

12 471 874

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

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 (Administration)

4. NAME OF PERSON WITH WHOM TO CONFER

Rita A. DeNagy

5. TEL. EXT.

376-1569

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JOB NO	<u>NCI-56-82-3</u>
DATE RECEIVED	<u>April 12, 1982</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	Archivist of the United States

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 <u>4-7-82</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Sarah J. Allen</u>	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>Office of the Secretary Assistant Secretary (Administration)</p> <p>The Office of the Assistant Secretary (Administration) serves as the principal advisor to the Secretary and Deputy Secretary on matters involving the internal management of the Department. The Assistant Secretary oversees the Department's management programs, which include budgeting and program analysis; personnel and training; affirmative action and equal employment opportunity; management analysis; financial and information management systems, including automated data processing; and procurement and contracting. The office is responsible for providing comprehensive administrative services for the Office of the Secretary and certain other components of the Department, e.g. Bureau of the Mint: Renovation of the Denver and San Francisco Mints, US Savings Bonds Division: Recruitment and Filling State Director positions, and US Secret Service: Negotiation of Law Enforcement Vehicles for Secret Service.</p>		<u>withdrawn</u>

1. Policy and Management Files. Documentation generated by the Assistant Secretary and the Deputy Assistant Secretary in the process of directing the general administration of the Department: management and organization, budget, personnel, computer science, equal opportunity, procurement and administrative program functions. Filed alphabetically. Typical examples: Transition (Office of the Secretary), Joint Financial Management Improvement Program, Urban Activities and Welfare Reform. (1973-80) 2 cubic feet per year.

a. Official documentation of the Assistant Secretary or Deputy Assistant Secretary.

DISPOSITION: Break files annually. Transfer to WNRC at two year intervals. Offer to NARS when 20 years old.

b. Non-record documentation of the Assistant Secretary or Deputy Assistant Secretary.

DISPOSITION: Break files annually. Hold in office for the duration of stay in office. Destroy when administrative need no longer exists.

2. Administrative Subject Files: Office facilitative or "housekeeping" records include reports, personnel actions, time and attendance information, travel and procurement requisitions, et al.

DISPOSITION: Destroy in accordance with Treasury General Records Schedules 1 through 20.

3. Chronological File: Non-record copies of outgoing letters and memoranda accumulated in the performance of day-to-day functions.

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