

Reserve Administration – National Business Continuity Information

- **Disruptions to Federal Reserve - Reserve Administration**

Reserve Administration is responsible for ensuring that depository institutions meet their reserve requirements, as defined by Regulation D (Reserve Requirements of Depository Institutions), which is issued by the Federal Reserve Board. The regulation defines the type of institutions subject to reserve requirements, the reporting of deposits, the calculation of reserve requirements, and the maintenance of required reserves. Reserve requirements affect the volume of reserves held by depository institutions and represent an important tool in the implementation of U.S. monetary policy. Precise administration of Reserve Requirements helps ensure the accuracy of the Federal Reserve's projections and long range control over money stock growth.

The Federal Reserve provides a number of ways to access reserves information. Besides the routine delivery of Requirement, Position and Applied As-of Adjustments reports via mail and FedMail, depository institutions use ReserveCalc and FedLine, which offer more timely data and a means to estimate required balances.

- **During a Federal Reserve Business Disruption**

- **What to expect:**

A Federal Reserve disruption may cause ReserveCalc, FedLine or FedMail to be inaccessible or the information obtained via these applications may be inaccurate. However, the Federal Reserve Bank has developed an extensive back-up and recovery process that should allow operations to resume within a relatively short period of time (within 24 hours or less).

- **What you should do:**

During the event:

If ReserveCalc, FedLine or FedMail is unavailable, depository institutions may contact the continuity telephone numbers listed above for assistance with reserve maintenance. Unless noted, these continuity numbers remain valid even though Federal Reserve staff has relocated to a contingency site. Depository institutions are obligated to meet any reserve and clearing balance requirements over the length of a maintenance period even if reserves information is not available. Because of the nature of reserves, outages become more critical toward the end of a maintenance period. On the other hand, outages occurring early in a maintenance period may not require significant intervention since depository institutions may have adequate time to satisfy any required balances.

After the event:

If a depository institution's ability to maintain required balances is impaired as the result of a Federal Reserve System outage, each Federal Reserve Bank will review each situation on a case-by-case basis and will determine if as-of adjustments are warranted.

- **Preparing for a Federal Reserve Business Disruption:**

It is important to identify and prepare key personnel (including backups) in your organization who can ensure that any reserve and/or clearing balance requirements are met during an outage. The primary contact information that we have for each institution typically coincides with the addressee stated on Requirement, Position and Applied As-of Adjustments reports sent to you throughout the year. If you wish a specific person to be your continuity contact person, please inform us of the person's name, telephone number, and email address. Either provide this information to your regular contact or [click here](#) to send now via email.

**Alternate Contact Numbers In Case of a Federal Reserve Office
Relocation**

Federal Reserve Bank	Statistical Reporting	Reserves
Boston	617/928-6650	800/526-0338
New York	201/931-4734	201/931-4734
Philadelphia	610/386-1049 or 610/386-1050	610/386-1049 or 610/386-1050
Cleveland	800/543-3486 216/579-2205 (fax) or 216/579-2295 (fax)	800/543-3486 216/579-2205 (fax) or 216/579-2295
Richmond	800/446-7045	800/446-7045
Atlanta	205/972-1569 or 205/972-1570 205/972-1878 (fax)	888/500-7390 option 3
Chicago	708/924-8455 or 708/924-8454	708/924-8473 or 708/924-8469
St. Louis	314/444-8444 or 800/333-0810 or http://www.stlouisfed.org	314/444-8444 or 800/333-0810 or http://www.stlouisfed.org
Minneapolis	612/204-6445	612/204-5858
Kansas City	800/333-1010	800/333-1010
Dallas	800/333-4460 or 214/906-7182	800/333-4460
San Francisco	213/683-2701	213/683-2701