Request for Records Disposition Authority

(See Instructions on reverse)

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

1 From (Agency or establishment)
Federal Housing Finance Agency

2 Major Subdivision
Office of Technology and Information Management

3 Minor Subdivision

4 Name of Person with whom to confer
Susan Sallaway

5 Telephone (include area code)
(202) 414-8943

Leave Blank (NARA Use Only)

Job Number
N1-543-11-1

Date Received
3/2/11

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date
11 Jan 13

Archivist of the United States

6 **Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not 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	Title	Date (mm/dd/yyyy)
Susan L. Sallaway	Records Officer	03/02/2011

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	FHFA Comprehensive Records Schedule		
	~~Schedule 1 Records of the Director, Other Senior Officials, Communications, Publications, and Policies~~ LC		
	~~Schedule 2 Supervision and Housing Mission~~		
	~~Schedule 3 Conservatorship~~		
	See attached schedules		

FHFA Comprehensive Records Retention Schedule

Resubmit Schedule 1 – *07/23/2012*

FHFA Comprehensive Records Retention Schedule at a Glance

1. **Records of the Director and Senior Officials, Communications, Congressional Relations, Publications, and Policies –** (N1-543-11-1)
   Item 1 1 Director and Senior Official Records
   Item 1 2 Official Agency Communications, Congressional Relations, and Publications
   Item 1 3 Directives, Policies, Handbooks, and Manuals
   Item 1 4 Ombudsman Records
   Item 1.5 Consumer Communications
   Item 1 6 Public Inquiry Records

2. **Supervision and Housing Mission –** (N1-543-11-1)
   Item 2 1 Examination and Evaluation Activities Records
   Item 2 2 Supervision and Oversight Activities Records
   Item 2 3 Supervision and Housing Mission Electronic Systems Records
   Item 2 4 Supervision and Housing Mission Special Projects
   Item 2 5 Making Home Affordable Program Records

3. **Conservatorship –** (N1-543-11-1)
   Item 3 1 Conservatorship Program Records
   Item 3 2 Conservatorship Decision Files
   Item 3 3 Inspector General Requests and Responses

4. **Legal –** (N1-543-11-2)
   Item 4 1 Regulatory Interpretations and Decisions
   Item 4 2 Legal Opinions and Advice
   Item 4 3 Rulemaking Records
   Item 4 4 Litigation and Administrative Hearing Records
   Item 4 5 Compliance Records

5. **Operations –** (N1-543-11-3)
   Item 5 1 Administrative Management Records
   Item 5 2 Budget and Financial Management Records
   Item 5 3 Human Resources Records
   Item 5 4 Information Technology and Management Records
   Item 5 5 Web Records

6. **Records Common to Most FHFA Offices –** (N1-543-11-2)

   Item 6 1 Project Files
   Item 6 2 Routine Office Administration Records
   Item 6 3 Working Files
   Item 6 4 Transitory Records

7. **Inspector General –** (N1-543-11-3)

   Item 7 1 Audit Records
   Item 7 2 Investigations and Evaluations
   Item 7 3 External Reporting
   Item 7 4 Hotline Records
   Item 7 5 Program Management
   Item 7 6 Freedom of Information Act and Privacy Act Records

FHFA Comprehensive Records Retention Schedule

Introduction

The Federal Housing Finance Agency (FHFA) was created on July 30, 2008, when the **Housing and Economic Recovery Act of 2008** was signed into law The Act created an empowered financial regulator with the authorities necessary to oversee vital components of our country's secondary mortgage markets – Fannie Mae, Freddie Mac, and the Federal Home Loan Banks In addition, this law combined the staffs of the Office of Federal Housing Enterprise Oversight (OFHEO), the Federal Housing Finance Board (FHFB), and the Government Sponsored Entity mission office at the Department of Housing and Urban Development (HUD) The agency's mission is to provide effective supervision, regulation and housing mission oversight of Fannie Mae, Freddie Mac and the Federal Home Loan Banks to promote their safety and soundness, support housing finance and affordable housing, and support a stable and liquid mortgage market

This FHFA Comprehensive Records Retention Schedule is the initial issuance of the agency's records retention and disposition schedule, which upon approval by the National Archives and Records Administration (NARA), establishes the authority for FHFA to take actions regarding federal records that are no longer needed in office space to conduct current agency business These actions include

- Transfer of records to agency storage facilities or NARA records centers
- Transfer of permanent records to the National Archives of the United States
- Disposal or destruction of temporary records no longer needed to conduct agency business

Scope

The FHFA Comprehensive Records Retention Schedule covers all program and administrative records created by FHFA since its creation in July 2008, including administrative records that are covered by the General Records Schedule (GRS), unless an exception is noted Many records scheduled by the predecessor agencies (OFHEO, FHFB, or HUD) are no longer being created by the FHFA, so they are not reflected in this schedule This schedule applies to all formats and media in which records are created and maintained at FHFA, and authorizes the disposition of the records in any media

Disposition Instructions

Disposition instructions for temporary records are included in the schedule for each temporary series Unless otherwise noted, permanent records will be transferred to the National Archives after 30 years, in accordance with the NARA regulations and procedures in place at the time of transfer When possible, permanent records will be cut off and transferred in smaller blocks, as indicated in the schedules If the transfer of records in electronic format is not feasible, NARA and FHFA will negotiate, prior to transfer, alternative media, formats, or physical arrangement that meet the needs for continued preservation and use

FHFA Comprehensive Records Retention Schedule

Resubmit Schedule 1 – *07/23/2012*

As a general rule, records are cut off upon completion of the associated activity, or on an annual basis where applicable Retention rules are applied upon cutoff For example, retention periods are calculated based upon issuance of a final examination report, completion of a project, final payment on a contract, issuance of a final rule or legal decision, or for general administrative records, at end of year

The disposition instructions cited in this records schedule will be implemented at least annually by FHFA staff in the routine course of business However, the destruction or deletion of FHFA records will be suspended, even when the required retention period has been met, if the records are relevant or potentially relevant to any pending or active investigation, audit, litigation, court order, or any active Freedom of Information Act request

1. Records of the Director and Senior Officials, Communications, Congressional Relations, Publications, and Policies

This schedule covers records created by the FHFA Director and senior agency officials, official communications and publications of the agency not covered elsewhere in this records schedule, and all official FHFA policies, orders, directives, and manuals

Item 1.1 Director and Senior Official Records

Records of the Director and other senior agency officials that document the policies and programs of FHFA, including correspondence, memoranda, project files, subject files, reports, studies, meeting minutes, speeches, briefing books, and schedules of official activities These records are limited to only those documents that originate with, or are created and signed by the Director or senior official, or that include significant notes to the file made by the Director or senior official Program records submitted for review, approval, or sign-off are maintained by the responsible business unit in accordance with the applicable item of this schedule

Disposition: PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

Item 1.2 Official Agency Communications, Congressional Relations, and Publications

Public communications, Congressional correspondence and reporting, and official agency publications not covered elsewhere in this schedule, including FHFA's Annual Report to Congress, Strategic Plan, Performance and Accountability Report, press releases, media advisories, statements, testimonies, research papers, authorizations, and official speeches not covered by Item 1 1

Disposition. PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA in 5 year blocks, in accordance with regulations and procedures in place at the time of transfer.

Item 1.3 Directives, Policies, Handbooks, and Manuals

Item 1.3a: Final and approved directives, policies, handbooks, and manuals that document the organization, management, and supervision of the regulated entities, such as the Supervision Handbook, Advisory Bulletins, Orders, and authorizations

Disposition: PERMANENT. Cutoff at the date of approval. Transfer discontinued or superseded records to NARA in 5 years blocks, in accordance with regulations and procedures in place at the time of transfer.

Item 1.3b: Final and approved directives and policies that document the administrative organization and management of FHFA

Disposition: TEMPORARY. Cutoff at the date of approval. Destroy or delete 30 years after discontinuation or supersession.

(See also Item 6 2 Routine Office Administration Records)

Item 1.4 Ombudsman Records

The Office of the Ombudsman is responsible for managing complaints and appeals from any regulated entity, or person that has a business relationship with a regulated entity, regarding any matter relating to the regulation and supervision of such regulated entity by the FHFA Records consist of case files supporting Ombudsman inquiries, findings of fact, and recommendations to the Director concerning resolution of the issue

Item 1.4a: Routine Complaints

Disposition: TEMPORARY **Cutoff when the case file is closed. Destroy or delete 1 year after cutoff.**

Item 1.4b: Appeals and significant complaints, as determined by the Ombudsman

Disposition. TEMPORARY Cutoff when the case file is closed Destroy or delete 3 years after cutoff

Item 1 5 Consumer Communications Records

Records consist of consumer communications and the actions taken to address those communications Consumer communications request information related to a specific transaction, such as a loan, mortgage account or application, or sale of an REO (real estate owned) property Records include, but are not limited to, correspondence received or created by FHFA, documentation of verbal communications including voice mails, and documents and data used or created to address the consumer communications

Disposition TEMPORARY **Cutoff when the case file is closed. Destroy or delete 7 years after cutoff**

Item 1.6 Public Inquiry Records

Records consist of public inquiries and the actions taken to address those inquiries Public inquiries may be received from various sources, including but not limited to, industry participants, educational institutions, state and local government agencies, as well as members of the public Records include, but are not limited to, correspondence received or created by FHFA, documentation of verbal communications including voice mails, and documents and data

used or created to address the public inquiries *(Note Official Agency Communications and Congressional Correspondence have permanent value and are covered in Item 1 2)*

Disposition TEMPORARY Cutoff when the case file is closed. Destroy or delete 7 years after cutoff.

2. Supervision and Housing Mission

This schedule covers the records generated in the conduct of FHFA's supervision and housing mission functions The supervision functions contribute to a comprehensive assessment of the capital adequacy and safety and soundness of the regulated entities and include examination and evaluation-related activities, as well as accounting and disclosure, capital adequacy, compliance, financial analysis, policy research, and supervision infrastructure The housing mission functions include overseeing the housing programs – currently the Affordable Housing Program and the Community Investment Program – run by or participated in by the regulated entities, as well as conducting ongoing policy analysis and research

FHFA policies and procedures define many of the records in this schedule These records include workpapers and other supporting documentation used in the development of an examination or evaluation report and its conclusions, systems used to gather, manipulate, and analyze mission-related data, and the final products that these records are created to support

Item 2.1 Examination and Evaluation Activities Records

Item 2.1a: Products and related records that document the findings and conclusions of FHFA's safety and soundness examinations and other statutorily required evaluations of the regulated entities These products and related records include Reports of Examination and Duty to Serve Evaluation Reports

Disposition: PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

Item 2.1b: Examination workpapers created or collected by FHFA to support the findings and conclusions of FHFA's safety and soundness examinations and other statutorily required evaluations of the regulated entities Workpapers include request letters, planning documents, meeting notes, analyses, research, interview summaries, as well as Midyear Letters, Conclusion Letters, Matters Requiring Attention, and Supervisory Letters, and other documents or data created or collected that support examination and evaluation activities, findings, and conclusions

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 7 years after cutoff.

Item 2.2 Supervision and Oversight Activities Records

Records that document FHFA's ongoing supervision and oversight activities and that are not created during a safety and soundness examination or other statutorily required evaluation of the regulated entities

Item 2.2a: Correspondence to and from the Regulated Entities – Correspondence and any attachments sent to and received from the regulated entities that document FHFA's interactions with the regulated entities related to the ongoing business and housing mission program activities of the regulated entities Records include but are not limited to supervisory guidance, approvals for new business activities or model changes, enforcement actions, and executive compensation

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 30 years after cutoff.

Item 2.2b: Regulated Entity Reports - Reports submitted by the regulated entities on market and housing program status and activities, including monthly, quarterly, or annual submissions of statistical information and narrative reports Records include documents that support the management and oversight of data feeds from the regulated entities *(Note Reports of permanent value are covered under Item 1 2)*

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 30 years after cutoff.

Item 2.2c Data Analysis and Reporting – Statistical models and data analyses that are used in various recurring or as-requested FHFA internal and external reports *(Note Analyses that are used to support examination or evaluation conclusions are covered under Item 2 1)*

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 30 years after cutoff

Item 2.2d: Policy Analysis and Research - Economic research and policy analysis on a wide range of housing finance, financial institutions, and financial regulatory subjects in support of FHFA's mission *(Note Research papers of permanent value are covered under Item 1 2)*

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 30 years after cutoff.

Item 2.2e: Supervision Program Support – Records that document FHFA's supervisory and housing mission program support activities, including development of examination standards and guidance, annual work plans, and examiner development and training

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 30 years after cutoff.

Item 2 2f: Workpapers – Supporting documentation and other routine records created or collected by FHFA to support all other supervision and housing mission activities not related to safety and soundness examinations or other statutorily required evaluations of the regulated entities

Disposition. TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 7 years after cutoff.

Item 2.3 Supervision and Housing Mission Electronic Systems Records

Data contained within mission-related business systems, as well as the records that document the development and operation of those systems

Item 2 3a: Housing mission and industry data that represent compilations of information that may have broad industry-wide utility, public interest, or historical value, including the records that document the development and operation of the systems within which that data is contained

Disposition: PERMANENT. Cutoff annually. Transfer data to NARA in 5 year blocks, in accordance with regulations and procedures in place at the time of transfer.

Item 2.3b: Mission-related data that is gathered and maintained for internal FHFA analysis and business purposes, and that are not released to the public due to the sensitive nature of the information, including the records that document the development and operation of the systems within which that data is contained

Disposition: TEMPORARY Cutoff after system is retired. Destroy or delete 30 years after cutoff.

Item 2.4 Supervision and Housing Mission Special Projects

Records that are not covered elsewhere in Schedule 2 and result from a mission-related special project whose impact is industry-wide or which garners wide public interest These records may include correspondence, memoranda, reports, studies, and meeting minutes

Disposition: PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

Item 2.5 Making Home Affordable (MHA) Program Records

Records documenting and supporting FHFA's oversight and supervision of MHA program activities being carried out by Fannie Mae and Freddie Mac serving as program administration and compliance agents, under an agreement with Department of the Treasury

Disposition. PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

3. Conservatorship

FHFA's statutory role as conservator allows the agency to preserve the assets and property of Fannie Mae and Freddie Mac, ensures focus on their housing mission, and facilitates their financial stability and emergence from conservatorship The Office of Conservatorship Operations operates separately from the other FHFA offices to promote clarity in roles and responsibilities (Strategic Plan 2009-2014, p 21) Accordingly, the records in this series relate to the specific supervisory activities carried out by FHFA as Conservator, as distinguished from the agency's primary supervisory and housing oversight mission

3.1. Conservatorship Program Records

Records related to the administration, organization, policies, and functions of the Office of Conservatorship Operations Records include documentation of the establishment of the Office of Conservatorship Operations, the development of policies, and the authorities afforded to FHFA in its statutory role as Conservator of Fannie Mae and Freddie Mac

Disposition: PERMANENT Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

3.2 Conservatorship Decision Files

Records documenting and supporting the conservatorship activities conducted by FHFA, including oversight of the business decisions and corporate governance at Fannie Mae and Freddie Mac and FHFA decisions and directives communicated to Fannie Mae and Freddie Mac on issues requiring approval

These records include decision documents, analysis memos, responses to inquiries, issue papers, opinions and interpretations, and other records that support the mission work of the Office of Conservatorship Operations

Disposition: PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

3.3 Inspector General Requests and Responses

Records documenting and supporting Office of Conservatorship responses to Inspector General requests, inquiries, and investigations

Disposition: PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

(See also 6 2 Routine Office Administration Records and 6 3 Working Files)

4. Legal

This schedule applies to records that document regulatory interpretations and legal opinions issued by FHFA; the development and issuance of federal regulations that implement FHFA's supervision and housing mission, case files supporting internal and external legal proceedings involving FHFA or the regulated entities; and other legal records that document agency compliance with federally-mandated programs.

Item 4.1 Regulatory Interpretations and Decisions

Records that document FHFA's interpretations of existing laws and regulations or the effects of proposed laws and regulations governing the agency or having a direct effect on its operations or those of the regulated entities.

Disposition: PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

Item 4.2 Legal Opinions and Advice

Records that document FHFA's opinions or advice on legal matters

Item 4.2a: Legal opinions on mission-related or precedent-setting legal issues

Disposition: PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

Item 4.2b: Legal opinions on administrative matters or internal operations.

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 30 years after cutoff.

Item 4.2c: Legal reviews of agency activities and internal advice to ensure legal sufficiency, such as contract, policy, and procedural reviews.

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 15 years after cutoff.

Item 4.3 Rulemaking Records

Item 4.3a: Records created by FHFA that document and support the federal rulemaking process, including proposed and final rules, notices, and public comments.

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 30 years after cutoff.

Item 4.3b. Duplicate copies of public comments received through mass mailings, form letters, postcards, email blasts, etc , that contain identical comments

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 3 years after cutoff.

Item 4.4 Litigation and Administrative Hearing Records

Records relating to litigation or administrative or civil proceedings initiated by and filed against the FHFA, including proceedings in which FHFA responds as a non-party to discovery requests. The records consist of court pleadings, correspondence, briefs, orders, deposition notices and subpoenas, hearing and deposition transcripts, affidavits, opinions, exhibits, miscellaneous reports pertaining to law and litigation, and any other materials used in litigation proceedings

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 15 years after cutoff.

Item 4.5 Compliance Records

Records that document FHFA's compliance with and implementation of programs mandated by the Ethics in Government Act, the Freedom of Information Act (FOIA), or the Privacy Act These records are managed according to the requirements set out by the applicable National Archives and Records Administration General Records Schedules (GRS)

Records needed in an ongoing investigation will be retained beyond their approved retention period until no longer needed in the investigation

4.5a Ethics Program

Disposition: TEMPORARY. Managed in accordance with GRS 25, Items 1-9.

4.5b FOIA

Disposition: TEMPORARY. Managed in accordance with GRS 14, Items 11-15.

4.5c Privacy Program

Disposition: TEMPORARY. Managed in accordance with GRS 14, Items 21-26.

(See also 6 2 Routine Office Administration Records and 6 3 Working Files)

5. Operations

This schedule covers records created by FHFA offices providing administrative, financial, human resource, and technical support to the agency. This schedule enables FHFA to apply a standardized retention period to these temporary records, to efficiently streamline their management and disposition, and to facilitate automated, electronic records management processes. Because of the overriding Office of Personnel Management requirements for federal personnel records, Section 5 3, Human Resources Records, are an exception Retention of those records will be managed according to applicable General Records Schedules as indicated below.

Item 5.1 Administrative Management Records

Records related to property accountability, building security, emergency planning, space planning and maintenance, property disposal, motor vehicle maintenance and operations, and mail and courier services, and other administrative support services

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 7 years after cutoff.

Item 5.2 Budget and Financial Management Records

Records related to budget formulation, financial management, procurement operations, contracting operations, the Federal Activities Inventory Reform Act, and the Government Performance and Results Act

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 7 years after cutoff.

(See also Item 1 2 for Congressional Testimonies and budget justifications.)

Item 5.3 Human Resources Records

Item 5.3a: Official Personnel Folders will be managed in accordance with Office of Personnel Management regulations. GRS 1

Item 5.3b: Records related to human capital, personnel management, employee performance, staffing, recruitment, career development, employee training, employee relations, and Equal Employment Opportunity, personnel security clearance files, payroll, pay administration, and employee benefits will be managed in accordance with NARA's General Records Schedules. GRS 1

Item 5.4 Information Technology and Management Records

Item 5.4a: Records related to IT program planning, enterprise architecture, network and IT operations, IT capital investment, infrastructure, information and systems

security, oversight and compliance, records management and information governance, annual FISMA reporting, and other reporting requirements.

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 7 years after cutoff.

~~**Item 5.4b:** Back-up tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.~~

~~**Disposition: TEMPORARY. Destroy or delete after 6 months.**~~ GRS 24.4

Item 5.5 Web Records

Item 5.5a: Web Management and Operations – Records related to the management and operation of FHFA's Internet and intranet websites. These records include, but are not limited to, user access logs, change histories, hit trends and analyses, operational procedures, and web configuration files

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 7 years after cutoff.

Item 5.5b: Web Content – Copies of materials submitted by FHFA business units that are posted to FHFA's Internet and intranet websites

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 3 years after cutoff.

NOTE: The originating office is responsible for managing the record according to the appropriate FHFA Records Schedule Item.

Item 5.5c: Web Development and Design – Records documenting the development of FHFA's Internet and intranet websites and any significant redesigns to them

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 7 years after cutoff.

Item 5.5d: Web Snapshots – Annual snapshots, including site maps, that capture the content, context, and structure of FHFA's Internet and intranet websites Snapshots will be taken as needed to capture special events or projects.

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 3 years after cutoff.

6. Records Common to Most FHFA Offices

These schedules covers those records that may be created and maintained by most, if not all, FHFA offices to document and support their mission and agency business operations, and are not covered elsewhere in this records schedule.

Item 6.1 Project Files

Item 6.1a: Records not covered elsewhere in this schedule that are related to projects with agency-wide impact, including but not limited to, correspondence, memoranda, reports, studies and meeting minutes. This item includes system development projects.

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 15 years after cutoff.

Item 6.1b: Records not covered elsewhere in this schedule that are related to projects with department-wide or administrative impact, including but not limited to, correspondence, memoranda, reports, studies and meeting minutes

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 7 years after cutoff.

(See also 6 3 Working Files - Working files that are essential to the understanding of policies, decisions or programs should be filed in the appropriate project file)

Item 6.2 Routine Office Administration Records

Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office, rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, communications, office budgets, day-to-day administration of office personnel including travel and training, supplies, office space, equipment, supervisor's copies of personnel files, schedules of daily official activities, and other office services. These may also include copies of internal activity and workload reports prepared in an office and forwarded to higher levels

Disposition: TEMPORARY. Destroy or delete after 3 years.

Item 6.3 Working Files

Working files, such as notes, drafts, and other materials that.

- Do not contain unique or substantive annotations or comments;
- Do not add to a proper understanding of the FHFA's formulation and execution of policies, decisions, or programs, or

- Were not circulated or made available to employees, other than the creator, for official purposes such as approval, comment, action, recommendation, follow-up, or to communicate with agency staff about agency business

Disposition: TEMPORARY. Destroy or delete after 3 years.

NOTE: Working files that are essential to the understanding of policies, decisions or programs should be filed in the appropriate subject or project file.

Item 6.4 Transitory Records

Records of short-term interest that have minimal documentary or evidential value, including but not limited to, routine notifications of meetings, routine requests for publications and copies of replies which require no administrative action, transmittal information that does not add any information to that contained in the transmitted materials, to-do lists that serve as reminders, and extra copies of documents when the record copy is filed in the agency recordkeeping system

Disposition: TEMPORARY. Destroy or delete when no longer needed.

7. Inspector General

Item 7.1 Audit Records

Workpapers and correspondence related to audit reports issued by the Office of the Inspector General (OIG) or other oversight organizations, such as the Government Accountability Office, that address the operations of FHFA or the regulated entities This series also includes, but is not limited to, peer reviews of other members of the Council of the Inspectors General on Integrity and Efficiency

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 7 years after cutoff.

Item 7.2 Investigations and Evaluations

Item 7.2a: Significant Investigative and Evaluative Case Records - Records for each significant investigation or evaluation conducted by the OIG Significant investigations and evaluations may include allegations or complaints of employee wrongdoing, particularly of high-ranking officials; those involving significant dollar amounts, those made or referred by Congress; those involving significant public interest, and those deemed significant in the Inspector General's discretion. These records include, but are not limited to, investigative or evaluative plans; relevant workpapers and correspondence obtained or created during or in connection with an investigation or evaluation; records generated and/or compiled during subsequent prosecutions, civil actions, or administrative actions; grand jury records, and investigation or evaluation reports, including substantive drafts

Disposition: PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

Item 7.2b: Investigative and Evaluative Case Records - Records for each allegation or complaint received by the OIG, regardless of whether the allegation results in an investigation or evaluation, or a referral to another agency. These records include, but are not limited to, investigative or evaluative plans, relevant workpapers and correspondence obtained or created during or in connection with an investigation or evaluation; subsequent prosecutions, civil actions, or administrative actions, grand jury records; and investigation or evaluation reports, including substantive drafts.

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 15 years after cutoff.

Item 7.2c: Investigative and Evaluative Non-Case Records - Records generated or received by OIG investigators or evaluators that are not tied to a particular allegation or complaint, but are otherwise relevant to the OIG mission and activities. These records include, but are not limited to, work-related correspondence and OIG community operational guidance

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 3 years after cutoff.

Item 7.3 External Reporting

Reports and other publications issued by OIG to external organizations, including but not limited to the OIG's Semiannual Report to Congress and public audit reports, investigative reports and evaluative reports

Disposition: PERMANENT. Cutoff when the project/activity/transaction is completed or superseded. Transfer to NARA 30 years after cutoff, in accordance with regulations and procedures in place at the time of transfer.

Item 7.4 Hotline Records

Records of allegations or complaints to the OIG Hotline received in any form from any source, and information concerning efforts undertaken to address those allegations or complaints. These records include, but are not limited to, correspondence received from or sent to complainants, documentation of verbal communications with complainants, and records used or created to process complaints

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 3 years after cutoff.

Item 7.5 Program Management

Records related to the planning, organization, and support of OIG functions. These records include, but are not limited to, administrative files, documentation of decisions, annual audit plans, status reports, internal control assessments, letters of assurance, correspondence, and briefings

Disposition: TEMPORARY. Cutoff when the project/activity/transaction is completed or superseded. Destroy or delete 7 years after cutoff.

Item 7.6 Freedom of Information Act and Privacy Act Records

Records that document the OIG's compliance with and implementation of programs mandated by the Freedom of Information Act and the Privacy Act These records are managed according

to the requirements set out by the National Archives and Records Administration's General Records Schedule 14. This series is consistent with FHFA Records Schedule item 4.5

7.6a FOIA

Disposition: TEMPORARY. Managed in accordance with GRS 14, Items 11-15.

7.6b Privacy

Disposition: TEMPORARY. Managed in accordance with GRS 14, Items 21-26.

(See also 6 1 Project Files, 6 2 Routine Office Administration Records, and 6 3 Working Files)

FHFA Schedule 1 – Records of the Director, Other Senior Officials, Communications, Publications, and Policies Crosswalk
03/01/2011

2009 Consolidated Records Schedule Crosswalk to Records of the Director, Other Senior Officials, Communications, Publications, and Policies: N1-XXX-XX-X							
Previous Authority	**Record Type**	**Previous Retention[1]**	**Category Name**	**New Record Type**	**New Retention**	**New SF-115 Number**	**Notes**
N1-543-00-08, Item 01a	Director's General Correspondence Files	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Director and Senior Official Records	Permanent	1 1	
N1-543-00-08, Item 01b	Director's General Correspondence File Index	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Director and Senior Official Records	Permanent	1 1	
N1-543-00-08, Item 03a	Trip Books	Destroy 7 years after the term of the incumbent Director ends	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Director and Senior Official Records	Permanent	1 1	
N1-543-00-04, Item 03a	OPAR Subject Files	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Director and Senior Official Records	Permanent	1 1	These are records of the Chief Economist
New Record	Schedules of Daily Activities (High Level Officials)	Unscheduled	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Director and Senior Official Records	Permanent	1 1	
N1-485-94-1, Item 2 23b	Monthly Interest Rate Survey (MIRS) Press Releases	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-485-94-1, Item 2 23c	MIRS Annual Summaries	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-485-94-1, Item 2 23d	MIRS Adjustable Rate Mortgage Press Releases	Permanent	Records of the Director, Other Senior Officials,	Official Agency Communications,	Permanent	1 2	

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2009 Consolidated Records Schedule Crosswalk to Records of the Director, Other Senior Officials, Communications, Publications, and Policies: N1-XXX-XX-X							
Previous Authority	**Record Type**	**Previous Retention[1]**	**Category Name**	**New Record Type**	**New Retention**	**New SF-115 Number**	**Notes**
			Communications, Publications, and Policies	Congressional Relations, and Publications			
N1-485-94-1, Item 2 23e	MIRS National Average Contract Mortgage Rate Histories	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-543-00-05, Item 06a	Research Papers and Authorizations	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-543-00-11, Item 04a	Office of Examination and Oversight Publications	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-543-00-11, Item 04a	Advisory Bulletins / Supervisory Guidance Bulletins	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-543-01-03, Item 01a	Government Performance and Results Act – Performance and Accountability Reports (PAR)	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-543-02-01, Item 03a	Annual Reports to Congress	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-543-02-01, Item 04a	News Releases	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	

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2009 Consolidated Records Schedule Crosswalk to Records of the Director, Other Senior Officials, Communications, Publications, and Policies: N1-XXX-XX-X							
Previous Authority	**Record Type**	**Previous Retention[1]**	**Category Name**	**New Record Type**	**New Retention**	**New SF-115 Number**	**Notes**
N1-543-02-01, Item 05a	Agency Publications	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-543-02-01, Item 06	Photograph File	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-543-02-01, Item 09a	Congressional Hearings and Testimonies	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-543-02-01, Item 10a	Speeches, Addresses, and Comments	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Official Agency Communications, Congressional Relations, and Publications	Permanent	1 2	
N1-543-00-04, Item 03a	OPAR Subject Files	Permanent	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Directives, Policies, Handbooks, and Manuals	Permanent	1 3a	These are OPAR policies
N1-543-01-02, Item 01a	Examination Handbook	File each revision Transfer revisions to NARA in 5-year blocks when the most recent record is 20 years old	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Directives, Policies, Handbooks, and Manuals	Permanent	1 3a	
New Record	Mission Agency Policies	Unscheduled	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Directives, Policies, Handbooks, and Manuals	Permanent	1 3a	

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2009 Consolidated Records Schedule Crosswalk to Records of the Director, Other Senior Officials, Communications, Publications, and Policies: N1-XXX-XX-X							
Previous Authority	**Record Type**	**Previous Retention[1]**	**Category Name**	**New Record Type**	**New Retention**	**New SF-115 Number**	**Notes**
N1-485-08-1	Administrative Agency Policies and Office of Management Procedures	Destroy when superseded or obsolete	Records of the Director, Other Senior Officials, Communications, Publications, and Policies	Directives, Policies, Handbooks, and Manuals	30 Years	1 3b	

FHFA Schedule 2 – Supervision and Housing Mission Crosswalk
03/01/2011

2009 Consolidated Records Schedule Crosswalk to Supervision and Housing Mission Records: N1-XXX-XX-X							
Previous Authority	**Record Type**	**Previous Retention[1]**	**Category Name**	**New Record Type**	**New Retention**	**New SF-115 Number**	**Notes**
N1-485-94-1, Item 1 12	Examination Reports	Permanent	Supervision and Housing Mission	Examination and Evaluation Activities	Permanent	2 1a	
N1-543-00-11, Item 02a	Reports of Examination	Permanent	Supervision and Housing Mission	Examination and Evaluation Activities	Permanent	2 1a	
N1-543-00-05, Item 04a	Fannie Mae and Freddie Mac Capital Classification Letters	Permanent	Supervision and Housing Mission	Examination and Evaluation Activities	Permanent	2 1a	The creation of these records has been suspended
New Record	Conclusion Letters	Unscheduled	Supervision and Housing Mission	Examination and Evaluation Activities	Permanent	2 1a	
New Record	Duty to Serve Evaluation Reports	Unscheduled	Supervision and Housing Mission	Examination and Evaluation Activities	Permanent	2 1a	
N1-543-00-11, Item 03a	Examination Workpapers	Destroy after 5 years	Supervision and Housing Mission	Examination and Evaluation Activities	7 Years	2 1b	
N1-485-03-1, Item 9 1	Examination Workpapers	Destroy after 5 years	Supervision and Housing Mission	Examination and Evaluation Activities	7 Years	2 1b	
N1-485-94-1, Item 2 16	AHP Compliance Examinations of The FHLBanks	Destroy after 15 years	Supervision and Housing Mission	Examination and Evaluation Activities	7 Years	2 1b	
N1-485-94-1, Item 2 3	Affordable Housing Program Subject Files	Destroy 3 years after cut off	Supervision and Housing Mission	Examination and Evaluation Activities	7 Years	2 1b	
New Record	Duty to Serve Evaluation Workpapers	Unscheduled	Supervision and Housing Mission	Examination and Evaluation Activities	7 Years	2 1b	
N1-485-94-1, Item 1 8	FHLBanks' Rates	Destroy after 30 years	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2a	
N1-543-00-01, Item 8	Fannie Mae and Freddie Mac OLGA File/ GSE Submittals Files	Destroy after 20 years	Supervision and Housing Mission / OTIM	Supervision and Oversight Activities Records	30 Years	2 2a	
N1-543-00-04, Item 01a	Executive Compensation File	Indefinite	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2a	

[1] Previous Retention refers to the retention established in the applicable SF-115 or GRS unless otherwise indicated

FHFA Schedule 2 – Supervision and Housing Mission Crosswalk
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2009 Consolidated Records Schedule Crosswalk to Supervision and Housing Mission Records: N1-XXX-XX-X							
Previous Authority	**Record Type**	**Previous Retention[1]**	**Category Name**	**New Record Type**	**New Retention**	**New SF-115 Number**	**Notes**
N1-543-00-04, Item 01b	Executive Compensation File *Records pertaining to specific individuals*	Destroy 5 years after termination of the individual to whom the record pertains (Indefinite)	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2a	
N1-543-00-04, Item 01c	Executive Compensation File *Consultant Records*	Destroy after 10 years (Indefinite)	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2a	
N1-543-00-05, Item 05a	Substantive Fannie Mae and Freddie Mac Correspondence	Destroy after 20 years	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2a	
New Record	New Business Activity Approvals	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2a	
New Record	Model Change Approvals	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2a	
New Record	Enforcement and Compensations Actions	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2a	
New Record	Quality Management Records	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2a	
New Record	REFCORP (Resolution Funding Corporation)	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2a	
N1-485-94-1, Item 1 7	FHLBanks Minutes of Board of Directors' Meetings	Permanent	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2b	This would apply to all regulated entities
N1-485-94-1, Item 2 2	Advisory Council Annual Reports	Permanent	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2b	
N1-485-94-1, Item 2 20	Community Investment Program Annual Reports	Permanent	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2b	
N1-485-94-1, Item 2 20	Community Investment Program Quarterly Reports	Permanent	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2b	
N1-485-94-1, Item 2 21	Community Support Program Statements	Destroy after 15 years	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2b	

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2009 Consolidated Records Schedule Crosswalk to Supervision and Housing Mission Records: N1-XXX-XX-X							
Previous Authority	**Record Type**	**Previous Retention**[1]	**Category Name**	**New Record Type**	**New Retention**	**New SF-115 Number**	**Notes**
New Record	Annual Housing Activities Reports	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2b	
New Record	Duty to Serve Reports	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2b	These are quarterly, semi-annual, and annual reports from the regulated entities
New Record	Quarterly Market Risk Monitoring Reports	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2b	
New Record	Quarterly Mortgage Reports	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2b	
New Record	Underserved Market Plans	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2b	
New Record	Data Integrity Reviews	Unscheduled	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2c	
N1-543-00-05, Item 06b	Research Papers and Authorizations	Destroy after 10 years	Supervision and Housing Mission	Supervision and Oversight Activities Records	30 Years	2 2d	
N1-485-94-1, Item 5 23	Director Eligibility	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	Supervision and Housing Mission	Supervision and Oversight Activities Records	7 Years	2 2f	
N1-485-94-1, Item 7 9	FHLBanks Subject File	Destroy 2 years after cut off	Supervision and Housing Mission	Supervision and Oversight Activities Records	7 Years	2 2f	
N1-485-94-1, Item 8 1b	Elections System	Destroy after 2 years	Supervision and Housing Mission	Supervision and Oversight Activities Records	7 Years	2 2f	This is not an actual system

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2009 Consolidated Records Schedule Crosswalk to Supervision and Housing Mission Records: N1-XXX-XX-X							
Previous Authority	**Record Type**	**Previous Retention[1]**	**Category Name**	**New Record Type**	**New Retention**	**New SF-115 Number**	**Notes**
N1-485-94-1, Item 8 2b	Membership Database Master Databases	Permanent	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	Permanent	2 3a	
N1-485-94-1, Item 8 2e	Membership Database System Documentation	Permanent	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	Permanent	2 3a	
N1-485-94-1, Item 8 3c(1)	Monthly Interest Rate Survey System *Annual Summary Files*	Permanent	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	Permanent	2 3a	
N1-485-94-1, Item 8 3c(2)	Monthly Interest Rate Survey System *Public-Use Versions*	Permanent	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	Permanent	2 3a	
N1-485-94-1, Item 8 3g	Monthly Interest Rate Survey *System Documentation*	Permanent	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	Permanent	2 3a	
New Record	Housing Price Index	Unscheduled	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	Permanent	2 3a	
New Record	Public Use Database	Unscheduled	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	Permanent	2 3a	
New Record	Economic Capital Model	Unscheduled	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	Permanent	2 3a	Formerly known as Qualitative Risk Management (QRM), this is the Stress Test/Financial Simulation Model
New Record	Acquired Member Assets Database	Unscheduled	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	30 Years	2 3b	
New Record	Call Report System	Unscheduled	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	30 Years	2 3b	
New Record	FHLBank Directory	Unscheduled	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	30 Years	2 3b	

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2009 Consolidated Records Schedule Crosswalk to Supervision and Housing Mission Records: N1-XXX-XX-X							
Previous Authority	**Record Type**	**Previous Retention[1]**	**Category Name**	**New Record Type**	**New Retention**	**New SF-115 Number**	**Notes**
New Record	Operational Risk Modeling (OPRISK) System	Unscheduled	Supervision and Housing Mission	Supervision and Housing Mission Electronic Systems	30 Years	2 3b	

FHFA Schedule 3 – Conservatorship Crosswalk
03/01/2011

2009 Consolidated Records Schedule Crosswalk to Conservatorship Program Records: N1-XXX-XX-X						
Previous Authority	**Record Type**	**Previous Retention**[1]	**Category Name**	**New Record Type**	**New Retention**	**New SF-115 Number**
New Record	Conservatorship Program Records	Unscheduled	Conservatorship Program	Conservatorship Records	Permanent	3 1
New Record	MHA Program Records	Unscheduled	Conservatorship Program	Conservatorship Records	Permanent	3 1
New Record	Subject Files	Unscheduled	Conservatorship Program	Conservatorship Records	Permanent	3 1
New Record	Project Files	Unscheduled	Conservatorship Program	Conservatorship Records	Permanent	3 1

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