

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 1 05 78 5</b> <b>56</b>	
DATE RECEIVED <b>19 MAY 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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>	
<i>6-9-78</i> <b>James P. O'Neill</b> <small>Date Acting Archivist of the United States</small>	

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 Administrative Programs

3. MINOR SUBDIVISION  
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Jack L. Best

5. TEL EXT  
566-2010

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.

A Request for immediate disposal.

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

C. DATE <b>5/17/78</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jack L. Best</i>	E. TITLE Jack L. Best, Acting Chief Records Management Branch
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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
	<p align="center">GENERAL RECORDS OF THE DEPARTMENT OF THE TREASURY RECORD GROUP 56</p> <p align="center">Office of the Secretary Office of the Under Secretary for Monetary Affairs</p> <p>The Under Secretary for Monetary Affairs advises and assists the Secretary and Deputy Secretary in domestic and international finance and economic matters. These responsibilities include the development of policies and guidance of Treasury Department activities in the area of international monetary affairs, trade and energy policies, domestic, fiscal and economic matters, and management of the public debt.</p>		

*Pen + ink change made to item 3 has concurrence of agency records officer. JPB*

*6/5/78 8 O'Neill*

*sent to agency. NNF, NNB + NCU - 6/9/78 70*

## Request for Records Disposition Authority - Continuation

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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
1	<p><u>Office Chronological File.</u></p> <p>Copies of all incoming and outgoing correspondence, memoranda, and reports. Volume 2 feet per year.</p> <p><u>DISPOSITION:</u> Temporary file, destroy on-site 2 years from date of origin.</p>	<i>new item</i>	
2	<p><u>Office Subject File.</u></p> <p>a. <u>General Subject File.</u></p> <p>Arranged alphabetically, 1977 to the present. Correspondence, memoranda on all phases of the work of the Under Secretary for Monetary Affairs. Electrostatic and carbon copies as well as original materials are included. Major subject headings include balance of payments, energy, foreign exchange and steel.</p> <p><u>DISPOSITION:</u> Permanent. Break files semi-annually. Hold on-site for 5 years. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old.</p> <p>b. <u>Country Files.</u></p> <p>Arranged alphabetically by country, from 1977 to the present. Correspondence, memoranda on all phases of work of the Under Secretary for Monetary Affairs in International Affairs. Electrostatic and carbon copies as well as original materials are included. Major countries and subjects include Great Britain, France, Germany, Japan and Japan - balance of payments.</p> <p><u>DISPOSITION:</u> Permanent. Break files semi-annually. Hold on-site for 5 years. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old.</p> <p>c. <u>International Financial Institution Files.</u></p> <p>Subject files arranged by institution from 1977 to the present. Correspondence, memoranda on all phases of work of the Under Secretary for Monetary Affairs. Electrostatic and carbon copies as well as original materials are included. Major subject headings include the International Monetary Fund, IMF-Writteveen Facility, the World Bank and the African Development Bank.</p>	<i>new item</i>	

## Request for Records Disposition Authority - Continuation

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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
	<p><u>DISPOSITION:</u> Permanent. Break files semi-annually. Hold on-site for 5 years. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old.</p> <p>d. <u>Domestic Finance File.</u></p> <p>Subject files arranged alphabetically are from 1977 to the present. Correspondence, memoranda on all phases of work of the Under Secretary for Monetary Affairs in domestic finance. Electrostatic and carbon copies as well as original material are included. Major subjects include the Federal Reserve Board, the Federal Reserve Bank of New York and Financial Reform Act.</p> <p><u>DISPOSITION:</u> Permanent. Break files semi-annually. Hold on-site for 5 years. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old.</p>		
3	<p><u>Private Speech File.</u></p> <p>Arranged chronologically by engagement, sometimes including the topic, from 1977 to the present. Material includes invitations, speeches, and arrangements.</p>	<i>new item</i>	
4	<p><u>Appointment File.</u></p> <p>Arranged chronologically and containing memoranda of conversations, briefing papers, times and dates of meetings.</p> <p><u>DISPOSITION:</u> Break file annually. Store on-site for the duration of stay in Office. Destroy on-site.</p>	<i>new item</i>	
5	<p><u>Non-Record Material</u></p> <p>Information copies of reports and correspondence, duplicate cables, publications of other agencies or offices, and any material sent to the office for information only.</p> <p><u>DISPOSITION:</u> Destroy when administrative need no longer exists. Review annually.</p>	<i>new item</i>	