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 Subdivsion
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Records Schedule Items

Sequence Number

1

Disclosure Section Files

Disposition Authority Number: DAA-0056-2018-0013-0001

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).

Final Disposition	Temporary
Item Status	Active
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
GRS or Superseded Authority Citation	N1-056-05-002 / 1

Disposition Instruction

Cutoff Instruction	Cutoff files at the end of the fiscal year. Destroy 3 years after cutoff.
Retention Period	Destroy 3 year(s) after Cutoff

Additional Information

GAO Approval	Not Required

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 Office r	National Records and Archives Administration - National Records and Archives Administration
10/26/2021	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist