

OFFICE OF LEGISLATIVE AFFAIRS AND PUBLIC LIAISON

The Office of the Assistant Secretary, Legislative Affairs and Public Liaison advises the Secretary on Congressional and legislative issues to guide matters in order to assist in the formulation of policy and overall direction of the Department. The office is the principal contact and coordinator for all Department contacts with the Congress and the White House Legislative Affairs Office and other Departments and agencies. It develops strategies to implement legislative initiative, communicates Treasury's priorities to the Congress, and keeps the Department informed of Congressional objectives, concerns, activities, and interests. In addition, the Office responds directly to Congressional inquiries and facilitates responses from other offices in the Department, monitors the flow of Congressional correspondence to insure accurate and prompt response, coordinates Departmental testimony before Congressional Committees and advises the Department on Congressional concerns during policy formation.

Assistant Secretary

1. **Program Subject Files.** Records created by the Legislative Affairs and Public Liaison staff in response to inquiries from the White House, Congress and the Secretary concerning the administration's programs and the Department's participation in their development. Records are used to prepare briefings for members of the White House staff and new Congressmen; are filed alphabetically. Typical examples: Briefing Call/Meeting/Information Memorandum, Hearing Requests, Banking, International Financial Institutions, Enforcement, IRS, Mint and Urban Policy, etc.

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

[Supersedes NC1-56-79-9, Item 1]

2. **Proposed Legislative Files:** Case files on the development of legislation from the time it is transmitted to the Congress through final passage - included are copies of drafts, bills and introduced, reports, and correspondence with sponsors and other interested Congressmen.

Disposition: Break files when Legislation is passed. Destroy one year after break.

[Supersedes NC1-56-79-9, Item 2]

3. **Congressional Correspondence Files:** The file contains copies of incoming and outgoing correspondence with members of Congress. The record copy of this correspondence is maintained in the Office of the Executive Secretary with TADS.

Disposition: Temporary. Break annually. Destroy when two years old or no longer needed for reference, whichever is later.

[Supersedes NC1-56-79-9, Item 3]

4. **Chronological Files:** Copies of all outgoing correspondence, including paper versions of e-mails created in the performance of day-to-day functions.

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

[Supersedes NC1-56-79-9, Item 5]

5. **Calendars and Schedules of Daily Activities:** These records consist of paper or electronic versions of the incumbent's daily appointment calendar indicating date, time and event, plus records of trips and other activities by incumbent while serving in an official capacity.

Disposition: Permanent. Print electronic version to paper weekly. Cut off file at the end of year. Send collection to the Washington National Records Center within one year after departure of incumbent. Transfer to National Archives 10 years after departure.

[New]

6. **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. Print electronic version to paper weekly. Cut off file at the end of year. Send collection to the Washington National Records Center within one year after departure of incumbent. Transfer to National Archives 10 years after departure.

[New]

Deputy Assistant Secretaries:

- **Tax and Budget**
- **Appropriation Management**
- **Public Liaison**
- **Banking and Finance**
- **International Affairs**

7. **Subject Files:** The files consist of briefing books and files on specific topics, issues, policy papers, directives, and projects. Arranged alphabetically by subject or bureau, with subcategories under the subject or bureau. The subjects relate to specific topics under the purview of the official, including policy and general information, particular problems and resolutions.

Disposition: Permanent. Break files annually. Transfer to the Washington National Records Center within one year after break. Transfer to the National Archives 10 years after break.

[New]

8. **Chronological Files:** Records consist of copies of outgoing correspondence, and may include incoming correspondence and background information, arranged in chronological order. This file is maintained as a record of the office's responses to inquiries from Congress, other federal agencies, state and local government agencies, foreign governments, embassies, private industry, interest groups, the general public, and other Treasury offices.

Disposition: Permanent. Break files annually. Transfer to the Washington National Records Center within one year after break. Transfer to the National Archives 10 years after break.

[New]

9. **Speeches and Testimonies:** Speeches or testimony given by the incumbent during ceremonies programs public events, and congressional hearings. Arranged by event or by subject. The Office of Public Affairs maintains the official copy of speeches by Treasury officials.

Disposition: Temporary. Break files annually. Destroy on-site within one year after break or when no longer needed for reference.

[New]

10. **Calendars and Schedules of Daily Activities:** These records consist of paper or electronic versions of the incumbent's daily appointment calendar indicating date, time and event, plus records of trips and other activities by incumbent while serving in an official capacity.

Disposition: Permanent. Print electronic version to paper weekly. Cut off file at the end of year. Send collection to the Washington National Records Center within one year after departure of incumbent. Transfer to National Archives 10 years after departure.

[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. Print electronic version to paper weekly. Cut off file at the end of year. Send collection to the Washington National Records Center within one year after departure of incumbent. Transfer to National Archives 10 years after departure.

[New]

Directors

12. **Subject Files:** These files consist of briefing books and files on specific topics, issues or projects. Arranged alphabetically by subject of bureau, with subcategories under the subject or bureau. The subjects relate to specific topics within the Director's program area and general policies.

Disposition: Temporary. Break files annually. Destroy when two years old or when no longer needed for reference, whichever is later.

[New]

13. Chronological Files: Copies of outgoing correspondence may include incoming correspondence and background information, arranged in chronological order.

Disposition: Temporary. Break files annually. Destroy when two years old or when no longer needed for reference, whichever is later.

[New]

14. 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 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 have been produced. 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]