

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 <i>NI-056-06-1</i>	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <i>Sept 19, 2005</i>	
2 MAJOR SUBDIVISION Assistant Secretary Management and CFO		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>11/20/06</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Veronica Marco		ARCHIVIST OF THE UNITED STATES <i>Allen V. ...</i>	
5 TELEPHONE (202) 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/1/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Veronica Marco</i>	TITLE <i>Director, Information Services Div.</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>DEPARTMENT OF THE TREASURY</p> <p>Departmental Offices Office of Management and CFO Deputy Assistant Secretary, Human Resources</p> <p>Secretary's Honor Awards Program</p> <p>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</p> <p>Filed alphabetically Cut off at the end of fiscal year Maintain in office</p> <p>Destroy on site - 3 years after cutoff</p>		

*RA 2/2/06 copies sent to Agency, NWM, NWMWA, NR*

### 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.