

Request for Records Disposition Authority

Records Schedule Number **DAA-0056-2018-0013**
Schedule Status **Approved**

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 **Treasury Inspector General for Tax Administration (TIGTA)**
Schedule Subject **Disclosure Section Files**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0056-2018-0013

Sequence Number

1	Disclosure Section Files Disposition Authority Number: DAA-0056-2018-0013-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 686 411">Disclosure Section Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0056-2018-0013-0001</p> <p data-bbox="345 485 1507 936">Files are maintained by the Disclosure Branch, Office of Chief Counsel, and pertain to the review, disclosure, and/or referral of TIGTA records as permitted by governing statutes. The files consist of records created in the process of reviewing, determining the releasability of, and disclosing documents as permitted by law, such as referrals to other law enforcement agencies for investigative and/or prosecutorial purposes, releases to other government agencies for suitability determinations and background investigations, and requests for testimony and/or documents in conjunction with judicial or administrative proceedings, as well as releases to Treasury/EEO for the purpose of investigating/adjudicating EEO complaints pertaining to TIGTA or IRS employees. This series excludes records created in the process of review and disclosure for routine requests for public access under the FOIA and Privacy Act (covered under GRS 4.2).</p> <p data-bbox="345 957 919 989">Final Disposition Temporary</p> <p data-bbox="345 1010 849 1041">Item Status Active</p> <p data-bbox="345 1062 818 1094">Is this item media neutral? Yes</p> <p data-bbox="345 1115 805 1251">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 data-bbox="345 1262 1019 1325">GRS or Superseded Authority Citation N1-056-05-002 / 1</p> <p data-bbox="345 1356 659 1388">Disposition Instruction</p> <p data-bbox="345 1419 1463 1493">Cutoff Instruction Cutoff files at the end of the fiscal year. Destroy 3 years after cutoff.</p> <p data-bbox="345 1514 1179 1545">Retention Period Destroy 3 year(s) after Cutoff</p> <p data-bbox="345 1577 656 1608">Additional Information</p> <p data-bbox="345 1640 951 1671">GAO Approval Not Required</p>

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
01/31/2020	Certify	Katelyn Foreman	Records and Information Management Specialist	Departmental Offices - Office of Privacy, Transparency and Records
02/05/2020	Return for Revision	Esther Hidalgo	Archivist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
02/26/2020	Submit For Certification	Gladys Thompson	Records Officer	Department of Treasury - Treasury Inspector General for Tax Administration
04/09/2020	Certify	Katelyn Foreman	Records and Information Management Specialist	Departmental Offices - Office of Privacy, Transparency and Records
03/22/2021	Return for Revision	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
07/19/2021	Submit For Certification	Johnathan Raford	TIGTA Records Officer	TIGTA - Facilities
07/19/2021	Certify	Tori Jones	Records and Information Management Specialist	U.S. Department of the Treasury - Departmental Offices
10/07/2021	Submit for Concurrence	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
10/12/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

10/15/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/26/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist