


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	<i>NI-56-90-1</i>
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED	<i>11/8/89</i>
2 MAJOR SUBDIVISION Deputy Assistant Secretary for Information Services		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Information Resources Management		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Steve W. Milline	5 TELEPHONE EXT. 566-9823	DATE <i>4/26/90</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 2 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 <i>10/25/89</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Steve W. Milline</i>	D TITLE DO Records Officer Chief, Clerks Office
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Deputy Assistant Secretary for Information Systems Office of Information Resources Management</p> <p>The Office of Information Resources Management is responsible for the broad range of information resource management functions specified in the Brooks Act and in the Paperwork Reduction Act of 1980, except for management issued related to telecommunications. These responsibilities include: planning and budgeting; policies and standard; acquisitions and systems management reviews; Computer Security Act Program: inventory of bureau sensitive systems and review of security plans; development and review of computer security awareness training guideline; public reporting requirements; Treasury external directories, forms, reports, records, and mail management.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Richard W. Harvey</i> <i>3/23/90</i> NARA appraiser date</p> <p><i>Steve W. Milline</i> <i>3/27/90</i> Agency representative date</p>		

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JOB NO

1.

INFORMATION SYSTEMS PLANS

These files consist of five-year plans submitted annually by the Treasury bureaus and the Departmental Offices to the Office of Information Resources Management (OIRM). The plans link information systems plans to bureau mission goals, objectives, and strategic plans in an integrated fashion.

DISPOSITION: PERMANENT: Break files annually. Transfer to WNRC when 1 year old. Offer to NARA when 20 years old.

2.

TREASURY SYSTEMS REVIEW COMMITTEE FILES.

These files consist of notices, agenda, and minutes of the meetings of the Treasury Systems Review Committee. Files are for 1983 and 1984. (Committee has been disbanded)

DISPOSITION: ~~PERMANENT:~~ Transfer to WNRC immediately.

Destroy
~~Offer to NARA~~ when 20 years old.