

UNITED STATES GOVERNMENT

The Department of the Treasury
Washington, D.C.

Memorandum

TO : Mr. Thomas Wadlow
Director, Records Disposition (NCD)
National Archives and Records Service

FROM : Miss Sarah J. Allen *Sarah J. Allen*
Paperwork Management Officer, Office of the Secretary

SUBJECT: Withdrawal of Proposed Records Controls Schedules

DATE: March 22, 1977

3/23/77
Ed Barrese

I wish to withdraw at this time the proposed schedules for the offices listed below:

Enforcement, Operations
Tariff Affairs

NC - 1 - 56-76-6

Foreign Assests Control

NC - 1 - 265-76-1

In conversation with Mr. Ed Barrese I find it would be in both our best interests to suspend action on the above proposed schedules until such time as we have re-examined several items on the schedules and redescribed the series to include the manner of arrangement.



REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 - 56 - 76 - 6
DATE RECEIVED	AUG 17 1976
NOTIFICATION TO AGENCY	
<small>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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
WITHDRAWN	
Date	Archivist of the United States

**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
Assistant Secretary (Enforcement, Operations and)
Tariff Affairs

4. NAME OF PERSON WITH WHOM TO CONFER
Miss Sarah J. Allen

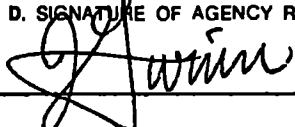
5. TEL EXT
964-5091
Code 184

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 6/22/76	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE Jimmy G. Gwinn Assistant Director (Paperwork Management)		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>The records described in this schedule document programs on law enforcement policy and Treasury enforcement activities; supervision of the currency and coin manufacturing operations; administration of certain tariff regulations, and administration of the enforcement of legislative embargoes implementing United States foreign policy.</p> <p>Memorandums of policy issued by the Assistant Secretary on matters of law enforcement, operations, or tariff affairs having a relationship to any particular Bureau functional responsibility.</p> <p>DISPOSITION: PERMANENT: Transfer to inactive file upon supersession or rescission. Hold 1 year, transfer to WNRC. Offer to NARS 25 years from date of creation.</p>			WITHDRAWN

Request for Records Disposition Authority – Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2	<p>Program correspondence files:</p> <p>a. Policy files on formulation of law enforcement or tariff policies for all Treasury enforcement program activities.</p> <p>DISPOSITION: PERMANENT: Break files annually, hold 2 years, transfer to WNRC. Offer to NARS 25 years from date of creation.</p> <p>b. Non-policy files on routine matters relating to program activities.</p> <p>DISPOSITION: Break files annually; hold 2 years, destroy on site. Review annually.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
3	<p>Reports or special studies on the policy, performance, and integrity of Departmental law enforcement program activities.</p> <p>DISPOSITION: PERMANENT: Break files annually; hold 5 years, transfer to WNRC. Offer to NARS 25 years from date of creation.</p>		<p>WITHDRAWN</p>
4	<p>Participation in international agreements and conferences with foreign countries on policy, standards and operational guidelines in the areas of law enforcement activities, legislative embargoes, and tariff affairs.</p> <p>a. Treasury position papers on issues raised at international conferences.</p> <p>DISPOSITION: PERMANENT: Break files annually, hold 2 years, transfer to WNRC. Offer to NARS 25 years from date of creation.</p> <p>b. Reference material on issues introduced, proposed, or discussed at conferences not of sufficient import to warrant submission of a supporting or opposing statement of policy, but retained as source data in pending points of interest.</p> <p>DISPOSITION: Break files annually, hold 1 year, destroy on site.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5	<p>Policy level inspections, surveys, or special studies, conducted to seek out, plan, and implement innovative concepts in the detection and suppression of crime.</p> <p>a. When conducted under Bureau auspices.</p> <p>DISPOSITION: Retain with project files and return to initiating Bureau for disposal in accordance with their records control schedule.</p> <p>b. When conducted by or within the Office of the Assistant Secretary.</p> <p>DISPOSITION: PERMANENT: Break files annually, hold 5 years, transfer to WNRC. Offer to NARS 25 years from date of creation.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
6	<p>Project case files exploiting the latest technical or scientific developments in enforcement-related systems.</p> <p>a. Complete history of each project undertaken from initiation through research, development, design, and testing, to completion.</p> <p>DISPOSITION: PERMANENT: Hold 2 years after research project terminates; transfer to WNRC. Offer to NARS 25 years from date of creation.</p> <p>b. Source data files, punch cards, electronic tapes, questionnaires, media used for reference in arriving at determinations in the conduct of individual research projects.</p> <p>DISPOSITION: Destroy when determined by competent agency personnel that the files have served all research purposes. Review annually.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
7	<p>Decisions, rulings, or statements of disposition concerning the administrative review of case files on anti-dumping and countervailing.</p> <p>DISPOSITION: Return to initiating Bureau for retention with case file and disposal in accordance with their records control schedule.</p>		<p>WITHDRAWN</p>

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
8	<p>Record set of publicity or public information materials published by the Office on Treasury law enforcement programs as a public interest, including graphic, photographic, and audio-visual media, with essential supporting documentation.</p> <p>DISPOSITION: PERMANENT: Break files annually, hold 1 year, transfer to WNRC. Offer to NARS 25 years from date of creation.</p>		WITHDRAWN
9	<p>Technical committee and board files consisting of (1) agendas, directives, minutes, and reports on board activities; (2) position papers acted upon or discussed; (3) final report on individual projects generated by the board.</p> <p>DISPOSITION: PERMANENT: Break files annually, hold 1 year, transfer to WNRC. Offer to NARS 25 years from date of creation.</p>		WITHDRAWN
10	<p>Information exchange records:</p> <p>a. Statements of Policy on the collection of general foreign financial, monetary and economic information.</p> <p>DISPOSITION: PERMANENT: Hold 2 years after supersession or rescission. Transfer to WNRC..Offer to NARS 25 years from date of creation.</p> <p>b. Information produced by Treasury as OPI or coordinator. May include: appraisals, analyses, estimates or evaluations of foreign financial, monetary or economic information.</p> <p>DISPOSITION: PERMANENT: Break files annually, hold 5 years, transfer to WNRC. Offer to NARS 25 years from date of creation.</p> <p>c. Records of contributions to, or, materials disseminated to, other agencies of the United States Government.</p> <p>DISPOSITION: Break files annually, destroy on site end of third year. Review annually.</p>		WITHDRAWN WITHDRAWN WITHDRAWN

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
11	<p>International Criminal Police Organization (INTERPOL) investigative records consisting of information on individuals convicted of or subject to criminal investigation in relation to involvement in international aspects on weapons, motor vehicles, artifacts, etal.</p> <p>a. Cases involving no judicial action.</p> <p>DISPOSITION: Destroy 5 years from date of last transaction in the file.</p> <p>b. Cases involving judicial action.</p> <p>DISPOSITION: Destroy 20 years from date of last transaction in the file.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>