REQUEST FOR RECORDS DISPOSITION AUTHORITY

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)
Department of Treasury

2 MAJOR SUB DIVISION
Assistant Secretary Management and CFO

3 MINOR SUB DIVISION
Departmental Offices-Operations

4 NAME OF PERSON WITH WHOM TO CONFER
Cherisse Willis-Proctor

5 TELEPHONE
202-622-0790

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,

☐ is not required  ☐ is attached, or  ☐ 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

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.

(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.