

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-856-03-5</i>	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <i>2/10/03</i>	
2. MAJOR SUBDIVISION Office of the Treasurer		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Steve Millme	622-1889	<i>6-19-03</i>	<i>John W. Paul</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 _____ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
12/19/2002	<i>Theresa Marco</i>	Chief, Records Management Branch and Departmental Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Department of the Treasury Office of the Treasurer  The attached SF-115 include records created and maintained by the Department of the Treasury - Office of the Treasurer  See attached.		

*See* copies sent to Agency, INWMD, NIR, NWC + P

## **TREASURER OF THE UNITED STATES**

**Note: This schedule supercedes NC1-56-79-5**

The Treasurer of the United States advises the Secretary on matters relating to coinage, currency and the production of other instruments issued by the United States, and serves as the National Honorary Director of the Savings Bonds Program.

### **1. General Subject, Correspondence Files**

Documentation concerning the incumbent's position as Treasurer of the United States in reviewing currency issues and redemptions, signing of currency, availability for public appearances before groups of community and business leaders, and similar information. Files consist of letters, internal and external memoranda, as well as background and reference material relating to oversight of currency matters.

Disposition: **Temporary**. Maintain in office. Break files upon departure of incumbent or every 4 years, whichever is longer. Destroy 1-year after file break.

### **2. Speeches, Testimonies and Public Appearances**

Record set of speeches, addresses and comments made by the Treasurer; transcripts or summaries of remarks made for news or public affairs program interviews on television or radio, or at Congressional hearings; similar interviews, speeches, or hearings that relate to official Treasury policies and programs; briefing material, questions and answers compiled for interviews, speeches and appearances.

Disposition: **PERMANENT**. Cut off files annually. Retire to the Washington National Records Center (WNRC) after incumbent leaves office. Transfer to the National Archives and Records Administration (NARA) when 20 years old.

### **3. Calendars and Schedules of Daily Activities**

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

Disposition: **Temporary**. Maintain in office. Destroy/delete when incumbent leaves office or when 4 years old, whichever is longer.

### **4. Treasurer's Invitations**

Routine invitations to attend, participate, and/or speak at meetings, conferences, seminars, social gatherings, and similar events. The office maintains hard copy files of the accepted and rejected invitations, and related documentation/annotations about the event.

**a. Accepted Invitations**

Disposition: **Temporary**. Cut off annually. Destroy when 2 years old.

**b. Rejected Invitations**

Disposition: **Temporary**. Cut off annually. Destroy when 1 year old.

**5. Treasurer's Trip Files**

Files containing the preparation and planning logistics relating to specific trips made by the Treasurer as an official of the U.S. Government. The material includes line by line details relating to scheduled events, agenda, itineraries, costs, phone contact lists, manifest, accommodations, and other relevant background information for the intended event and locale.

Disposition: **Temporary**. Maintain in office. Break files upon departure of incumbent or every 4 years, whichever is longer. Destroy 1 year after file break.

**6. 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.