REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

FROM (Agency or establishment):
1. Department of the Treasury
2. Assistant Secretary Management and CFO
3. MINOR SUBDIVISION

NAME OF PERSON WITH WHOM TO CONFERENCE: Veronica Marco
TELEPHONE: (202) 622-2477

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: 4/1/05
SIGNATURE OF AGENCY REPRESENTATIVE: Veronica Marco
TITLE: Director, Information Services, Inc.

DEPARTMENT OF THE TREASURY

Departmental Offices
Office of Management and CFO
Deputy Assistant Secretary, Human Resources
Secretary's Honor Awards Program

Departmental-level awards bestowed on employees by the Secretary of the Treasury under the direction of the Assistant Secretary Management and CFO. These awards are also occasionally given to other agencies by the Secretary of the Treasury.

Filed alphabetically  Cut off at the end of fiscal year  Maintain in office

Destroy on site - 3 years after cutoff

LEAVE BLANK (NARA use only)

JOB NUMBER: N1-056-06-1
DATE RECEIVED: Sept 19, 2005
NOTIFICATION TO AGENCY:
In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE: 4/1/05
ARCHIVIST OF THE UNITED STATES: Allen Cumston
Electronic Mail and Word Processing System Copies

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

a. Copies having no further administrative value after the recordkeeping copy has been produced - including copies maintained by individuals in personal files, personal electronic 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.