

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 11/29/79

LEAVE BLANK	
JOB NO. NCL-56-79-9	
DATE RECEIVED 9/21/79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-11-79 <i>Date</i>	<i>James P. O'Heir</i> <i>Archivist of the United States</i>

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 (Legislative Affairs)

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 8-27-79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sarah J. Allen</i>	E. TITLE Sarah J. Allen, 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</p> <p>ASSISTANT SECRETARY, LEGISLATIVE AFFAIRS</p> <p>The Office of the Assistant Secretary (Legislative Affairs) advises the Secretary and his staff on the Department's relations with Congress. Serves as the principal liaison and coordinator for all departmental contacts with Congress; with congressional relations activities in the White House and other Executive Departments.</p>		

*copy to NMF agency, NCU
copy sent 12-14-79 close out.
(NWB 12-21-79)*

5 items

1. Program Subject File. Records created by the Legislative Affairs staff in response to inquiries from the White House, Congress and the Secretary concerning the Administration's programs and the Department's participation in their development. Records are used to prepare briefings for members of the White House staff and new Congressmen; are filed alphabetically. Typical examples: Co-op Bank, International Financial Institutions, and Urban Policy. (1977-79 5 cu.ft. per yr)

DISPOSITION: PERMANENT: Break file at the end of each Congress. Hold 1 year. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old.

2. Treasury Proposed Legislation File: Case files on the development of legislation from the time it is transmitted to the Congress through final passage - included are copies of drafts, bills as introduced, reports, and correspondence with sponsors and other interested Congressmen. (General Counsel holds the official files copies.)

DISPOSITION: Break file when legislation is passed. Hold one year and destroy.

3. Congressional Correspondence File. This file contains copies of incoming and outgoing correspondence with members of Congress. Some duplication may be found in the Executive Secretariat and in the action offices which prepare replies.

DISPOSITION: Break file every two years. Hold two years and destroy.

4. Administrative Subject File. Facilitative or "housekeeping" records, including budget submissions (or reports), personnel actions, time & attendance material, travel and procurement requisitions, et. al.

DISPOSITION: Records for which explicit provision for destruction is made: destroy in accordance with GSA General Records Schedules or the Treasury equivalent.

5. Chronological File: Copies of all outgoing correspondence created in the performance of day-to-day functions.

DISPOSITION: Break files annually. Hold on-site 1 year. Destroy when 2 years old.