

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-5391-3

DATE RECEIVED

6-19-91

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Department of the Treasury

2. MAJOR SUBDIVISION

Bureau of the Public Debt

3. MINOR SUBDIVISION

Division of Review and Analysis

4. NAME OF PERSON WITH WHOM TO CONFER

Mildred L. Linzy

5. TELEPHONE EXT.

376-4132

DATE

11-15-91

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 6/4/91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda M. Harris</i>	D. TITLE Records Maintenance and Disposition Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (INARS USE ONLY)
	<p style="text-align: center;"><u>DIVISION OF REVIEW AND ANALYSIS</u> <u>Program Review Branch</u></p> <p>The Program Review Branch reviews, evaluates, and participates in the development of new systems of enhancements to Public Debt-related accounting systems. The Branch ensures adequacy of Internal Accounting Controls and Plans, and directs activities relating to Internal Controls and Cash Management Review.</p> <p>Internal Control - This file contains correspondence directives, memoranda and reports in reference to Internal Controls for the Bureau.</p> <ul style="list-style-type: none"> - Treasury Department directives on Internal Controls for all Bureaus - Memoranda in reference to Internal Controls for Public Debt. - Internal Control review report on the Bureau telecommunications - Internal Control memoranda in reference to various reviews. 		WITHDRAWN

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<ul style="list-style-type: none"> - Internal Control reports. - Internal Control articles and other related materials. - Information on review methodology for conducting Internal Control Reviews. - Information on the pilot project for the Bureau's monitoring system on Internal Controls. - An Internal Audit Report on follow-up for planned corrective actions in FY 83. - Various previously unresolved issues in reference to the Bureau's Telecommunications Review. - Status information on the Bureau's "Manual" Audit recommendations monitoring system. - The Department request for assessable unit information and specific audits for year-end reporting. - Memoranda and correspondence in reference to the Federal Managers' Financial Integrity Act. - Monthly status on audit recommendations. - Notes of meeting in reference to Internal Controls between BPD and the Department. - Correspondence in reference to the original prioritization sent to the Commissioner's Office. - Correspondence on comments on revisions to OMB Guidelines. - Correspondence memoranda on Internal Controls. - The Bureau policy on Internal Controls Prior to revision. 		

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- A Cash Management Review performed within the Bureau.
- Department Progress Reports on Internal Controls.

DESTROY WHEN 4 YEARS OLD