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| FHFALogo2736+187smlOFHEO Seal |  | **FEDERAL HOUSING FINANCE AGENCY**  **DISPOSAL OF TEMPORARY RECORDS** | **FHFA Form #068**  **(8/2010)** |

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| --- | --- | --- | --- |
| OFFICE-BOXES / YEAR: SERIES DESCRIPTION  *(****The first entry is a Sample****; see Procedures on next page)* | | DISPOSITION AUTHORITY  *(Copy from Your Office’s File Plan)* | DISPOSAL DATE (Mo. /Yr.)  *According to Records Schedule Authority* |
| *HR Box 1* | *2007: Office Administrative Files*  *1. Workload Reports*  *2. Budget* | *GRS 23, Item 1*  *Temporary. Destroy when 2 years old.* | *1/2010* |
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|  |  |  |  |

Approved by:

Records Liaison Date

Approved by:

Office Director or Designee Date

**OGC is unaware of any pending or anticipated litigation that would require FHFA**

**to maintain these records beyond the statutorily-required records retention date.**

Approved by:

Office of General Counsel Designee Date

*(Signature required for mission-related records*

*disposal or destruction)*

Approved by: **Actual Date of Destruction:**

Records Officer or Designee Date

**Procedures for completing FHFA Form #068 *(8/2010)***

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| Complete **Disposal of Temporary Records, Form #068** (see sample below):  - 1st column: Office abbreviation and the number of boxes. For example, *HR 1*.  - 2nd column: Year: Series Description (List titles of folders of each record series).  - 3rd column: Disposition Authority (Copy from your office’s file plan).  - 4th column: Disposal Date. For example, if calendar year records dated 2007 are to be destroyed when 2 years old, add 2 years and then round up to the following January to account for records that could be created at anytime during that year. The disposal date = 2007 plus 2, rounded to the next January = 1/2010. If fiscal year 2003 Accountable Officer’s records should destroyed when 6 years and 3 mos. old = (October 1 to September 30 + 3 mos.), or FY 2003 plus 6 yrs. + 3 mos. = 1/2010.  **Note**: Type as many different disposition authorities on the same form as needed. Use tab key to **highlight** the box no. column for that particular series.   |  |  |  |  | | --- | --- | --- | --- | | OFFICE-BOXES / YEAR: SERIES DESCRIPTION | | DISPOSITION AUTHORITY  *(Copy from Your Office’s File Plan)* | DISPOSAL DATE (Mo./Yr.)  *According to /Records Schedule Authority* | | HR 1 | 2007: Office Administrative Files  1. *Workload Reports*  2. *Budget* | GRS 23, Item 1  Temporary. Destroy when 2 years old. | 1/2010 | | HR 3 | 2003: Time and Attendance Input Records | GRS 2, Item 7  Temporary. Destroy after GAO audit or when 6 years old, whichever is sooner. | 1/2010 |   The Records Liaison should sign and date, then   * Obtain Office Director or Designee signature and date; * Obtain OGC Designee signature and date *(for mission-related records)*; and * Forward paper original with signatures *and* e-mail a scanned copy of the signed formto Karen Rogers, Administrative Management Specialist.   Upon return receipt of the approved Form #068 from the Records Officer,   * Dispose records in the nearest shred console, * Enter the date of destruction on Form #068, * Make a copy for your records, and * Return original Form to Karen Rogers, Administrative Management Specialist, for filing. |