

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

22 items

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Federal Home Loan Banks

2. MAJOR SUBDIVISION

Office of Finance - ~~Investment Division~~

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Charles W. Curtis

5. TEL. EXT.

129-3045

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED NOV 27 1974	JOB NO. NC - 195 - 75 - 6
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
1-17-75 (Date)	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Nov 20, 1974 *Charles W. Curtis* *Chief, MA Branch*
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Records of the Office of Finance <u>Investment Division</u>		
1.	Investment Division General (this would include records on employees, time and attendance, travel and expense files, vendor files, etc.) Disposition: Retain in Office 2 years - then destroy.		
2.	Investment Division Correspondence (this would include correspondence with Banks, Fed, Treasury, dealers, etc.) Disposition: Retain in Office 4 years - then send to FRC. Destroy 10 yrs. after date of file.		
3.	Portfolio Reports, Reconciliation Records, and Pricing Backup Disposition: Retain in Office 4 years - then send to FRC. Destroy 20 years after date of file.		

*Changes in schedule authorized by Dan Fanchous
of FHWB office of Records, Dec. 16/74*

Copy to Agency WNR 1/22/75

Federal Home Loan Bank Board-Records of the
Office of Finance (continued)

Debt Management Division

4. FHLB Consolidated Obligations Dealer Files

Active
Inactive

Disposition: Retain in office as long
as active.

~~Disposition:~~ ^{inactive files} Retain in office 3 years
after they are removed
from group and destroy.

5. FHLB Consolidated Obligations Issue Files
A file is maintained for each Bond Issue
outstanding against the Office of Finance.

Disposition: Retain in office for 3
years after issue
matures - send to FRC;
~~for permanent retention.~~
destroy 20 years from maturity of issue.

6. FHLB Consolidated Obligations Subject
Files.

Disposition: Retain in office for
five years then destroy.

7. FHLB Discount Note Issue Files

Disposition: Retain in office 6
months-then send to FRC to
be kept for 3 years, then
destroy.

8. FHLB Discount Note Subject Files

Disposition: Retain in office 3
years after maturity
then destroy.

Federal Home Loan Bank Board-Records of the
Office of Finance (continued)

of 4 pages

Office Manager

9. General Subject Files

Disposition: Retain in office 3 years - then transfer to Federal Records Center. Destroy 3 years from date of transfer.

10. Audit Report of Imprest Fund

Disposition: Retain in office 4 years - then transfer to Federal Records Center. Retain at FRC 6 years then destroy.

11. Office of Finance personnel files records on employees, travel folders, time and attendance folders.

Disposition: Retain in office until 10 years after employee termination, then destroy.

12. Imprest Fund Files

Disposition: Retain in office 2 years - then transfer to Federal Records Center. Destroy 10 years from date of transfer.

13. Urban Reinvestment Task Force Fund General Files

Disposition: Retain in office 3 years - then transfer to Federal Records Center. Destroy 3 years from date of transfer.

14. Urban Reinvestment Task Force Fund Personnel files- records on employees travel folders, time and attendance folders.

Disposition: Retain in office until 10 years after employee termination, then destroy.

Federal Home Loan Bank Board-Records of
the Office of Finance (continued)

of 4 pages

Main Office Files

15. General Correspondence Subject Files for
Office of Finance

Disposition: Retain in office 3 years
then transfer to Federal Records Center.
Destroy 3 years from date of transfer.

16. FHLBank Bulletins to Members

Disposition: Retain in office 3 months,
then destroy.

17. FHLBank Individual files for correspondence with
Banks, annual reports, miscellaneous

Disposition: Retain in office 3 years then
transfer to Federal Records
Center. Destroy 3 years from
date of transfer.

18. Directories of Members of all FHLBanks

Disposition: Retain in office until superseded,
then destroy.

19. Minutes of Bank Presidents' Conference and related
material.

Disposition: Retain in office 3 years - then
transfer to FRC. Destroy 5 years
from date of transfer.

a) Financial Bulletin

20. b) Weekly Reports, Daily Reports, ~~Financial Bulletin~~,
Six Month Forecast, Variance Reports, Analysis of
New Advances, Analysis of Consolidated Obligation Report,
Consolidated Obligation Dollar Weighted Report,
Consolidated Obligation Outstanding Report,

Disposition: a) PERMANENT. Offer sets of Bulletins to Archives
on an annual basis.
b) Keep in office 3 years, then send
to FRC. Keep at FRC 7 years, then
destroy.

21. Minutes of Credit and Investment Committee meetings and
related material.

Disposition: Retain in office 3 years - then transfer
to FRC. Destroy 5 years from date of
transfer.