

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		-AVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>NI-056-09-20</b>	
1 FROM (Agency or establishment)  Department of the Treasury		DATE RECEIVED <b>8/4/09</b>	
2 MAJOR SUBDIVISION  Departmental Offices		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION  Office of Inspector General			
4 NAME OF PERSON WITH WHOM TO CONFER  Evangela C Wimbush-Jeffrey	5 TELEPHONE  202-622-6120	DATE <b>12 NOV 10</b>	ARCHIVIST OF THE UNITED STATES 
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 <u>1</u> 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 <b>8/4/09</b>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Departmental Offices Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<del>Entellitrak</del> <b>Correspondence Management System</b>  <b>Background:</b> The Entellitrak is an enterprise commercial off-the-shelf product that assists in the process of tracking correspondence. It has browser-base user friendly features with onscreen tabs to easily enter pertinent data such as Related Tracking Numbers, Correspondence Date, Date Document was Received, the Type of Correspondence (i.e., congressional, other agency, etc.), Format Correspondence was received (i.e., letter, e-mail, memo, FAX, etc.), Subject, etc.  <b>Description</b> The Entellitrak Correspondence Management System is used to log in, maintain, track, assign action and retrieve all incoming correspondence and any other document deemed necessary in a timely manner. This system is also used as a recordkeeping system.	<i>corrected per agency records officer 9/24/2009</i>	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><b>Inputs:</b> Receives information from correspondence only</p> <p>1 Correspondence from general public and local government agencies</p> <p><b>Disposition:</b> TEMPORARY Destroy after 10 years or after agency determines they are no longer needed for administrative, investigative, legal, audit, or other operational purposes, whichever is later</p> <p>2 Correspondence from White House, Members of Congress, and other Federal agencies</p> <p><b>Disposition:</b> PERMANENT Cut off every five years and transfer to NARA</p>		
2.	<p><b>System Data.</b> This system contains incoming correspondence (such as letters, emails, faxes, memoranda) from the general public, other Federal and local government agencies, as well as the White House and Members of Congress The dates range from approximately November 2005 to present</p> <p>1. Correspondence from general public and local government agencies</p> <p><b>Disposition:</b> TEMPORARY Destroy after 10 years or after agency determines they are no longer needed for administrative, investigative, legal, audit, or other operational purposes, whichever is later</p> <p>2 Correspondence from White House, Members of Congress, and other Federal agencies</p>		
3.	<p><b>Disposition:</b> PERMANENT Cut off every five years and transfer to NARA</p>		
3.	<p><b>Outputs:</b> Reports detail closed, open, and past-due correspondence</p> <p><b>Disposition</b> TEMPORARY Destroy after 10 years or after update or action is completed</p>		
4.	<p><b>System Documentation:</b> Codebooks, records layout, user guide, and other related materials</p> <p><b>Disposition.</b> PERMANENT Transfer to NARA with the permanent electronic records to which the documentation relates.</p>	(GRS 20 11(a)(2))	