

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0056-2017-0004

Request for Records Disposition Authority

Records Schedule Number DAA-0056-2017-0004
Schedule Status Returned Without Action

Agency or Establishment Department of the Treasury
Record Group / Scheduling Group General Records of the Department of the Treasury
Records Schedule applies to Major Subdivision
Major Subdivision U.S. Department of Treasury
Minor Subdivision Office of Secretary, Deputy Secretary and Chief of Staff
Schedule Subject Offices of the Secretary, Deputy Secretary and Chief of Staff Records Retention Schedule

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	17

GAO Approval

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Outline of Records Schedule Items for DAA-0056-2017-0004

Sequence Number	
1	Secretary
1.1	Email of Capstone official Disposition Authority Number: DAA-0056-2017-0004-0001
1.2	Calendars Disposition Authority Number: DAA-0056-2017-0004-0002
1.3	Telephone Logs Disposition Authority Number: DAA-0056-2017-0004-0003
2	Deputy Secretary
2.1	Email of Capstone official Disposition Authority Number: DAA-0056-2017-0004-0004
2.2	Calendars Disposition Authority Number: DAA-0056-2017-0004-0005
2.3	Telephone Logs Disposition Authority Number: DAA-0056-2017-0004-0006
3	Chief of Staff
3.1	Email of Capstone officials Disposition Authority Number: DAA-0056-2017-0004-0007
3.2	Calendars Disposition Authority Number: DAA-0056-2017-0004-0008
3.3	Telephone logs Disposition Authority Number: DAA-0056-2017-0004-0009
4	Executive Secretary
4.1	Official Correspondence Disposition Authority Number: DAA-0056-2017-0004-0010
4.2	Official Memoranda, Briefing Books, and Other Materials for the Secretary's Review Disposition Authority Number: DAA-0056-2017-0004-0011
4.3	Federal Register Submissions and Associated Materials Disposition Authority Number: DAA-0056-2017-0004-0012
5	Director, Office of Scheduling & Advance
5.1	Invitations
5.1.1	Accepted Invitations Disposition Authority Number: DAA-0056-2017-0004-0013
5.1.2	Rejected Invitations

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5.1.3	Disposition Authority Number: DAA-0056-2017-0004-0014 Pending (not yet accepted or rejected) Invitations Disposition Authority Number: DAA-0056-2017-0004-0015
5.2	Itineraries
5.2.1	Itineraries Disposition Authority Number: DAA-0056-2017-0004-0016
5.3	White House Liaison
5.3.1	Personnel Files Disposition Authority Number: DAA-0056-2017-0004-0017

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0056-2017-0004

Records Schedule Items

Sequence Number													
1	<p>Secretary As the chief financial officer of the Government and a major policy advisor to the President, the Secretary has primary responsibility for the following functions: formulating and recommending domestic and international financial, economic, and tax policy; participating in the formulation of broad fiscal policies that have general significance for the economy; and managing the public debt. The Secretary also oversees the activities of the Department of the Treasury in the following areas: carrying out its law enforcement responsibilities; serving as the financial agent for the U.S. Government; and manufacturing coins, currency, and other products for customer agencies. Among other duties, the Secretary also serves as chairman pro tempore of the National Economic Council, as the chairman of the Financial Stability Oversight Council, and as U.S. Governor of the International Monetary Fund, the International Bank for Reconstruction and Development, the Inter-American Development Bank, and the African Development Bank.</p>												
1.1	<p>Email of Capstone official</p> <p>Disposition Authority Number DAA-0056-2017-0004-0001</p> <p>Email messages to and from the Secretary related to their duties in an official capacity. These are being managed in accordance with General Records Schedule (GRS) 6.1, Email Managed Under the Capstone Approach. By way of background, the Department is adopting the Capstone approach in order to meet OMB and NARA requirements to manage all email records in an electronic format by December 31, 2016. Under the Capstone approach, email records will be managed according to the position of the user, rather than on an email-by-email basis.</p> <table><tr><td>Final Disposition</td><td>Permanent</td></tr><tr><td>Item Status</td><td>Withdrawn</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>No</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Cut off in accordance with agency's business needs.</td></tr><tr><td>Transfer to the National Archives for Accessioning</td><td>Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable) whichever is later.</td></tr></table> <p>Additional Information</p>	Final Disposition	Permanent	Item Status	Withdrawn	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	Cutoff Instruction	Cut off in accordance with agency's business needs.	Transfer to the National Archives for Accessioning	Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable) whichever is later.
Final Disposition	Permanent												
Item Status	Withdrawn												
Is this item media neutral?	Yes												
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No												
Cutoff Instruction	Cut off in accordance with agency's business needs.												
Transfer to the National Archives for Accessioning	Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable) whichever is later.												

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1.2

First year of records accumulation 2016

What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2042

How frequently will your agency transfer these records to the National Archives? Every 5 Years

Calendars

Disposition Authority Number DAA-0056-2017-0004-0002

Email-based calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Secretary related to their duties in an official capacity. These are being managed in accordance with GRS 6.1.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off in accordance with agency's business needs.

Transfer to the National Archives for Accessioning Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later.

Additional Information

First year of records accumulation 2016

What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2042

How frequently will your agency transfer these records to the National Archives? Every 5 Years

1.3

Telephone Logs

Disposition Authority Number DAA-0056-2017-0004-0003

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Files may consist of lists of incoming telephone messages to the Secretary and include date of call, caller's name and phone number, and a brief message.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff annually

Retention Period Destroy 2 years after close of the official's tenure in office.

Additional Information

GAO Approval Not Required

2

Deputy Secretary

The Deputy Secretary advises and assists the Secretary in the supervision and direction of the Department and its activities, and succeeds the Secretary in their absence, sickness, or unavailability. The Deputy Secretary plays a primary role in the formulation and execution of Treasury policies and programs in all aspects of the Department's activities.

2.1

Email of Capstone official

Disposition Authority Number DAA-0056-2017-0004-0004

Email messages to and from the Deputy Secretary related to their duties in an official capacity. These are being managed in accordance with GRS 6.1

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off in accordance with agency's business needs.

Transfer to the National Archives for Accessioning Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later.

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2.2

Additional Information

First year of records accumulation 2016

What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2042

How frequently will your agency transfer these records to the National Archives? Every 5 Years

Calendars

Disposition Authority Number DAA-0056-2017-0004-0005

Email-based calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Deputy Secretary related to their duties in an official capacity. These are being managed in accordance with GRS 6.1.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off in accordance with agency's business needs.

Transfer to the National Archives for Accessioning Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later.

Additional Information

First year of records accumulation 2016

What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2042

How frequently will your agency transfer these records to the National Archives? Every 5 Years

2.3

Telephone Logs

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Disposition Authority Number DAA-0056-2017-0004-0006

Files may consist of lists of incoming telephone messages to the Deputy Secretary and include date of call, caller's name and phone number, and a brief message.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off annually.

Retention Period Destroy 2 years after close of the official's tenure in office.

Additional Information

GAO Approval Not Required

Chief of Staff

The Chief of Staff provides the Secretary with advice on a variety of policy and management issues and exercises supervision over the Executive Secretary, the Director of the Office of Scheduling & Advance, the White House Liaison, and the Deputy Chief of Staff. The Chief of Staff helps to coordinate the review and analysis of major issues and ensures that the policies and priorities of the Secretary are carried out efficiently and effectively. The Chief of Staff is also responsible for ensuring that the Department responds fully to instructions and requests from the White House and that the Secretary's schedule allows the Secretary to perform duties as effectively as possible. The retention policies listed below also apply to positions who report to the Chief of Staff, in addition to the additional categories of records that specifically apply to those offices.

Email of Capstone officials

Disposition Authority Number DAA-0056-2017-0004-0007

Email messages to and from the Chief of Staff related to their duties in an official capacity. These are being managed in accordance with GRS 6.1.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

3

3.1

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electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction Cut off in accordance with agency's business needs.

Transfer to the National Archives for Accessioning Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later.

Additional Information

First year of records accumulation 2016

What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2042

How frequently will your agency transfer these records to the National Archives? Every 5 Years

3.2

Calendars

Disposition Authority Number DAA-0056-2017-0004-0008

Email-based calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Chief of Staff related to their duties in an official capacity. These are being managed in accordance with GRS 6.1.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off in accordance with agency's business needs.

Transfer to the National Archives for Accessioning Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later.

Additional Information

First year of records accumulation 2016

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	<p>What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2042</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>
3.3	<p>Telephone logs</p> <p>Disposition Authority Number DAA-0056-2017-0004-0009</p> <p>Files may consist of lists of incoming telephone messages to the Chief of Staff and include date of call, caller's name and phone number, and a brief message.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually.</p> <p>Retention Period Destroy 2 year(s) after annual cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
4	<p>Executive Secretary</p> <p>The Executive Secretary coordinates Department-wide review and analysis of policy initiatives, regulations, testimony, correspondence, memoranda, reports, and briefing materials for the Secretary and Deputy Secretary. The Executive Secretary also coordinates or undertakes special projects at the request of the Secretary, Deputy Secretary, and the Secretary's Chief of Staff.</p>
4.1	<p>Official Correspondence</p> <p>Disposition Authority Number DAA-0056-2017-0004-0010</p> <p>Correspondence addressed to the Secretary or Deputy Secretary and receiving action or review by the Secretary, Deputy Secretary, or appropriate Treasury official. Recordkeeping of incoming and outgoing (if appropriate) correspondence is maintained.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p>

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Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files annually.

Transfer to Inactive Storage Retire to the Washington National Records Center 2 years after cutoff, if needed.

Transfer to the National Archives for Accessioning Transfer to the National Archives when 20 years old.

Additional Information

First year of records accumulation 2016

What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2042

How frequently will your agency transfer these records to the National Archives? Every 5 Years

Official Memoranda, Briefing Books, and Other Materials for the Secretary's Review

Disposition Authority Number DAA-0056-2017-0004-0011

Final memoranda and related documents receiving action or review by the Secretary or Deputy Secretary. Briefing books to the Secretary on important issues, drafted by various Treasury offices and coordinated by the Office of the Executive Secretary. Includes schedules, agendas, topics of discussion, issue and talking points, biographies, summary or position papers, and information and background. Also included are other briefing materials such as agendas and related background information for events, official ceremonies, appearances, and other purposes.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

4.2

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	Disposition Instruction
	Cutoff Instruction Cutoff files annually.
	Transfer to Inactive Storage Retire to the Washington National Records Center 2 years after cutoff, if needed.
	Transfer to the National Archives for Accessioning Transfer to the National Archives when 20 years old.
	Additional Information
	First year of records accumulation 2016
	What will be the date span of the initial transfer of records to the National Archives? From 2017 To 2042
	How frequently will your agency transfer these records to the National Archives? Every 5 Years
4.3	Federal Register Submissions and Associated Materials
	Disposition Authority Number DAA-0056-2017-0004-0012
	Materials approved by the Executive Secretary for submission to the Federal Register and associated materials, such as clearance sheets and cover memoranda.
	Final Disposition Temporary
	Item Status Withdrawn
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No
	Disposition Instruction
	Retention Period Destroy after 6 years or when no longer needed, whichever is later.
	Additional Information
	GAO Approval Not Required
5	Director, Office of Scheduling & Advance The Director, Office of Scheduling & Advance, coordinates internally and externally in order to prepare the Secretary's schedule.
5.1	Invitations

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	<p>Invitations to the Secretary to attend, participate, or speak at meetings, conferences, seminars, social gatherings, and similar events. The office maintains files of the accepted, rejected, and pending invitations and related documentation or annotations about the event.</p>
5.1.1	<p>Accepted Invitations</p> <p>Disposition Authority Number DAA-0056-2017-0004-0013</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually.</p> <p>Retention Period Destroy when 2 years old or when no longer needed, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
5.1.2	<p>Rejected Invitations</p> <p>Disposition Authority Number DAA-0056-2017-0004-0014</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually.</p> <p>Retention Period Destroy when 1 year old or when no longer needed, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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5.1.3	<p>Pending (not yet accepted or rejected) Invitations</p> <p>Disposition Authority Number DAA-0056-2017-0004-0015</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Process as accepted or rejected as appropriate, and maintain consistent with the above retention periods.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
5.2	<p>Itineraries</p> <p>Materials concerning the preparation and planning logistics relating to specific trips made by the Secretary as an official of the U.S. Government. These include line by line details relating to scheduled events, costs, phone contact lists, manifest, accommodations, weather, required dress, and other relevant information for the intended event or planning purposes.</p>
5.2.1	<p>Itineraries</p> <p>Disposition Authority Number DAA-0056-2017-0004-0016</p> <p>Materials concerning the preparation and planning logistics relating to specific trips made by the Secretary as an official of the U.S. Government. These include line by line details relating to scheduled events, costs, phone contact lists, manifest, accommodations, weather, required dress, and other relevant information for the intended event or planning purposes.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually.</p>

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	Retention Period	Destroy when 2 years old or when no longer needed, whichever is later.
	Additional Information	
	GAO Approval	Not Required
5.3	White House Liaison	
	The White House Liaison performs a key coordination function for certain matters concerning Presidentially appointed personnel.	
5.3.1	Personnel Files	
	Disposition Authority Number	DAA-0056-2017-0004-0017
	Official materials related to the appointment of Presidential personnel.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually.
	Retention Period	Destroy when more than 1 year beyond the end of the Administration, or when no longer needed, whichever is later.
	Additional Information	
	GAO Approval	Not Required

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0056-2017-0004**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/28/2017	Certify	Robert Faber	Senior records and Information Specialist	Assistant Secretary for Management - Privacy Transparency and Records
05/18/2017	Return Without Action	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services

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