

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <i>RG 56</i>	
DATE RECEIVED <i>12/10/73</i>	JOB NO. NC 174-110
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date <i>1-7-74</i>	<i>James E. O'Neill</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Office of the Executive Secretariat

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Gina Price

5. TEL. EXT.

964-2471

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.

December 5, 1973 *Sarah Jane 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
	<u>INTRODUCTION</u>		
	<p>The Executive Secretariat was established by Treasury Department Order No. 170-6, January 23, 1961, as the central coordinating staff of the Department, serving the Secretary and the Deputy Secretary. The Office is responsible for (1) processing and control of all incoming correspondence addressed to the Secretary or Deputy Secretary, (2) review of all material submitted by Bureau and Offices for the attention of the Secretary and Deputy Secretary to assure completeness and proper coordination, and (3) maintaining principal channel of liaison with the White House. The files may be catalogued in two groups <i>as follows:</i></p> <p>Copies of correspondence, memoranda, and other material receiving action by the Secretary or Deputy Secretary.</p>		
1	<p><u>Congressional</u> - Correspondence from Congressmen</p> <p>DISPOSITION: PERMANENT - Cutoff annually, hold two years, retire to WNRC</p>		DISPOSAL NOT APPROVED
2	<p><u>White House</u> - Correspondence received from the White House</p> <p>DISPOSITION: PERMANENT - Cutoff annually, hold two years, retire to WNRC</p>		DISPOSAL NOT APPROVED

*[*change authorized pers. A. Allen CSR]*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p><u>The Secretary</u> - Memoranda addressed to the Secretary by members of the staff</p> <p>DISPOSITION: PERMANENT - Cutoff annually, hold two years, retire to WNRC</p>		DISPOSAL NOT APPROVED
4	<p><u>The Deputy Secretary</u> - Memoranda addressed to the Deputy Secretary by members of the staff</p> <p>DISPOSITION: PERMANENT - Cutoff annually, hold two years, retire to WNRC</p>	/	DISPOSAL NOT APPROVED
5	<p><u>Departmental</u> - Correspondence, memoranda, etc. from other Government agencies</p> <p>DISPOSITION: PERMANENT - Cutoff annually, hold two years, retire to WNRC</p>		DISPOSAL NOT APPROVED
6	<p><u>Committees</u> - Files on committees to which the Secretary is a member</p> <p>DISPOSITION: PERMANENT - Cutoff annually, hold two years, retire to WNRC</p>		DISPOSAL NOT APPROVED
7	<p><u>Alphabetical</u> - Communications with the public and private industry</p> <p>DISPOSITION: PERMANENT - Cutoff annually, hold two years, retire to WNRC</p>		DISPOSAL NOT APPROVED
8	<p><u>General Administrative Correspondence</u></p> <p>a. Referral notices requesting prompt responses to Secretary's queries, routine instructions re: briefings, etc.</p> <p>b. Miscellaneous material not falling into a specific category and which is considered ephemeral to office requirements.</p> <p>DISPOSITION: TEMPORARY - Dispose after one year</p> <p>Items 1 thru 7 are deemed to be of historical value. Therefore it is believed the records should be transferred to the Washington National Records Center and held for a period of 25 years from date of creation prior to an offer of transfer to the National Archives.</p>		