

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NC 1 56 79 5

LEAVE BLANK	
JOB NO. NC 1 56 79 5	
DATE RECEIVED NOV 2 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>12-8-78</i> <i>11-29-78</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

Treasurer of the United States

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 2 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 OCT 27 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sarah J. Allen</i>	E. TITLE Sarah J. Allen, Chief Records Management Branch
-------------------------------	--	--

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 TREASURER OF THE UNITED STATES</p> <p>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.</p>		

Per and ink changes made on page 2 are in accordance with conversations with Office of the Secretary PB 12/6/78

115-107

*Sent to Agency
NMF mgj 12-11-78*

5 items

II-NINA-1155 1. General Subject Files

#2

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.*

II-NINA-1155

#2

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.

II-NINA-1155

#3

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.

NEW ITEM

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.