged alphabetically. Series includes counseling files of EEO Counselors and records documenting complaints that did not develop into official description complaint. <i>Formerly Office of Administration record.</i>	Temporary. Destroy when 2 years old. aut: GRS 1, Item 25c(2) ref: N1-485-94-1, Item 4.65
31	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.	N1-485-94-1, Item 8.1

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
		a. Input/Source Records: Textual ballot.	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. aut: GRS 20, Item 2a N1-485-94-1, Item 8.1a
		b. Master Data File and Output Records: Tally of the nomination and final votes.	Temporary. Destroy when 2 years old or after all votes have been verified, whichever is later. N1-485-94-1, Item 8.1b
		*c. 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.	Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. aut: GRS 20, Item 8b N1-485-94-1, Item 8.1c
		d. Documentation: Code books and file layouts pertaining to the Elections System.	Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. aut: GRS 20, Item 11a N1-485-94-1, Item 8.1d
32	Examination Reports	Examination scope/pre-examination analysis. Arrangement: chronological and therein geographically by District. Annual accumulation: 1 cubic foot. <i>Formerly Office of Examination and Regulatory Oversight record.</i>	PERMANENT. Cut off at end of calendar year. Retire to the Washington National Records Center 3 years after cutoff. Transfer to the National Archives 5 years after cut off. N1-485-94-1, Item 1.12
33	Examination Workpapers	Supporting documents of reports of examination, which includes examines findings and write-ups, addressing different issues of the FHLBanks being examined.	Temporary. Cut-off at end of Examination. Transfer electronic or paper copy to WNRC 2 yrs after cut off. Maintain for a minimum of 5

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
			years. Destroy when no longer needed for supervision, including legal and enforcement purposes. N1-485-03-1, Item 9.1
34	FHLBank Chairmen/Vice Chairmen	Agendas, outlines and presentations prepared and given by the Office of Strategic Planning at meetings of the FHLBanks Chairmen and Vice Chairmen. <i>Formerly Office of Policy and Research record.</i>	Temporary. Cut off at end of calendar year. Destroy 2 years after cut off. N1-485-94-1, Item 7.11
35	FHLBank System Budgets	Original budget submissions from each District Bank regarding their budget-to-actual performance. <i>Formerly District Banks Directorate record.</i>	N1-485-94-1, Item 1.6
		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	PERMANENT. Cut off at end of calendar year. Retire to the Washington National Records Center 3 years after cut-off. Transfer to the National Archives 5 years after cut-off. N1-485-94-1, Item 1.6a
		b. Quarterly Budget-to-Actual Reports: Comparison of each Bank's budget and its actual expenditures, conducted by the FHFB.	Temporary. Cut off at end of calendar year. Retire to the Washington National Records Center 2 years after cut-off. Destroy 7 years after cut-off. N1-485-94-1, Item 1.6b
36	FHLBank System Subject Files	Copies of publications, program/ background information, and correspondence from the Banks to HFD. <i>Formerly Housing Finance Directorate record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.4
37	FHLBanks' Rates	Advance rates for the 12 District Banks from 1981 to the present. <i>Formerly District Banks Directorate record.</i>	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 30 years after cut-off. N1-485-94-1, Item 1.8

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
38	FHLBanks Annual Financial Reports	The annual financial statements of the 12 District Banks. Arrangement: chronological and therein geographically by District Bank. Annual accumulation: .2 cubic feet <i>Formerly District Banks Directorate record.</i>	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. N1-485-94-1, Item 1.9
39	FHLBanks Minutes of Board of Directors' Meetings	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. <i>Formerly District Banks Directorate record.</i>	PERMANENT. Cut off at end of calendar year. Transfer to the National Archives 3 years after cut off. ref: N1-485-94-1, Item 1.7
40	Federal Home Loan Banks Records	The following records: copies of District Banks board of director's 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. <i>Formerly District Banks Directorate record.</i>	Temporary. Cut off at end of calendar year. Retire to the Washington National Records Center 3 years after cut-off. Destroy 5 years after cut-off. N1-485-94-1, Item 1.4
41	FHLBanks Subject File	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. <i>Formerly Office of Policy and Research record.</i>	Temporary. Cut off at end of calendar year. Destroy 2 years after cut off. N1-485-94-1, Item 7.9
42	Government Agency Subject Files	Reference information from or about HUD, OCC, OTS, and correspondence to and from. <i>Formerly Housing Finance Directorate record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.5
43	Government Sponsored Enterprise Subject Files	Information about Fannie Mae, Freddie Mac, and Ginnie Mae. <i>Formerly Housing Finance Directorate record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.6
44	Housing Finance Directorate Handouts	Copies of marketing material which is distributed to the general public upon request outlining the AHP, CIP, and Community Support Programs. <i>Formerly Housing Finance Directorate record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.8
45	Housing Finance Directorate Publications	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 <i>Formerly Housing Finance Directorate record.</i>	PERMANENT. Cut off at end of calendar year. Transfer to the National Archives 3 years after cut off. N1-485-94-1, Item 2.7

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
46	Legislative Reference Files	Informational copies of hearings, legislation, reports and testimony from FHFB and other agencies on housing and banking issues. <i>Formerly Housing Finance Directorate record..</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.9
47	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 FHFB 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 FHFB's bulletin board.	N1-485-94-1, Item 8.2
		a. Electronic Data Input: Bank member information as submitted by the 12 FHLBanks in LOTUS 1-2-3 format via the computer bulletin board.	Temporary. Delete when data has been downloaded or manually entered into the master electronic data file or database, and verified; or when no longer needed to support reconstruction of the master file or database, whichever is later. N1-485-94-1, Item 8.2a

OFFICE OF SUPERVISION

No.	Title	Description	Disposition Authority
47	Membership Database (cont.)	b. Membership Master Databases: General institutional and financial data about members banks as submitted by all District Banks.	<p align="center">PERMANENT. N1-485-94-1, Item 8.2b</p> <p>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.</p> <p>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).</p> <p>2) 1995 data and forward: Cut off annually and transfer restricted and public use tables to NARA. Delete on-line data when no longer needed for current business, or when twenty years old, whichever comes later.</p> <p>Public access is denied until oldest record is twenty years old. These records are projected under the Freedom of Information Act exemption 4, 5 USC 552b (4).</p> <p><u>Note:</u> 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.</p> <p>Note: All transfer of data will be done in accordance with 36 CFR Section 1228.</p>

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
47	Membership Database (cont.)	c. On-Line Working Data File: Various data extracts generated by queries against Membership Master Database.	Temporary. Delete when no longer needed for current business. N1-485-94-1, Item 8.2c
		*d. Security Backup: Data table backups are created monthly, onto diskette.	Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. aut: GRS 20, Item 8b N1-485-94-1, Item 8.2d
		e. Documentation: File structure, code books, and any other documentation that assist in interpreting Membership Master Databases and data table links.	PERMANENT. Transfer with initial data file transfer in 8.2b, and thereafter, transfer as changes are made in documentation. N1-485-94-1, Item 8.2e 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 transfer of documentation will be done in accordance with 36 CFR Section 1228.
48	Monthly Interest Rate Survey (MIRS) Subject Files	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 published the data in monthly releases, and in annual summaries. <i>Formerly Housing Finance Directorate-Monitoring & Reporting Division record.</i>	N1-485-94-1, Item 2.23

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
	Monthly Interest Rate Survey (MIRS) Subject Files (cont.)	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.	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. aut: GRS 20, Item 2 a and 2c N1-485-94-1, Item 2.23a
		b. MIRS Press Release: Monthly press release of terms and conditions of conventional mortgage loans. Arrangement: chronological. Annual accumulation: .2 cubic feet.	PERMANENT. Cut off annually. Transfer to the National Archives in 3 year blocks when most recent record is 3 years old. N1-485-94-1, Item 2.23b
		c. MIRS Annual Summary: Annual summary of terms and conditions of conventional mortgage loans. Arrangement: chronological. Annual Accumulation: .1 cubic feet.	PERMANENT. Transfer to the National Archives in 3 year blocks when most recent record is 3 years old. N1-485-94-1, Item 2.23c
		d. Adjustable Rate Mortgage Press Release: Monthly press release of adjustable rate mortgage information, since 1980. Arrangement: chronological. Annual accumulation: .2 cubic feet.	PERMANENT. Transfer to the National Archives in 3 year blocks when most recent record is 3 years old. N1-485-94-1, Item 2.23d
		*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.	PERMANENT. Cut off annually. Transfer to the National Archives in 3 year blocks when most recent record is 3 years old. N1-485-94-1, Item 2.23e

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
49	Monthly Interest Rate Survey (MIRS)	<i>Electronic records:</i> 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 published the data in monthly releases, and in annual summaries.	N1-485-94-1, Item 8.3
		a. Electronic Data Inputs: Mortgage data submitted by sample lending institution. <i>Formerly District Banks Information Management System (DBIMS).</i>	Temporary. Delete when data has 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. aut: GRS 20, Item 2b N1-485-94-1, Item 8.3a
		b. Hardcopy Inputs: <i>Electronic records</i>	N1-485-94-1, Item 8.3b <i>See Item 2.23a.</i>
		c. Master Electronic Data Files: Data files containing mortgage data from sample institutions.	N1-485-94-1, Item 8.3c <i>See below 8.3c(1)-(3).</i>

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
	Monthly Interest Rate Survey (MIRS) (cont.)	c. (1) Master Electronic Data Files - Annual Summary Files: First set of data.	<p>PERMANENT.</p> <p>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.</p> <p>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.</p> <p>NOTE: All transfer of data will be done in accordance with 36 CFR Section 1228.</p> <p style="text-align: center;">N1-485-94-1, Item 8.3c(1)</p>
	Monthly Interest Rate Survey (MIRS) (cont.)	c. (2) Master Electronic Data Files - Annual Summary Files - Public Use Versions: Second set of data.	<p>PERMANENT</p> <p>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.</p> <p>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.</p> <p>NOTE: All transfers of data will be done in accordance with 36 CFR Section 1228.</p> <p style="text-align: center;">N1-485-94-1, Item 8.3c(2)</p>

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
		c. (3) Master Electronic Data Files - Monthly Data File: Third set of data. Monthly releases of updated mortgage data.	Temporary. Delete when data has 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. N1-485-94-1, Item 8.3c(3)
		d. Electronic Working Files: Non-final versions of MIRS data files containing mortgage data from sample institutions.	Temporary. Delete when data has 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. N1-485-94-1, Item 8.3d
		e. Hardcopy Outputs:	N1-485-94-1, Item 8.3e <i>See Item 2.23b, c, and d.</i>
	* Monthly Interest Rate Survey (MIRS) (cont.)	f. Security Backup (or System Backups): For system maintenance purpose, 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.	Temporary. Delete when no longer needed or when replaced by a subsequent security backup file. aut: GRS 20, Item 8b ref: N1-485-94-1, Item 8.3f
		g. Documentation: Format statements, value statements, and any other documentation that assist in interpreting MIRS master electronic data files.	PERMANENT. Transfer with initial data file transfer in 8.3c., and thereafter, transfer as changes are made in documentation. N1-485-94-1, Item 8.3g NOTE: All transfers of documentation will be done in accordance with 36 CFR Section 1228.
50	Office Budget Requests	Budget reallocation forms, cost center variance reports, and budget requests. <i>Formerly Office of Policy and Research record.</i>	Temporary. Destroy 3 years after the end of the fiscal year. aut: GRS 5, Item 3b N1-485-94-1, Item 7.2

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
51	Office Budget Allocations	Reports of Office of Strategic Planning and Office of Policy and Research budget allocations. <i>Formerly Office of Policy and Research record.</i>	Temporary. Destroy 3 years after the end of the fiscal year. aut: GRS 5, Item 3b N1-485-94-1, Item 7.3
52	Office of Finance Correspondence	Information to and from the Office of Finance. <i>Formerly District Banks Directorate record.</i>	Temporary. Cut off at end of calendar year. Destroy 3 years after cut off. N1-485-94-1, Item 1.2
53	Policy and Procedures of HFD Electronic System	Policy and procedures manuals of data processing and electronic system in HFD. <i>Formerly Housing Finance Directorate record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.10
54	Presentations	Briefing papers, charts, tables, overhead slides, reference materials, studies, and other materials prepared for meetings of the FHLBanks with trade associations. <i>Formerly Office of Policy and Research record.</i>	Temporary. Cut off at end of calendar year. Destroy 3 years after cut off. N1-485-94-1, Item 7.12
55	Price Waterhouse Subject File	General correspondence and copies of contracts information. <i>Record is no longer created; to be used until all records have been disposed of - then can be removed from the Manual.</i> <i>Formerly District Banks Directorate record.</i>	Temporary. Destroy when 3 years old. N1-485-94-1, Item 1.5
56	Projections, Portfolio Lending, Scenario Analysis Subject File	Reports, tables, and general correspondence relating to these issues. <i>Formerly Office of Policy and Research record.</i>	Temporary. Cut off at end of calendar year. Destroy 2 years after cut off. N1-485-94-1, Item 7.13
57	Resource Material Reference File	Reference copies regarding Housing/Banking studies, reports, speeches, etc. <i>Formerly Housing Finance Directorate record.</i>	Temporary. Destroy when obsolete or superseded. N1-485-94-1, Item 2.11
58	Senior Management Meetings	Agendas, outlines and other records of topics to be discussed/ considered at the meetings. <i>Formerly Office of Policy and Research record.</i>	Temporary. Cut off at end of calendar year. Destroy 2 years after cut off. N1-485-94-1, Item 7.14
59	System 2000	Records relating to the FHLB System Strategic Plan. Arrangement: Alphabetical by subject. Annual Accumulation: .2 cubic feet <i>Formerly Office of Public Affairs record.</i>	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. N1-485-94-1, Item 5.60

OFFICE OF SUPERVISION			
No.	Title	Description	Disposition Authority
60	Trade Association Subject File	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. <i>Formerly Office of Policy and Research record.</i>	Temporary. Destroy when no longer needed for reference. N1-485-94-1, Item 7.15
61	Weekly Reports	Reports of activities performed by the Office of Policy and Research each week. <i>Formerly Office of Policy and Research record.</i>	Temporary. Destroy when no longer needed for reference. N1-485-94-1, Item 7.16

COMMON TO ALL OFFICES			
No.	Title	Description	Disposition Authority
1	Calendars and Daily Schedules	<p>Calendars in electronic or paper format, infrequently supplemented by appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity.</p> <p>a. Records maintained by or for high-level officials.</p> <p>NOTE: High-level officials include Board of Directors, and their assistants; the heads of program offices and staff offices including General Counsel, Deputy General Counsel, directors of offices, or equivalent; staff assistants to those aforementioned officials, such as deputy directors, and administrative assistants, and career Federal employees, political appointees serving in equivalent or comparable positions.</p> <p>Note: Calendars and Daily Schedules for the Chairman are "Permanent."</p> <p>b. Staff below "high level" official.</p>	<p>Temporary.</p> <p>a. Destroy/delete when 3 years old.</p> <p>b. Destroy when 2 years old {aut. GRS 23, Item 5a}</p>
2	Electronic Mail and Word Processing System Copies	<p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Temporary.</p> <p>a. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Destroy/delete when dissemination, revision, or updating is completed. {aut. GRS 23, Item 10}</p>

[NOTE: This schedule is not applicable to the **record copies of organizational charts**, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting a Standard Form (SF) 115 to the National Archives and Records Administration (NARA).]