

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 56 79 2	
DATE RECEIVED OCT 16 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-25-79</i> Date	<i>James B. Rhoads</i> 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 (Economic Policy)

4. NAME OF PERSON WITH WHOM TO CONFER

Rita A. DeNagy

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 9 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 <i>10/11/78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sarah J. Allen</i>	E. TITLE 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>Office of the Secretary Assistant Secretary (Economic Policy)</p> <p>The Assistant Secretary (Economic Policy) informs the Secretary and other top officials of current and prospective economic developments and assists in the determination of appropriate economic policies. The Assistant Secretary calls on the services of other Treasury offices in carrying out his responsibilities, such as, the Office of Financial Analysis which is under his direct supervision and is responsible for the review and analysis of current and prospective developments in the economy. The Assistant Secretary participates with the Secretary in the "Troika" which develops the official economic projections and advises the President on alternative courses of action.</p>		

*sent to NNT, NNTS & Agency 36 ITEMS
now NNTS 5-31-79*

ALL OFFICES

1. Personal Chronological File

Copies of all incoming and outgoing correspondence, memoranda and reports gathered in performance of day to day functions.

DISPOSITION: Destroy on-site when 4 years old.

2. Administrative File

These are office copies of papers on matters such as time and attendance, personnel actions, budget, space, requisitions for services and other objects and similar housekeeping requirements

DISPOSITION: Break files annually. Destroy when 4 years old.

3. General Correspondence File

Requests for information and copies of replies, involving no administrative actions, no policy decisions and requests for other informational literature.

DISPOSITION: Destroy 3 months after reply or when administrative need no longer exists, whichever is earlier.

ASSISTANT SECRETARY (ECONOMIC POLICY)

4. Policy Subject File

Papers relating to the administration of economic programs and staff recommendations on the current and prospective economic developments including appropriate suggested remedial actions. Arranged alphabetically, they contain correspondence, reports and internal memoranda.

DISPOSITION: Permanent: Break files every 4 years. Retire to Staging and Storage area. Transfer to WNRC when 1 year old. Offer to NARS when 20 years old.

DEPUTY ASSISTANT SECRETARY FOR DOMESTIC ECONOMIC POLICY

5. Domestic Economic Subject File

Staff reports, studies, transcripts of conferences, and similar papers on a variety of subjects directly or indirectly dealing with the economy of the country. Consists of correspondence, internal memoranda and reports.

DISPOSITION: Break files every 2 years. Hold on-site for 2 years. Destroy when 4 years old.

6. Speech File

Contains one processed copy of speeches, with related correspondence, made by Assistant Secretary or his Deputies.

DISPOSITION: Retire to Staging and Storage area when there is a change of Assistant Secretary. Destroy when 2 years old.

OFFICE OF FINANCIAL ANALYSIS

7. Economic Briefing File

Documentation of information prepared by this office to be incorporated into the Secretary's Economic Briefing book. Consisting of the recent economic developments in the form of questions and answers, prepared statements, legislative background and general economic material.

DISPOSITION: Break file ever 3 years. Retire to Staging and Storage area. Destroy when 5 years old.

8. Office Subject File

Correspondence on all phases of the work performed in the Office of Financial Anaylsis. Arranged alphabetically, consisting of material on economy issues and the gross national product.

DISPOSITION: Break file every 2 years. Hold on-site for 3 years and destroy on-site.

9. Talking Points on the Economy

Documentation prepared monthly for the use of high level Treasury officials and Treasury Attaches abroad. Arranged chronologically, containing information on the state of the economy both domestic and international.

DISPOSITION: Break file annually. Hold on-site 1 year. Retire to Staging and Storage area. Destroy when 3 years old.

10. "Economic Briefings" Meeting File

Documentation used in meeting with other Treasury officials to discuss the state of the economy. Arranged chronologically, containing correspondence, memoranda, charts and graphs.

DISPOSITION: Break file every 2 years. Hold on-site. Destroy when 3 years old.

11. Office Chronological Correspondence File

Copies of all outgoing communications including correspondence between the Office of Financial Analysis and other government agencies and inter-office memoranda. Staff correspondence which document the daily activities of the office.

DISPOSITION: Break files annually. Hold 5 years on-site. Retire to Staging and Storage area. Destroy when 15 years old. NO AUTOMATIC DESTRUCTION.

12. Presentation or Speech File

Presentations given by the Office Director to various economy groups and colleges. Arranged by date.

DISPOSITION: Destroy on-site when no longer needed for administrative use.

13. Review of Recent Economic and Financial Developments

Comparison reports of the domestic economic situation and financial developments. Arranged chronologically.

DISPOSITION: Maintain on-site for 15 years after creation. Destroy on-site.

OFFICE OF SPECIAL STUDIES

14. Subject File

Copies of studies of in-depth economic evaluation and analysis of developments and issues affecting areas of the U.S. economy. This is performed by all offices, consisting of correspondence, reports and internal memoranda.

DISPOSITION: Break files every 2 years. Retire to Staging and Storage area. Destroy when 4 years old.

15. Program (Energy) Subject File

Studies and reports on analyzing the effects on the U.S. economy of the energy developments and programs.

DISPOSITION: Break file every 2 years. Retire to Staging and Storage area. Transfer to WNRC when 4 years old. Destroy when 10 years old. AUTOMATIC DESTRUCTION

16. Office Chronological Correspondence File

Copies of all outgoing communications including correspondence between Office of Special Studies and other government agencies and inter-office memoranda. Staff correspondence which document the daily activities of the office.

DISPOSITION: Break files annually. Destroy when 5 years old.

17. General Public Industry Correspondence File

Requests for information and copies of replies involving no administrative actions, no policy decisions and requests for literature from industries around the country.

DISPOSITION: Destroy 3 months after reply or when administrative need no longer exists, whichever is earlier.

DEPUTY ASSISTANT SECRETARY FOR INTERNATIONAL ECONOMIC ANALYSIS

18. Office Subject File

Documentation on macroeconomic analysis relevant to the formulation of international economic policies, including analysis for the longer term effects of policies. Reports on current development in near-term prospects for the U.S. balance of trade and capital flows. Statistics on U.S. capital flows.

DISPOSITION: Break files every 2 years. Hold on-site 2 years after file break. Destroy when 4 years old.

OFFICE OF MONETARY RESEARCH

19. Office Subject File

Documentation on analysis of changes in the International Monetary crisis and changes in the economic policies of the U.S. and Foreign government. Arranged chronological by subject consisting of correspondence, reports and internal memoranda.

DISPOSITION: Break file every 2 years. Hold on-site 3 years. Destroy when administrative use no longer exists.

20. Discussion Papers

Research papers of analysis of the international transmission of inflation, international liquidity issues, determinants of international capital flows and exchange rate changes. Arranged by date of paper. This is the manuscript copy.

DISPOSITION: Hold in office for 5 years. Destroy when administrative need no longer exists.

21. IMF Conference Briefing Papers

Papers submitted for use in the annual conference. These papers include copies of agenda, notes and recommendations to be used by the Office of the Secretary's representative at the conference. Filed alphabetically.

DISPOSITION: Hold on-site for 3 years. Destroy when administrative use no longer exists.

22. Contracts for Consultants

Copies of contracts for consultants services used by this office with small amount of related correspondence. The record copies of these contracts are maintained in the Procurement Division, Office of the Secretary.

DISPOSITION: Destroy on-site 3 years after contract expires.

OFFICE OF TRADE RESEARCH

23. Commodity Subject File

Documentation of commodities that are either in short supply or on proposed trade agreements.

DISPOSITION: Break file annually. Hold on-site 4 years. Destroy when 5 years old.

24. Technical Reference File

Contains a small amount of incoming and outgoing correspondence but this material is primarily comprised of printed or processed reports, studies and proposals dealing with a variety of facets in the areas of trade and raw material policy.

DISPOSITION: Destroy when administrative need no longer exists.

OFFICE OF BALANCE OF PAYMENTS

25. Balance of Payments Subject File

Copies of the current development in the U.S. balance of trade and capital flows. Long-term studies on major structural changes in U.S. foreign trade and capital movements. Consist of communications with foreign representative in form of memoranda and internal correspondence and reports.

DISPOSITION: Break file every 2 years. Hold on-site 2 years. Destroy on-site when 4 years old.

OFFICE OF STATISTICAL REPORTS

26. Correspondence with Federal Reserve Bank of New York File

Correspondence handled by the Director of this office with the Federal Reserve Bank of New York in form of electrostatic copies and reports gathered to perform the work of the office in preparing statistical reports.

DISPOSITION: Break files annually. Hold 10 years on-site. Destroy when administrative use no longer exists.

27. Data File

Copies of correspondence computer printouts and forms containing data used in the operation of the Foreign Currency reporting systems.

DISPOSITION: Destroy by shredding or maceration 10 years from the end of the calendar year in which created (CONTAINS PROPRIETARY INFORMATION)

28. Correspondence with Reporters

Copies of communications in form of cables, memoranda and correspondence with the banks and business's reporting on the forms collected to cover the exchange program.

DISPOSITION: Hold on-site 10 years and destroy.

29. Technical Research File

Contains incoming and outgoing correspondence but is primarily comprised of printed or processed reports, newsclips, dealing with foreign exchange and currency.

DISPOSITION: Break file annually. Hold 5 year on-site. Destroy when administrative use no longer exists.

30. Office Chronological File

Copies of all incoming and outgoing correspondence, memoranda and reports, between Office of Statistical Reports and other government agencies.

DISPOSITION: Break files annually. Hold 6 years on-site and destroy.

~~31. International Portfolio Capital flows and Foreign Currency Position Reporting Records~~

WITHDRAWN

~~Forms collected weekly, monthly, quarterly, and annually on information from banks and non-banking institutions in the United States. District Banks then transmit the data to the Federal Reserve Bank in New York City, which converts it into computer format. Office of Statistical Reports obtains its reports from this program, and analyzes and assembles the disclosable data for publication monthly in the Treasury Bulletin.~~

- ~~a. Forms (hard copy) B-1, B-1 supplement, B-1a, B-2, B-2a, B-3 B-3a, C 1/2, C-3, FC-1, FC-1a, FC-2, FC-2a, FC-3, FC-4, S, their antecedents consolidations and equivalent (CONTAINS PROPRIETARY INFORMATION)~~

DISPOSITION: Destroy by shredding or pulping three years from the end of the calendar year in which created. (not to be disposed of or sold as waste unless first shredded or pulped.)

- b. Original forms data stored in machine-readable (AUTOMATED DATA PROCESSED) format regardless of storage medium

DISPOSITION: Erase forty years from the end of the calendar year in which created unless further retention is requested at this time in accordance with applicable GSA Regulations (44 USC 2909, 41 CFR 11-406-7).

32. Reserved

OFFICE OF DATA SERVICES

33. Foreign Credit Data Files

WITHDRAWN

Foreign Credit data files including electronic data processing media (ADP records) such as tapes, printouts, forms and program documentation compiled on economic statistical data:

- a. Computer printout of all source data

DISPOSITION: Destroy on-site when data for the 4th quarterly report has been published.

- b. Cumulative data base consisting of the program tapes or disk packs on the implementation of the projects, including the program instructions. (This data is retained by the FRB in New York)

DISPOSITION: Erase five years from the end of the calendar year in which created.

- c. Forms TFS 4501, 4502, 4502A, 4502B, 4503, their equivalents, and similar forms. (Job No. NCI-56-77-3)

DISPOSITION: Destroy one year after the end of the quarter in which the related issue of the Foreign Credits Report is published. Information is non-proprietary. Forms may be disposed of by sale as waste; shredding or burning not required.

34. Status of Active Foreign Credits of the U.S. Government

WITHDRAWN

A report to Congress presenting a record of the status of foreign debts owed to the U.S. government and to international organizations. Exhibits the active loans and credits extended by the international development-lending institutions to which the U.S. Government has made capital contributions. This is the record copy published quarterly.

~~DISPOSITION: Permanent: Break file annually. Retire to Staging and
Storage area. Retire to WNC 4 years after issue date. Offer to NARS when
20 years old.~~