REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of the Treasury

2. MAJOR SUBDIVISION
Assistant Secretary for Management and CFO

3. MINOR SUBDIVISION
Office of Facilities and Support Services/ISD/Records Management Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Veronica Marco

5. TELEPHONE
622-2477

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 02/23/2005
SIGNATURE OF AGENCY REPRESENTATIVE
Veronica Marco
TITLE Director, Information Services Division and Departmental Offices Records Officer

7. ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Assistant Secretary for Management and CFO

1. Request for Access to or Removal of Documentary Materials
Forms used by employees in the Department of the Treasury when departing certifying that they are not removing records or requesting the removal of documents

a. TD F 80 05-5 (Documentary Material Removal/Nonremoval Certification) or equivalent form

TEMPORARY Cut off at the end of a calendar year Retain on site for 10 years Destroy 10 years after cutoff

b. TD F 80 05-5A (Privacy Act Guidance for Departing Employees and Policy on Removal of Documentary Materials)

TEMPORARY Destroy when superseded or obsolete

c. TD F 80 05-6 (Request for Access to or Removal of Documentary Materials) or equivalent form

TEMPORARY Cut off at the end of a calendar year Retain on site for 10 years Destroy 10 years after cutoff

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228