

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-056-01-9	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 3-19-01	
2. MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Assistant Secretary (Public Affairs)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Essie S. Onley	5. TELEPHONE (202) 622-6448	DATE 11-1-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. 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 on the attached <u>43</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 03/12/2001	SIGNATURE OF AGENCY REPRESENTATIVE Steve Milline <i>[Signature]</i>	TITLE Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  DEPARTMENT OF TREASURY  Departmental Offices Office of Public Affairs	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>cc Agency, NR, NWMD, NWMA, NWCTC</i>			

## OFFICE OF PUBLIC AFFAIRS

Serves as the principal adviser to the Secretary, the Deputy Secretary, and the senior officials throughout the Department of the Treasury on relations with news media, including development of strategies to enhance relations with the press. A member of the office accompanies the Secretary on official travel to serve as a principal media assistant. The office establishes general operating policies and guidelines, provides leadership, direction and management strategy for administering public affairs, cultivates intergovernmental relations, and sets up business and consumer affairs programs and activities in all Treasury Bureaus. The office also formulates and executes media information policies and programs to increase the public's knowledge and understanding of Treasury's activities and services.

### Assistant Secretary Public Affairs

#### Deputy Assistant Secretary Public Affairs

#### Deputy Assistant Secretary Public and Business Liaison)

1. **Scheduling Proposal Files:** Records consist of recommendations that the Secretary of the Treasury accept or decline invitations to participate in meetings and briefings. The recommendations are forwarded through the Assistant Secretary for Public Affairs to the Secretary for decision.

**Disposition: Temporary.** Cut off files at the end of the Calendar year. Retire to the Washington National Records Center when two years old or no longer needed for agency business, whichever is later. Destroy 10 years after cut off.

2. **Briefing Files:** These files consist of folders bearing titles or locations and dates of speaking events for which the Secretary has agreed to participate and advance preparation is needed. The files usually contain background information on the organization or group sponsoring the event and may include talking points from Treasury offices with an interest in the subject matter of the meeting. The briefing materials are forwarded to Scheduling Office for use by that office. The files do not contain the briefing book prepared for the event or the remarks prepared for the Secretary's delivery. Events may include breakfast and luncheon meetings with external corporate executives or organizations with an interest in Treasury policies.

**Disposition: Temporary.** Cut off at the end of the Calendar year. Retire to the Washington National Records Center when the official leaves office or when no longer needed for agency business, whichever is later. Destroy 10 years after cut off.

### Director, Office of Public Affairs

3. **Biographical Sketches and Portraits.** Files consist of biographical sketches and portrait photographs of Treasury officials at the level of Assistant Secretary and higher. Negatives from the Photographic Laboratory are transferred to the files as they are closed. The series includes a record copy and multiple reference supply copies to satisfy public requests.

**Disposition: Permanent.** Cut off at the end of each Presidential administration. Transfer directly to the National Archives 5 years after cut off.

**4. Treasury Secretary Appearances Files.** Files cover travel, press conferences and public appearances by the Secretary and contain copies of invitations, itineraries, transcripts of remarks (some of which are downloaded from commercial sites on the internet), and other background materials.

**Disposition: Temporary.** Cut files off at the end of each calendar year. Retire to the Washington National Records Center when the official leaves office, at the end of the administration or when no longer needed for agency business, whichever is later. Destroy when 10 years old.

**Director, Office of Public Education**

This office develops and implements communications strategy for the Department and advises officials within the Department and its bureaus how best to communicate issues and priorities of public interest.

**5. Public Education Project Files:** Files document operation and oversight of public education campaigns, including a national campaign to promote electronic fund transfers (direct deposit) by recipients of federal funds, an international campaign to acquaint the public and financial institutions (at home and abroad) with redesigned U.S. currency, and a focused national campaign to help money service businesses comply with Treasury registration requirements aimed at preventing financial crimes, principally money laundering. Much of the research and outreach for such campaigns is contracted for.

**a. Substantive Documentation relating to Campaign Organization and Conduct:** Includes special project studies and reports conducted by Treasury or under contract to Treasury; procedural manuals or other formal guidance for the conduct of the campaign, public relations flyers, brochures and educational materials prepared to furnish information or to promote agency programs to the public.

**Disposition: Permanent.** Cut off files on completion of project and segregate substantive documentation from operational records. Retire substantive documentation separately to the Washington National Records Center when two (2) years old or when no longer needed for agency business, whichever is later. Transfer to the National Archives 10 years after the cut off.

Note: The disposition of audiovisual materials (e.g., posters, videotapes, etc) relating to public education campaigns is covered by items 11-14 of the Departmental Offices schedule governing records common to most offices.

**b. Operational Records.** Consists of contracts, invoices, correspondence, memoranda, periodic contact reports, workpapers and background materials relating to the administration of public education campaigns.

**Disposition: Temporary.** Cut off files on completion of project. Retire to the Washington National Records Center when two (2) years old or when no longer needed for agency business, whichever is later. Destroy 10 years after the cut off.

**6. Electronic Mail and Word Processing System Copies (covers items # 1- 4 of this schedule).**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**Disposition: Temporary.** Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition: Temporary.** Destroy/delete when dissemination, revision, or updating is completed.