

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

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

Job Number

*NI-543-09-2*

Date Received

*9/22/09*

1 From (Agency or establishment)

Federal Housing Finance Agency (formerly OFHEO and FHFB)

2 Major Subdivision

Division of Bank Regulation (CRS), Division of Enterprise Regulation (xWorks)

3 Minor Subdivision

None

4 Name of Person with whom to confer

Jeanne F Ratchford

5 Telephone (include area code)

202-414-6425

Date

WITHDRAWN

Archivist of the United States

WITHDRAWN

### Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

### 6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required     is attached     has been requested

Signature of Agency Representative

*Jeanne Ratchford*

Title

Information Management Officer

Date (mm/dd/yyyy)

*9/22/09*

7  
Item  
Number

8 Descriptor of Item and Proposed Disposition

9 GRS or  
Superseded  
Job Citation

10 Action  
taken (NARA  
Use Only)

Please see attached Electronic Schedules

- 1) Call Report System (CRS)
- 2) Examiner Workstation (xWorks)

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FEDERAL HOUSING FINANCE AGENCY – ELECTRONIC DATABASES, 9-18-09

Item No.	RECORD SERIES DESCRIPTION	USE AND PURPOSE	DISPOSITION SCHEDULE
1	Call Report System (CRS Database)	<p>This system receives and stores call report financial data from the Enterprises and the Federal Home Loan Banks. Call Reports include data as follows investments, advances, leverage, negative pledged assets, mortgage loans and participations/real estate owners, statement of cash flows, statement of changes in capital, excess FHLB stock held by members, derivatives and off-balance sheet items, core mission activities, credit and collateral reports, and duration of equity/market value of equity. Also includes design specifications, and other records directly pertaining to the design, creation, and maintenance of and changes to the Call Report System</p> <p><b>Note</b> Financial data entered by the Banks is captured directly by the Call Report System database All submitted data remains a part of the system indefinitely</p>	
		<p>a System Data Financial data from the Enterprises (Fannie Mae and Freddie Mac) and Federal Home Loan Banks that is stored in the Call Report System database.</p>	<p>PERMANENT Cut off at the end of calendar year; pre-accession in 5 years Transfer a copy of the data to the National Archives 30 years after cut off</p> <p>UNSCHEDULED</p>
		<p>b On-Line Working Data File Various data extracts generated by queries against Call Report Master Database</p> <p><b>Note</b> The Call Report System Data is used in completing the Final Examination Reports (see permanent disposition N1-543-00-11/02a), and in Modeling and Analysis</p>	<p>Temporary. Delete when no longer needed for current business</p> <p>GRS 20, Item 12b</p>
		<p>c System Backup. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data</p>	<p>Temporary Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later.</p> <p>GRS 24, Item 4a(1)</p>
		<p>d Documentation File specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for destruction by the GRS or a NARA-approved</p>	<p>Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the</p>

WITHDRAWN

FEDERAL HOUSING FINANCE AGENCY – ELECTRONIC DATABASES, 9-18-09

Item No.	RECORD SERIES DESCRIPTION	USE AND PURPOSE	DISPOSITION SCHEDULE
	Call Report System (CRS Database) <i>(cont)</i>	disposition schedule.	related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.  GRS 20, Item 11a
2	Examiner Workstation (xWorks)	<p>This system (initiated 11/30/05) serves as a business process management system that directly supports the mission of the Agency. The system contains workflows, folders, documents created internally and obtained from external sources. It is a solution that leverages technology to</p> <ul style="list-style-type: none"> <li>(1) maintain mission-related activities and documents in a meaningful construct that reflects the actions of the Agency's staff,</li> <li>(2) provide electronic routing with a systematic audit trail of who has reviewed what items and when at specific stages along the process,</li> <li>(3) automate Agency Division of Enterprise Regulation (DER) policy thereby creating efficiency and ensuring policy compliance,</li> <li>(4) maintain a repository for the official records of DER's and Office of the Chief Accountant's supervisory actions of the Agency,</li> <li>(5) capture the Agency's institutional knowledge of Fannie Mae and Freddie Mac and the secondary mortgage market industry</li> </ul> <p>a Input data Electronic and hard-copy documents entered into the system by authorized users during an update process, and not required for audit and legal purposes</p>	<p>Temporary Delete when data have been entered into the master file or database (Examiner Workstation) and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database (Examiner Workstation), whichever is later</p> <p>GRS 20, Item 2b</p>

**FEDERAL HOUSING FINANCE AGENCY – ELECTRONIC DATABASES, 9-18-09**

Item No.	RECORD SERIES DESCRIPTION	USE AND PURPOSE	DISPOSITION SCHEDULE
	<p>Examiner Workstation (xWorks)</p>	<p>b Output</p> <p>Official electronic records of supervisory activities and non-supervisory activity include</p> <p>1) Examination Workpapers (activity folders, supporting documents, and all associated metadata)—temporary (see N1-543-00-11/03a),</p> <p>2) Final Examination Reports—permanent (see N1-543-00-11/02a), and Policy documents pertaining to the Supervisory Program for DER, i.e., Supervisory Handbook, Supervisory Guide, Advisory Bulletins, and Supervision Reference and Procedures Manual</p> <p>3) Reference documents – documents not used to support the supervisory activities</p>	<p>1 Temporary Cut off at end of the calendar year Destroy 7 years after cut off.</p> <p>2 PERMANENT Cut off at the end of calendar year, pre-accession in 5 years Transfer a copy of the data to the National Archives 30 years after cut off</p> <p>3 Non-record Destroy or delete when no longer needed</p> <p align="center">UNSCHEDULED</p>
		<p>c System Backup Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data</p>	<p>Temporary Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later.</p> <p align="center">GRS 24, Item 4a(1)</p>
		<p>d Documentation Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for destruction by the GRS or a NARA-approved disposition schedule</p>	<p>Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest</p> <p align="center">GRS 20, Item 11a</p>