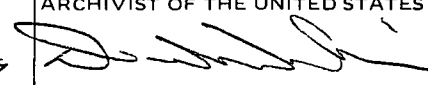


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-56-89-6
1. FROM (Agency or establishment) <i>Department of The Treasury</i>		DATE RECEIVED	5/19/89
2 MAJOR SUBDIVISION <i>Office of the Secretary</i>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <i>Assistant Secretary of the Treasury for Economic Policy</i>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER <i>Steve Milline</i> <i>DO Records Officer</i>	5 TELEPHONE EXT <i>566-9823</i>	DATE <i>12/13/89</i>	ARCHIVIST OF THE UNITED STATES 
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	
<i>5/11/89</i>	<i>Steve J. Milline</i>	<i>Departmental Offices Records Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><i>Office of the Secretary</i> <i>Assistant Secretary of the Treasury for Economic Policy</i></p> <p><i>The Assistant Secretary for Economic Policy develops and maintains an economic research capability for the Treasury that is consistent with the Department's policy and responsibilities. The Assistant Secretary provides the Secretary, the Deputy Secretary, and the Under Secretary for Finance with substantive advice and recommendations on the economic policy actions that fall within their sphere of responsibility or interest. The Assistant Secretary conducts research in those areas of economic activity necessary to provide a continuous appraisal of the current state and future course of the U.S. economy. The Assistant Secretary analyzes and evaluates, in depth, the economic consequences of developments, and of alternative policy and legislative proposals, in a wide range of economic and national security areas.</i></p> <p><i>Working Group Files. Papers relating to Working Group Meetings scheduled by the Economic Policy Council and the Domestic Policy Council which include memoranda, papers, reports, action memoranda, studies, agendas, and all correspondence.</i></p> <p><i>DISPOSITION: Permanent: Break files every four (4) years. Transfer to WNRC in 4 year blocks, e.g., 1980-1983 in 1984. Offer to Archives when twenty (20) years old.</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2	<p style="text-align: center;"><u>Office of Financial Analysis</u></p> <p>The Office of Financial Analysis develops an overall appraisal of the current state of the economy and forecasting of important macroeconomic variables such as Gross National Product (GNP), the unemployment rate, the inflation rate, interest rates, etc. Prepares daily information memoranda for the Secretary on current economic events. Provides most of the input for the Secretary's economic briefing book. Conducts briefing of Treasury officials, and participates in interagency groups working on these matters.</p> <p><u>Economic Briefing File.</u> Documentation of information prepared by this office to be incorporated into briefing books for the Secretary and other top Treasury officials. Consists of the recent economic developments in the form of questions and answers, issue papers, talking points, prepared statements, and general economic material.</p> <p><u>DISPOSITION:</u> Maintain on site. Destroy when 3 years old.</p> <p style="text-align: center;"><u>Office of Economic Analysis</u></p> <p>The Office of Economic Analysis: (a) Undertakes research studies, either self-initiated or at the request of the Assistant Secretary or his Deputy. Such studies are to have a substantial policy-relevant orientation, and will take the form of research papers, action or briefing memoranda. Serves on Treasury or interagency task forces at the request of the Assistant Secretary on issues related to the office's area of responsibility. (b) Applies econometric and statistical techniques to the analysis of economic policy issues. Analysis can address a wide range of topics, utilizing the developed expertise of the Office in both microeconomic and macroeconomic analysis. Projects can be either short-term or long-term with the major unifying characteristics being the econometric content and policy relevance. (c) Provides independent assessment of major developments and issues in monetary policy for the Assistant Secretary (Economic Policy), into account economic and financial conditions domestically and abroad. (d) Maintains professional contact with other branches of Government (e.g., CEA, COngress, Federal Reserve Board and regional Federal Reserve banks), universities and private-sector institutions; surveys and appraises professional literature, as a means of monitoring current developments, maintaining knowledge of recent research and ideas, and anticipating new issues which will be of concern and importance to the Assistant Secretary or his Deputy.</p>	NC1-56-79-2 Item: 7 Dated: 5/25/79	2

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	OF ACTION TAKEN (NARS USE ONLY)
3.	<p>Publication File. Copies of all publications filed by authors.</p> <p>DISPOSITION: Maintain on site. Break file every 2 years. Destroy when 10 years old.</p>		WITHDRAWN