OFFICE OF THE SECRETARY
TREASURER OF THE UNITED STATES

The Treasurer of the United States consults with high ranking Treasury officials in currency matters, appearing or speaking for the Secretary or Under Secretary on major media programs and communicating or coordinating Departmental policies and programs. Principal duties include reviewing currency issues and redemptions, signing currency and serving as an assistant to the Secretary and Under Secretary. Serves as spokesman for the Secretary and Under Secretary as to the part the Savings Bonds Program can play in the broad Treasury debt management policies.

Broadline changes made on page 7 are in accordance with conversations with Office of the Secretary, 10-23-78.

115-107
Sent to Agency
NNT MD 13-11-78

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
1. General Subject Files

   a. Documentation concerning the incumbent's position as Treasurer of the United States in reviewing currency issues and redemptions and signing of currency. Consisting of letters and internal memoranda. Filed by subject content.

      DISPOSITION: Break file every 4 years. Store on-site for the duration of stay in office. Destroy on-site upon leaving office one year after file break.

   b. Documentation concerning the Department's relationship to supervising the Savings Bonds programs, in promoting the sale and retention of U.S. Savings Bonds. Consisting of informational copies of correspondence prepared for the Treasurer as National Director of the U.S. Savings Bonds Division. Filed by subject content.

      DISPOSITION: Break file every 4 years. Store on-site for the duration of stay in office. Destroy on-site upon leaving office one year after file break.

2. Treasurer's Correspondence File. Non-record copies of letters and memorandums containing information about the Treasurer of the United States, incumbent's availability for public appearance before groups of outstanding community and business leaders. Requests for dollar bill signatures and similar information. Filed alphabetically.

      DISPOSITION: Break files every 2 years. Hold on-site. Files may be taken with incumbent when there is a change of administration. If not taken, destroy when 2 years old.

3. Chronological File. Copies of all outgoing letters and international memoranda gathered in the performance of day to day functions.

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

4. Trip and Speech File. Non-record copies of speeches, travel orders, itineraries and summary trip reports by the Treasurer of the United States.

      DISPOSITION: Break file every 4 years. Hold on-site. Files may be taken with incumbent when there is a change of administration. If not taken, destroy when 4 years old.