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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.

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| 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 1Temporary. Destroy when 2 years old. | 1/2010 |
| HR 3 | 2003: Time and Attendance Input Records | GRS 2, Item 7Temporary. 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.
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