

Redacted May 1981

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-56-80-3	
DATE RECEIVED	August 22, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-11-81 Date	<i>[Signature]</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
Executive Secretariat

4. NAME OF PERSON WITH WHOM TO CONFER
Rita A. DeNagy

5. TEL EXT
~~326-1569~~
506-2010

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 5 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 8/6/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Chief, Communications and 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>The records in the first portion of this schedule cover correspondence and actions received in the Department of the Treasury Executive Secretariat and document:</p> <p>(1) processing and control of all incoming correspondence addressed to the Secretary or Deputy Secretary,</p> <p>(2) review of all material submitted by Bureau and Offices for the attention of the Secretary and Deputy Secretary to assure completeness and proper coordination, and</p> <p>(3) maintaining principal channel of liaison with the White House.</p> <p>Additionally, this schedule has been expanded to cover records received, created, and maintained in the immediate offices of the "Secretary" and "Deputy Secretary" of the Treasury.</p> <p>This schedule supersedes National Archives Job Number NC 174 110, approved January 7, 1974.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>

115-107

Amended per telephone conversation between Rita DeNagy and James Harwood of 6-25-81

Closed Out: 10-6-81: L.T.D. - Copy to Agency

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

- ~~e. Pink copy is the alpha file copy that is filed by the Deputy Executive Secretary's office in their file for reference purposes.~~

WITHDRAWN

~~DISPOSITION: Destroy when administrative use no longer exists.~~

- ~~f. Gold copy is the daily log copy which is used to type up a daily log of correspondence received in the Executive Secretary.~~

~~DISPOSITION: Destroy when administrative use no longer exists.~~

3. Briefing Books. Briefing books prepared for the Secretary before his meetings with high level officials here and abroad and before his appearance to testify before House and Senate committees.

DISPOSITION: PERMANENT: Start new file every year. Hold in office one year. Retire to Staging and Storage Area for two years. Transfer to WNRC when 3 years old. Offer to NARS when 20 years old.

4. General Administrative Correspondence.

- a. Referral notices requesting prompt responses to Secretary's queries, routine instructions on briefings, meetings, et al.

DISPOSITION: Break files annually, hold one year, destroy on site.

- b. Miscellaneous material not falling into a specific category and which is considered ephemeral to office requirements.

DISPOSITION: Break files annually, hold one year, destroy on site.

Amended per telephone conversation between Rita De Nagy and James Howwood of 6-25-81. J

EXECUTIVE SECRETARIAT

WITHDRAWN

~~1. Executive Secretary Program Operations File. File consists of photocopies of controlled incoming correspondence directed to the Secretary or Deputy Secretary and copies of replies thereto, documenting the involvement of these top officials in various Departmental programs. The file contains in one collection the Treasury Document Profile sheets. The original incoming letters and record copies of outgoing correspondence are maintained in the action office that prepared them. The file includes alphabetically arranged correspondence with the White House; Congress, its committees; government agencies arranged alphabetically by name of agency; any special committees, councils and commissions and correspondence from the private sector.~~

~~DISPOSITION: PERMANENT - Start new file every year. Hold in office one year. Retire to Staging and Storage Area for two years. Transfer to WNRC when 3 years old. Offer to NARS when 20 years old.~~

2. Treasury Document Profile Sheet. TDF 10-01.1 is used to log in all correspondence addressed to the Secretary and Deputy Secretary. The profile sheet remains with each document as it is routed through channels, and in the process a history of the document is recorded on the profile sheet.

- a. White copy is the original copy of the form filed with the incoming and outgoing letters if the Secretary or Deputy Secretary signs the correspondence.

DISPOSITION: This will be filed with Item 1 and be disposed of accordingly.

- b. Blue copy is filed in numerical order and is replaced with the white copy if signed by other than the Secretary or Deputy Secretary.

DISPOSITION: PERMANENT: Same as Item 1 to be used as a reference.

- c. Green copy is the suspense (due date) copy used to make a listing of correspondence that is overdue.

DISPOSITION: Destroy when administrative use no longer exists.

- d. Yellow copy is the White House copy used to alert program office that the incoming is from the Executive Branch.

~~DISPOSITION: Destroy when administrative use no longer exists.~~

Amended per telephone conversation between Rita DeNagy and James Harwood of 6-25-81. J

IMMEDIATE OFFICE OF THE SECRETARY

As a major policy advisor to the President, the Secretary has primary responsibility for formulating and recommending domestic and international financial policy and tax policy: participating in the formulation of broad fiscal policies that have general significance for the economy; and managing the public debt. The Secretary also oversees the activities of the Department in carrying out its major law enforcement responsibility; in serving as the financial agent for the U.S. Government; and in manufacturing coins, currency, and other products for customs agencies.

In addition, the Secretary has many responsibilities stemming from his position as chief financial officer of the Government. The Secretary serves as Chairman of the Cabinet-level Economic Policy Group and as U.S. Governor of the International Monetary Fund, the International Bank for Reconstruction & Development, the Inter-American Development Bank, and the African Development Bank.

1. Subject Files. Non-record documentation of memoranda addressed to the Secretary by members of his staff on matters requiring his attention, committee files to which the Secretary serves as a member. Correspondence, memoranda and reports on matters requiring Treasury attention from other Government agencies. Filed alphabetically. Record copies of this material are retained in Executive Secretariat.


DISPOSITION: Break files annually. Hold in Records Staging and Holding Facility during current administration. Files may be taken with incumbent when there is a change of administration. If not taken, destroy when 2 years old.

2. Chronological File. ^{Non-record} Copies of all outgoing correspondence gathered in the performance of day-to-day functions.

DISPOSITION: Break file annually. Hold in office during current administration. Files may be taken with incumbent when there is a change of administration. If not taken, destroy when 2 years old.

3. Administrative File. Facilitative or "housekeeping" records, including budget submissions (or reports), personnel actions, time and 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.

*Awarded per telephone conversation between
Rita De Nagy and James Howwood of 6-23-87*


IMMEDIATE OFFICE OF THE DEPUTY SECRETARY

The Deputy Secretary assists the Secretary in the supervision and direction of the Department and is assigned programs, such as Financial Reform, New York City (Seasonal Financing), Small Business Advisory Committee and Urban Finance et al. Acts for the Secretary in his absence, sickness, or unavailability.

1. Subject Files. Non-record documentation of memoranda addressed to the Deputy Secretary by members of the staff. Consisting of Financial Reform, New York City (Seasonal Financing), Small Business Advisory Committee and Urban Finance et al; filed alphabetically. Record copies of this material are retained in Executive Secretariat.

DISPOSITION: Break files every 4 years. Hold in Records Staging and Holding Facility for 1 year. Transfer to WNRC when 1 year old. Destroy 5 years from date of transfer.

Non-record

2. Chronological Files. ¹Copies of all outgoing correspondence gathered in the performance of day to day functions.

DISPOSITION: Break files annually. Hold in office during current administration. Files may be taken with incumbent when there is a change of administration. If not taken, destroy when 2 years old.

*Accessed per telephone conversation
between Rita De Nagy and James Howard
of 6-25-81. JH*

Executive Secretariat

The records in this schedule document (1) processing and control of all incoming correspondence addressed to the Secretary or Deputy Secretary, (2) review of all material submitted by Bureau and Offices for the attention of the Secretary and Deputy Secretary to assure completeness and proper coordination, and (3) maintaining principal channel of liaison with the White House.

National Archives job number NC 174-110, approved January 7, 1974.

<u>Item</u>	<u>Description</u>	<u>Disposition Instructions</u>
1.	Congressional - copies of correspondence, memoranda, or other material received from the Congress.	Permanent: Break files annually, hold 2 years, transfer to WNRC. Offer to NARS 25 years from date of creation.
2.	White House - Copies of correspondence to the Secretary or Deputy Secretary received from the White House.	Permanent: Break files annually, hold 2 years, transfer to WNRC. Offer to NARS 25 years from date of creation.
3.	Memoranda addressed to the Secretary by members of the Staff on matters requiring his attention.	Permanent: Break files annually, hold 2 years, transfer to WNRC. Offer to NARS 25 years from date of creation.
4.	Memoranda addressed to the Deputy Secretary by members of the Staff on matters requiring his attention.	Permanent: Break files annually, hold 2 years, transfer to WNRC. Offer to NARS 25 years from date of creation.
5.	Departmental documentation - Correspondence, memoranda, or other information received from other Government agencies on matters requiring Treasury attention.	Permanent: Break files annually, hold 2 years, transfer to WNRC. Offer to NARS 25 years from date of creation.
6.	Committee documentation - Files on committees to which the Secretary is a member.	Permanent: Break files annually, hold 2 years, transfer to WNRC. Offer to NARS 25 years from date of creation.
7.	Communications with the public and private industry which document Treasury relations with business and labor leaders, and other influential persons.	Permanent: Break files annually, hold 2 years, transfer to WNRC. Offer to NARS 25 years from date of creation.

<u>Item</u>	<u>Description</u>	<u>Disposition Instructions</u>
8.	General Administrative Correspondence	
a.	Referral notices requesting prompt responses to Secretary's queries, routine instructions on briefings, meetings, et al.	Break files annually, hold 1 year, destroy on site.
b.	Miscellaneous material not falling into a specific category and which is considered ephemeral to office requirements.	Break files annually, hold 1 year, destroy on site.