

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
Fiscal Assistant Secretary

4. NAME OF PERSON WITH WHOM TO CONFER
Irving W. Wilson, Jr,

5. TEL. EXT.
634-5952

LEAVE BLANK	
JOB NO.	NCI-56-82-5
DATE RECEIVED	8/11/82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
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 4 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 8/4/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Floyd I. Sandlin</i>	E. TITLE Floyd I. Sandlin, Chief Information Resources Management Division
--------------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">OFFICE OF THE SECRETARY Office of the Fiscal Assistant Secretary</p> <p>The Office of the Fiscal Assistant Secretary has responsibility for administration of Treasury financing operations; supervision of the functions and activities of the Bureau of Government Financial Operations and Bureau of the Public Debt; and direction of the Department's participation in the Joint Financial Management Improvement Program for current and long-range improvement of accounting in the Federal Service.</p> <p>The Office acts as liaison between the Secretary and other agencies of the Government with respect to their financial operations; directs the performance of the fiscal agency functions of the Federal Reserve Banks; and exercises supervision over the current cash position of the Treasury, depositaries of the United States, and the handling of investments of Trust and other accounts.</p>		12 items

1. RECORDS OF THE FISCAL ASSISTANT SECRETARY

a. Subject files of policy and procedures of financing independent Government agencies, 1933 to present. Subject headings include: Commodity Credit Corporation; Farm Credit Administration; Renewal Assistance Administration; Federal Home Loan Bank Board, Federal Housing Administration, Federal Intermediate Credit Bank, Federal Land Banks, Housing Assistance Administration; Rural Electrification Administration; Farmers Home Administration; Production Credit Corporation; Federal Deposit Insurance Corporation; Inland Waterways Corporation; Central Bank for Cooperatives; Federal National Mortgage Association; Environmental Financing, Student Loan Marketing Association and Tennessee Valley Authority. Also subject files such as direct borrowing from Treasury, direct borrowing from banks and capitol stock.

DISPOSITION: Permanent. Break files when one year old. Retain in office until 6 years old. Transfer to WNRC when 6 years old. Offer to NARS when 20 years old.

b. Subject files of policy and procdures of the Federal Financing Bank.

DISPOSITION: Permanent. Break files when one year old. Retain in office until 10 years old. Transfer to WNRC when 10 years old. Offer to NARS when 20 years old.

c. Subject files on policy and procedures of funding the public Debt through offerings of United States Securities, 1941 to present. Subject such as certificate of indebtedness, Treasury bills, Treasury bonds — long and short-term, Treasury notes, peace bonds retirement plan bonds, investment bonds and United States Savings Bonds. Also subjects include the debt limitation, lotteries, interest rates, interest coupons, Government Security Market, and decrease and increase of the Public Debt.

DISPOSITION: Permanent. Break files when one year old. Retain in office until 10 years old. Transfer to WNRC when 10 years old. Offer to NARS when 20 years old.

d. Subject files on the accounting, budget, cash position, legislative on Treasury programs, Railroad Retirement Plan, receipt and expenditures, Red Cross, salary revisions, signatures, speeches (press releases - general), studies, taxes, Treasury Management Committees and Manpower Utilization Staffing, 1950 to Present.

DISPOSITION: Break files when one year old. Retain in office until 6 years old. Transfer to WRNC when 6 years old. Destroy when 20 years old.

e. Subject files on committees, conferences, Executive and Legislative Branches of the Government, Independent agencies of the Government and Treasury Bureaus. Subject such as Bureau of Accounts - General, Office of the Central Services, Commerce, Customs, Department of the Defense, Bureau of Engraving and Printing, Environmental Protection Agency, Federal Reserve Banks, Federal Reserve System, Federal Savings and Loans Insurance Corporation, and Internal Revenue Service. Also subject files on Bureau of the Mint, National Gallery of the Art, National Monetary Commission, National War College, Public Debt— Administration of Washington and Field Offices, Treasury Department, United Nations, United States Savings Bonds and United States Secret Service, 1940 to present.

DISPOSITION: Break files when one year old. Retain in office until 6 years old. Transfer to WNRC when 6 years old. Destroy when 20 years old.

f. Subject files on countries such as Brazil, Canada, Chile, Korea, Laos, Mexico, Puerto Rico and Phillipine Government bonds, 1951 to 1979.

DISPOSITION: Break files one year old. Retain in Office until 6 years old. Transfer to WNRC when 6 years old. Destroy when 20 years old.

g. Annual/monthly statements and/or reports on subject in 1a, 1b, and 1c, dated 1950 to present.

DISPOSITION: Maintain current statements/reports only.

2. RECORDS OF THE ASSISTANT FISCAL ASSISTANT SECRETARY (FINANCING)

Subject files on hearing for debt limit and refunding, that contain charts, tables, press release and transcripts, dated 1948 to present. Also subject files on quotation sheets, monthly estimates of Treasury Finance, Detail Sheet for cash balance forecasting and press releases on bonds.

DISPOSITION: Permanent. Break files annually. Maintain in office until 10 years old. Transfer to WNRC when 10 years old. Offer NARS when 20 years old.

3. WORKING FILES

a. Assistant Fiscal Assistant Secretaries (Finance & Banking)

Files on all phase of work: financing; refunding; securities; cash management; Federal Reserve System - Fiscal agency conferences, Informal Working Group, New Coordinating Group; Minority Bank Deposit Program; Foreign Currency Bank; Overseas Military Bank; Defense Security Assistance; Foreign Countries and Treasury Deposit Fund. Dated 1975 to present.

DISPOSITION: Destroy files when no longer needed. Review files at three-year intervals to determine files to be destroyed.

4. MISCELLANEOUS MEMORANDA

Memoranda addressed to the Fiscal Assistant Secretary from various Treasury official, dated 1967 to 1979.

DISPOSITION: Break files annually.

5. OFFICE ("CHRONOLOGICAL") CORRESPONDENCE FILES

Copies of all outgoing communications including correspondence between the Office of the Fiscal Assistant Secretary, the Congress and the public; inter-office memoranda; correspondence between the Office and other Government Agencies, dated 1980 to present.

DISPOSITION: Break files annually. Maintain in office until 5 years old. Destroy on-site after 5 years.

6. ADMINISTRATIVE ("HOUSEKEEPING") FILES

Copies of records matters such as budget, fiscal, personnel, time, attendance and leave, and similar administrative or facilitative operations, dated 1942 to present.

DISPOSITION: Break files annually. Destroy files when 3 years or no longer needed, whichever is sooner.