

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 N1-056-06-2	DATE RECEIVED 3-27-2006
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of International Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Intelligence and Analysis			
4 NAME OF PERSON WITH WHOM TO CONFER Steve Milline	5 TELEPHONE (202) 622-1889	DATE 6/22/06	ARCHIVIST OF THE UNITED STATES Allan Warrington

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 3/22/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>Veronica Marco</i>	TITLE Director, Information Services Division and Departmental Offices Records Officer
-----------------	---	--

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The Office of the Assistant Secretary (Intelligence and Analysis) (OIA), formerly the Office of Intelligence Support (OIS), was established by the Intelligence Authorization Act for Fiscal Year 2004 signed by the President on December 13, 2003. OIA was integrated into the Office of Terrorism and Financial Intelligence (TFI) which was established by Treasury Order 105-17 on April 28, 2004.</p> <p>OIA is responsible for the receipt, analysis, collation, and dissemination of intelligence and counterintelligence information related to the operations and responsibilities of the entire Department, including all components and bureaus of the Department. OIA has two primary functions:</p> <p>i. OIA builds a robust analytical capability on terrorist finance by coordinating and overseeing work involving intelligence analysts in all Treasury components. OIA focuses on the Department's highest priorities, as well as ensuring that the existing intelligence needs of OFAC and FinCEN are met.</p> <p>ii. OIA also provides intelligence support to senior Treasury officials on a wide range of international economic and other relevant issues. OIA carries out the intelligence support functions previously assigned to the former Office of Intelligence Support, serves in a liaison capacity with the intelligence community, and represents the Department in various intelligence-related activities.</p> <p>The Assistant Secretary (Intelligence and Analysis) is the SOIC (Senior Official of the Intelligence Community) and represents the Department in intelligence community fora, including but not limited to the National Foreign Intelligence Board committees and the Intelligence Community Management Staff.</p> <p>This schedule covers both the records of the Office of Intelligence and Analysis and its antecedents, the OIS, which was established in 1977 and the ONS which was established in 1961.</p>		

cc Agency, NR, NWM, NWMW, NWCT

ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>COUNTRY/TOPIC REFERENCE FILES</p> <p>Cables, briefing books, intelligence studies, memoranda, publications, and reports generated by other agencies documenting relations with other intelligence and special study groups within specific geographical or topic areas</p> <p>DISPOSITION Temporary Break files at the end of each calendar year Destroy on site when no longer operationally needed</p>	REVISED/NC1-56-78-4/3	
2	<p>FINISHED INTELLIGENCE PRODUCED BY OFFICE OF INTELLIGENCE & ANALYSIS</p> <p>Finished intelligence products produced by OIA for consumption by offices within Treasury and other agencies</p> <p>DISPOSITION Permanent Break files annually Destroy duplicates and extraneous materials Hold one copy each of the sourced and non-sourced version of each finished intelligence product produced by OIA in office. Maintain in office all special handling or especially sensitive documents until documents no longer require special handling or are no longer especially sensitive</p> <p>Transfer to NARA when twenty (20) years old or no longer operationally needed R</p>	NEW	
3	<p>LOGS</p> <p>Incoming/outgoing document control logs, Watch Office logs, Main Office logs</p> <p>DISPOSITION Temporary Break files annually Destroy on site when five years old unless subject to longer retention periods by security regulation or are operationally needed beyond five years</p>	NEW	
4	<p>Electronic Mail and Word Processing System Copies</p> <p>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</p> <p>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</p> <p>Disposition Temporary Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy</p> <p>Disposition Temporary Destroy/delete when dissemination, revision or updating is completed</p>	NEW	<p><i>GRS 20</i> <i>Thus 13/14</i></p>