



REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER 056-11-4	
1 FROM (Agency or establishment) Department of Treasury		Date Received 7/26/11	
2 MAJOR SUB DIVISION 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disposition request, including amendments is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 SUB DIVISION Departmental Offices-Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Cherisse Willis-Proctor	5 TELEPHONE 202-622-0790	DATE 17 Jan 12	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 _____ page(s) are not needed now 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 07/22/2011	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE DO Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	New Item Hazardous Materials Program Records (See attachment)		

- 1 **Program Management Files:** Contains records pertaining to policy and program development of all air and hazardous materials programs Records consist of correspondence and reports relative to policy and programs, interagency activity, research, manpower planning, and other related materials

Disposition: Temporary. Break at completion of project Keep in office for 2 years, then transfer to the Federal Records Center (FRC) Keep in FRC for 18 years, then destroy when 20 years old

2. **Electronic Mail and Word Processing System Copies**

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

- (a) Copies that have no further administrative value after the record keeping copy is made Includes copies maintained by individuals in personal 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

GRS 20.13, 20.14

- (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

GRS 20.12