

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 71-256-01-11	DATE RECEIVED 3-19-01
1. FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER Steve Milline	5. TELEPHONE 622-0970		WITHDRAWN 4/5/02

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 ____ 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,

is not required; is attached; or has been requested.

DATE 3/15/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Steve Milline</i>	TITLE Chief, Records Management and Resources Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>THIS SCHEDULE INCLUDES THE FOLLOWING OFFICES</p> <p>OFFICE OF THE SECRETARY DEPUTY SECRETARY CHIEF OF STAFF DIRECTOR, SCHEDULING OFFICE EXECUTIVE SECRETARY</p>		<p>Job Withdrawn</p>

Department of the Treasury

Office of the Secretary

As a major policy adviser 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.

The Secretary maintains responsibility as the chief financial officer of the Government. Also, serves as chairman pro tempore of the National Economic Council and as U.S. Governor of the International Monetary Fund, International Bank for Reconstruction and Development; Inter-American Development Bank; and African Development Bank.

1. Subject Files.

Non-record copies of memoranda addressed to the Secretary by staff members on matters requiring the Secretary's attention, and committee files, on which the Secretary serves as a member. These files also contain correspondence, memoranda and reports on matters requiring Treasury attention from other Government agencies. Filed alphabetically. Record copies of these materials are retained in the Office of the Executive Secretary.

Disposition: Temporary. Break files annually. Destroy when two years old or when no longer needed for reference, whichever is later, or within one year after change in administration.

[Supersedes NC1-56-80-3, item 1]

2. Chronological File.

Non-record copies of outgoing correspondence gathered in the performance of day-to-day functions.

Disposition: Temporary. Break files annually. Destroy when two years old or when no longer needed for reference, whichever is later, or within one year after change in administration.

[Supersedes NC1-56-80-3, item 2]

3. Calendars and Schedule of Daily Activities

These records consist of paper or electronic versions of the daily appointment calendars for the Secretary indicating date, time and event, plus records of trips and other activities by the incumbents while serving in an official capacity.

Disposition: Permanent. Print electronic version to paper weekly. Cut off files at the end of each year. Transfer to WNRC when 2 years old or within one year after change in administration. Transfer to NARA 10 years after break.

[New]

4. Telephone Logs

Files consist of either carbons of telephone message pads, paper notebooks, or electronic list, printed to paper of incoming telephone messages to the incumbent.

Disposition: Permanent. Send collection of records to the Washington National Records Center within one year after incumbent's departure. Transfer to NARA five years after departure.

[New]

Deputy Secretary

The Deputy Secretary assists the Secretary in the supervision and direction of the Department of the Treasury and its assigned programs, and acts for the Secretary in the absence of the Secretary.

5. Subject Files.

Non-record copies of memoranda addressed to the Deputy Secretary by staff members. These files contain correspondence, memoranda and reports on matters requiring Treasury attention from other Government agencies. Filed alphabetically. Record copies of these materials are retained in the Office of the Executive Secretary.

Disposition: Temporary. Break files annually. Destroy when two years old or when no longer needed for reference, whichever is later, or within one year after change in administration.

[Supersedes NC1-56-80-3, item 1, page 3]

6. Chronological File.

Non-record copies of outgoing correspondence gathered in the performance of day-to-day functions.

Disposition: Temporary. Break files annually. Destroy when two years old or when no longer needed for reference, whichever is later, or within one year after change in administration.

[Supersedes NC1-56-80-3, item 2, page 3]

7. Calendars and Schedule of Daily Activities

These records consist of paper or electronic versions of the daily appointment calendars of the Deputy Secretary indicating date, time and event, plus records of trips and other activities by the incumbents while serving in an official capacity.

Disposition: Permanent. Print electronic version to paper weekly. Cut off files at the end of each year. Transfer to WNRC when 2 years old or within one year after change in administration. Transfer to NARA 10 years after break.

[New]

8. Telephone Logs

Files consist of either carbons of telephone message pads, paper notebooks, or electronic list, printed to paper of incoming telephone messages to the incumbent.

Disposition: Permanent. Send collection of records to the Washington National Records Center within one year after incumbent's departure. Transfer to NARA five years after departure.

[New]

Office of the Chief of Staff

The Chief of Staff reports directly to the Secretary and shall exercise supervision over the Director of the Secretary's Scheduling Office, and the Executive Secretary. The Executive Secretary reports directly to the Chief of Staff and exercises supervision over the functions of the Executive Secretariat Correspondence Unit and the Office of Public Correspondence.

9. Chronological Files

Consist of reference copies of incoming and outgoing correspondence and replies of the Secretary and Deputy Secretary. The original letters and record copies of outgoing correspondence is maintained in the Office of the Executive Secretary, and captured on the Treasury Automated Document System (TADS).

Disposition: Temporary. Destroy when no longer needed for reference.

[New]

10. Calendars and Schedule of Daily Activities

These records consist of paper or electronic versions of the Chief of Staff's daily appointment calendars indicating date, time and event, plus records of trips and other activities by the incumbents while serving in an official capacity.

Disposition: Permanent. Print electronic version to paper weekly. Cut off files at the end of each year. Transfer to the Washington National Records Center when 2 years old or within one year after change in administration. Transfer to NARA 10 years after break.

[New]

11. Telephone Logs

Files consist of either carbons of telephone message pads, paper notebooks, or electronic list, printed to paper of incoming telephone messages to the incumbent.

Disposition: Permanent. Send collection of records to the Washington National Records Center within one year after incumbent's departure. Transfer to NARA five years after departure.

[New]

Director, Scheduling Office

12. Secretary's Scheduling Memos

Binders of material arranged by month and year containing schedules of events reported on a weekly basis to the Secretary. Each week's report lists the organization, event, date, requestor and notes. The reports contain headings for the following: events discussed, and items that have been accepted or declined since the previous meeting.

Disposition: Permanent. Break files annually. Send to the Washington National Records Center when two years old or when no longer needed for reference, whichever is later, or within one year after change in administration. Transfer to NARA 10 years after break.

[New]

13. Secretary's Visit Books

Binders containing tabbed material relating to specific trips made by the Secretary of the Treasury as an official of the U.S. Government to foreign countries. The material includes such information as biographies of official on the trip and those being visited, scheduled events, costs, expenses for the trip, phone lists, and other relevant information for the intended locale.

Disposition: Permanent. Break files annually. Send to the Washington National Records Center when two years old or when no longer needed for reference, whichever is later, or within one year after change in administration. Transfer to NARA 10 years after break.

[New]

Executive Secretary

The Executive Secretary performs the following: coordinates Department-wide review and analysis of policy initiatives, regulations, testimony, correspondence, memoranda, reports and briefing materials for the Secretary and Deputy Secretary; and coordinates or undertakes special projects at the request of the Secretary, Deputy Secretary and the Chief of Staff.

One of the primary functions of the Office of the Executive Secretary is to maintain the record copy of correspondence for the Secretary and the Deputy Secretary. The incoming correspondence and outgoing responses are maintained as a permanent record in paper, and as a temporary record, in an electronic version, in the Treasury Automated Document System (TADS). See N1-56-01-4 for disposition authority for the official correspondence.

14. Subject Files.

Non-record copies of memoranda addressed to the Executive Secretary by staff members. Record copies of these materials are retained in TADS.

Disposition: Temporary. Break files annually. Destroy when two years old or when no longer needed for reference, whichever is later, or within one year after change in administration.

[New]

15. Chronological File.

Non-record copies of outgoing correspondence gathered in the performance of day-to-day functions. Record copies are maintained in TADS

Disposition: Temporary. Break files annually. Destroy when two years old or when no longer needed for reference, whichever is later, or within one year after change in administration.

[New]

16. Calendars and Schedule of Daily Activities

These records consist of paper or electronic versions of the daily appointment calendars for the Executive Secretary indicating date, time and event, plus records of trips and other activities by the incumbents while serving in an official capacity.

Disposition: Permanent. Print electronic version to paper weekly. File folders are established daily for the Secretary and Deputy Secretary of their activities. Cut off files at the end of each year. Transfer to WNRC when 2 years old or within one year after change in administration. Transfer to NARA 10 years after break.

[New]

4. Telephone Logs

Files consist of either carbons of telephone message pads, paper notebooks, or electronic list, printed to paper of incoming telephone messages to the incumbent.

Disposition: Permanent. Send collection of records to the Washington National Records Center within one year after incumbent's departure. Transfer to NARA five years after departure.

[New]

17. Electronic Mail and word Processing System Copies

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 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 is 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.

[New]