

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

**TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of the Treasury

2. MAJOR SUBDIVISION  
Office of the Secretary

3. MINOR SUBDIVISION  
Office of Revenue Sharing

4. NAME OF PERSON WITH WHOM TO CONFER  
Mrs. Doris Griffin

5. TEL EXT  
140-45180

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <b>OCT 31 1974</b>	JOB NO <b>NC - 56-75 - 1</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
1-20-75 <i>James B. Rhoads</i> (Date) Archivist of the United States	

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

9-24-74 *Sarah J. Allen*  
Date (Signature of Agency Representative)

Records Management Officer  
Office of the Secretary

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center">INTRODUCTION</p> <p>The Office of Revenue Sharing was established by Treasury Department Order No. 224, January 26, 1973. The Director of the Office shall perform the functions vested in the Secretary of the Treasury by the "State and Local Fiscal Assistance Act of 1972," Public Law 92-512, a five-year program for allocating Federal Revenues to more than 38,000 State and local governments.</p> <p>Program development calls for systems and program evaluation to determine allocable monies due; administration of the Act's compliance and review requirements; and performance of on-site audits to assure that expenditures of the funds by local governments are consistent with the purposes of the Act.</p> <p>Upon review and finding by National Archives and Records Service, any items designated as permanent will be transferred to Washington National Records Center to be held for a period of 25 years from date of creation prior to an offer of transfer to the National Archives.</p> <p align="right"><i>[Signature]</i> OCT 25 1974</p>		

*Copy to WNRC + Agency 1/22/75*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

Item No.	Description of Item	Sample or Job No.	Action Taken
1	<p>POLICY - The development and implementation of policy pertaining to the Office organization, mission, and functions, and records relating thereto, <i>maintained by the Director, Office of Revenue Sharing.</i></p> <p>PERMANENT: Hold 1 year after revision or supersession; retire to WNRC.</p>		
2	<p>MANAGEMENT DIRECTION - Files reflecting implementation of Departmental policy pertaining to assigned responsibilities to include Office procedures, staff meetings (agenda and minutes), <i>maintained by the Deputy Director, Office of Revenue Sharing.</i></p> <p>PERMANENT: Hold 1 year after revision; retire to WNRC.</p>		
3	<p>ADMINISTRATIVE PUBLICATIONS - <i>A record copy of</i> Each directive or procedure issued by the Office to insure compliance with program management.</p> <p>PERMANENT: Hold 1 year after revision or supersession; retire to WNRC.</p>		
4	<p>PRESS RELEASES/SPEECHES - A record copy of each speech or press release issued by the Office.</p> <p>PERMANENT: Cutoff annually; hold 1 year; retire to WNRC.</p>		
5	<p>NARRATIVE <i>and summary</i> <del>or</del> statistical reports on accomplishments of the Office.</p> <p>PERMANENT: Transfer to WNRC at 2 year intervals.</p>		
6	<p>REPORTS <i>substantive program</i> on management projects, together with supporting papers documenting the creation, scope procedures and accomplishments.</p> <p>PERMANENT: Cutoff annually; hold 1 year; retire to WNRC.</p>		

*Changes in wording authorized by Sarah T. Allen of Office of Records Management, 11/5/74.*

## 7 LEGISLATIVE FILES

A Records relating to congressional action on the general revenue sharing program, as well as records relating to the establishment of procedures to insure compliance with the program, including copies of each legal opinion handed down by the Department with respect to intergovernmental relations.

PERMANENT: Transfer to WNRC when no longer required.

B Other records, including comments on legislation, submitted to the General Counsel of the Treasury and to other Federal agencies.

TEMPORARY: Retain 25 years. Hold 3 years, transfer to WNRC; destroy 22 years after date of transfer.

8 LITIGATION files which may accrue as the result of petition by any State or unit of local government for judicial review, or as a result of administrative proceedings initiated by the Director, at whatever stage concluded. "Precedent Cases" with significant interpretation of the legislation will be maintained in the <sup>Legislative</sup> ~~Litigation~~ files <sup>(Item 7A)</sup>. Correspondence of a general nature may be <sup>^</sup>destroyed after three years.

<sup>Retain 15 years.</sup>  
TEMPORARY: <sup>^</sup>Transfer to WNRC 1 year after the last date of entry; destroy 24 years after date of transfer.

9 COMPUTATION OF ENTITLEMENT DATA - Eligibility factors used in determining allocations and adjustments thereto, payable under the "State and Local Fiscal Assistance Act of 1972" (PL-92-512).

<sup>Retain 15 years.</sup>  
TEMPORARY: <sup>^</sup>Cutoff annually, hold 1 year, transfer to WNRC; destroy 14 years from date of transfer.

10 ENTITLEMENT FUNDS - Documentation showing monies disbursed to a State or unit of local government for a particular entitlement period.

## DISPOSITION:

a. Cumulative statistics maintained by the Office - updated quarterly.  
PERMANENT: After final update and upon cessation of administrative value or upon closure of the program - Offer to the National Archives.

b. Paybook, published quarterly, summarizing disbursements for each entitlement period.  
TEMPORARY: Cutoff annually, hold one year, Destroy.

c. All other data accrued in administering this phase of the program:  
TEMPORARY: Dispose after completion of audit review by GAO or  
after three years, whichever is sooner.

- 11 CERTIFICATES OF ASSURANCE - Statements by the duly authorized chief executive of any State or unit of local government that funds received under the Act will not be used in violation of the intent of the law.  
TEMPORARY: <sup>Retain 15 years.</sup> Cutoff inactive file; hold 1 year; Transfer to WNRC; destroy 14 years after date of transfer.
- 12 PLANNED USE REPORTS - A report for each entitlement period by each recipient government which expects to receive funds under the Act as to the purposes for which it plans to spend the funds. The reports include assurances of nondiscrimination and other statutory requirements which must be signed by the Chief Executive Office of each recipient government annually.  
TEMPORARY: <sup>Retain 15 years.</sup> Cutoff end of entitlement period, hold 6 months; transfer to WNRC; destroy 14 years and 6 months from date of transfer.
- 13 ACTUAL USE REPORTS - Reports made by recipient government on actual use of funds received for an entitlement period described in the Act.  
TEMPORARY: <sup>Retain 15 years.</sup> Cutoff annually, hold 6 months; transfer to WNRC; destroy 14 years and 6 months from date of transfer.
- 14 AUDIT PROCEDURES - Documentation relating to the planning and execution of any inspection of a recipient government's financial accountability of revenue sharing funds and compliance procedures. *These are GAO site audit records, the disposition of which is subject to GAO instructions.*  
TEMPORARY: Transfer to WNRC after completion and review by GAO on a selective basis or after 3 years, whichever is sooner.
- 15 GENERAL ADMINISTRATIVE FILES - Pertaining to the creation and maintenance of routine correspondence generated in the natural course of administering the functions of the Office. 2/  
TEMPORARY: Apply GSA General Schedules 1 through 20.