

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0425-2016-0008

## Request for Records Disposition Authority

Records Schedule Number DAA-0425-2016-0008  
Schedule Status Returned Without Action  
  
Agency or Establishment Financial Management Service  
Record Group / Scheduling Group Records of the Financial Management Service  
Records Schedule applies to Department-wide  
Schedule Subject Fiscal Service / Funds Management Program  
Internal agency concurrences will be provided Yes

Background Information The Funds Management Branch (FMB), Bureau of the Fiscal Service, provides accounting, consulting, and advisory services to the Treasury Department, central agencies, program agencies, foreign governments, and others. This includes providing accounting, budgeting, and payment services to its customers, which entails central reporting to the Treasury Department and the Office of Management and Budget; domestic and international letter of credit administration in conjunction with the Federal Reserve Bank of New York and Richmond; electronic disbursement and receipt processing; accounting for the United States' contributions to international financial institutions; billing and collecting amounts due from foreign governments under international agreements; financial analysis and projections; standard general ledger services; investment accounting for foreign claim deposit funds; financial statement preparation and reporting for the Treasury Managed Accounts that Fiscal Service maintains; the International Assistance Programs; and accounting for the Gold Account, which includes the purchase/sale activity for the U.S. Mint offices.

Treasury Managed Accounts (TMA): FMB currently manages approximately 92 Treasury Managed Accounts. These accounts are specific in purpose and consist of deposit funds, receipt accounts, and appropriated accounts.

- Deposit funds are accounts that include money withheld by the Government from payments for goods or services received (i.e., payroll deductions); deposits received from outside sources for which the Government is acting solely as a banker, fiscal agent, or custodian; money awaiting distribution on the basis of a legal determination or investigation; and unidentified remittances.

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- Receipt accounts are established by the agency and used to categorize agency collections or receipts.
- FMB is responsible for managing various appropriated Treasury accounts and special fund accounts such as the Presidential Election Campaign Fund (PECF). Most receive appropriated funds that are subsequently disbursed in a lump sum to the program agency or recipient. Special fund accounts record receipts that are appropriated by Congress for subsequent expenditure for specific programs.

International Assistance Programs (IAP): The International Monetary Fund (IMF) was formed at a conference of 44 nations held at Bretton Woods, New Hampshire, in July 1944 and came into existence in 1945. It was established to receive and lend funds to its member countries to assist in the reconstruction and development of devastated countries after World War II, and to establish a means of international currency stabilization.

## Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	8

## GAO Approval

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## Outline of Records Schedule Items for DAA-0425-2016-0008

Sequence Number	
1	Funds Management Branch
1.1	Funds Management Program
1.1.1	1. TMA Payment / Receipts Processing Case Files (Domestic) Disposition Authority Number: DAA-0425-2016-0008-0001
1.1.2	2. TMA Payment / Receipts Processing Case Files Disposition Authority Number: DAA-0425-2016-0008-0002
1.1.3	3. IAP Payment/Receipts Processing Case Files Disposition Authority Number: DAA-0425-2016-0008-0003
1.1.4	4. TMA Financial Reporting (Domestic) Files Disposition Authority Number: DAA-0425-2016-0008-0004
1.1.5	5. TMA Financial Reporting (Domestic) Files Disposition Authority Number: DAA-0425-2016-0008-0005
1.1.6	6. IAP Financial Reporting Files Disposition Authority Number: DAA-0425-2016-0008-0006
1.1.7	7. Funds Management Policies Disposition Authority Number: DAA-0425-2016-0008-0007
1.1.8	8. Foreign Currency Reports Disposition Authority Number: DAA-0425-2016-0008-0008

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## Records Schedule Items

Sequence Number	
1	Funds Management Branch
1.1	Funds Management Program
1.1.1	1. TMA Payment / Receipts Processing Case Files (Domestic) Disposition Authority Number      DAA-0425-2016-0008-0001  Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during payment/receipts processing activities. Applicable appropriations under this entry are as follows: 20X6133 201435 200861 200650 200891 200863 201361 20X6999 201060 201210 20X4446 203200 20F3891 95142900 9514152900 203091 201099 20X1877 201450 20X6830 20X6092 20F3887.001 20X6501.018 20X6045 2015X6078 20X6720 20X1701 20X1736 20X1771 20X1796 20X1817 20X1818 2014/151822 20141824 20X1851 20X8902 20X6311 20X1880 20X0114 201484 202814 20F3880.018 20140151 20X1740 20X1741 20X1742 955585.001 95X5585 20X0501 20130501 20140501 20X1743 20F3875.017 203112 20X1860 20141875 2011 10/12 0035.018 20F3500  Final Disposition                      Temporary Item Status                              Withdrawn Is this item media neutral?          Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes Do any of the records covered by this item exist as structured electronic data?      Yes  Disposition Instruction Cutoff Instruction                      Cut off at the end of the fiscal year when payment/ receipt processing actions are completed Transfer to Inactive Storage          When payment/receipt processing actions are completed. Retention Period                        Delete/destroy 20 years after cutoff  Additional Information GAO Approval                            Not Required
1.1.2	2. TMA Payment / Receipts Processing Case Files

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Disposition Authority Number DAA-0425-2016-0008-0002

Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during payment/receipts processing activities. Applicable appropriations under this entry are as follows: 20X5081 20X6210 20X1748 20X1706 20X6104 20X6312 20X6315 20X6310 20X6309 20X6314 20X1807 201299

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply all records

Cutoff Instruction Cut off at the end of the fiscal year when payment/receipt processing actions are completed

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

## Additional Information

First year of records accumulation 1956

What will be the date span of the initial transfer of records to the National Archives? From 1956 To 2015

How frequently will your agency transfer these records to the National Archives? Every 10 Years

1.1.3

## 3. IAP Payment/Receipts Processing Case Files

Disposition Authority Number DAA-0425-2016-0008-0003

Applicable appropriations under this entry are as follows: 11\_0066 11\_0067 11\_0071 11\_0072 11\_0073 11\_0076 11\_0077 11\_0078 11\_0079 11\_0080 11\_0082 11\_0084 11\_0086 11\_0088 11\_0089 11\_0092 11\_1008 11\_1039 11\_1475 11X000320 11X0003 11X0004 11X0006 11X4383 11X0085 11X4384

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11X007420 11X0074 11X0005 201464 202869 203220 20X6317.001 11X0091  
20X1740 20X1741 20X1742 20X1743

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year when payment/ receipt processing actions are completed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cut off.

## Additional Information

First year of records accumulation 1956

What will be the date span of the initial transfer of records to the National Archives? Unknown  
1956 to present, records are still being accumulated.

How frequently will your agency transfer these records to the National Archives? Every 20 Years

1.1.4

## 4. TMA Financial Reporting (Domestic) Files

Disposition Authority Number DAA-0425-2016-0008-0004

Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during financial reporting activities. Records include monthly and annual financial statement development files (i.e., working papers, supportive documents) and record copy of the domestic monthly and annual financial statements. See applicable appropriations in item 1 above.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

## Disposition Instruction

Cutoff Instruction **Cut off at end of fiscal year when financial statements are completed.**

Retention Period **Delete/destroy 20 years after cutoff.**

## Additional Information

GAO Approval **Not Required**

## 5. TMA Financial Reporting (Domestic) Files

Disposition Authority Number **DAA-0425-2016-0008-0005**

Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during financial reporting activities. Records include monthly and annual financial statement development files (i.e., working papers, supportive documents) and record copy of the domestic financial monthly and annual statements. See applicable appropriations in item 2 above.

Final Disposition **Permanent**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

## Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cut off.**

## Additional Information

First year of records accumulation **1960**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
Records are still being accumulated.**

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	How frequently will your agency transfer these records to the National Archives?	Every 20 Years
1.1.6	<b>6. IAP Financial Reporting Files</b> Disposition Authority Number DAA-0425-2016-0008-0006 Records include correspondence, forms and other supportive documentation created or received by Fiscal Service during financial reporting activities. Records include monthly and annual financial statement development files (i.e., working papers, supportive documents) and record copy of the international monthly and annual financial statements. See applicable appropriations in item 3 above. Final Disposition Permanent Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? Yes Disposition Instruction Cutoff Instruction Cut off at end of fiscal year when financial statements are completed Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff. Additional Information First year of records accumulation 1960 What will be the date span of the initial transfer of records to the National Archives? Unknown Records are still being accumulated How frequently will your agency transfer these records to the National Archives? Every 20 Years	
1.1.7	<b>7. Funds Management Policies</b> Disposition Authority Number DAA-0425-2016-0008-0007	

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Recordkeeping copy of official policy documents that are disseminated externally or published on web for the public.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

## Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year when the policy is terminated, obsolete or superseded.

Retention Period Delete/destroy 30 years after cutoff.

## Additional Information

GAO Approval Not Required

1.1.8

## 8. Foreign Currency Reports

Disposition Authority Number DAA-0425-2016-0008-0008

Records include foreign currency accounting reports generated from the Foreign Currency Accounting System (FCAS) that are disseminated to the Department of Commerce, Congress and/or other stakeholders.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year when the reports are generated.

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Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff
Additional Information	
First year of records accumulation	1960
What will be the date span of the initial transfer of records to the National Archives?	Unknown Records began accumulation beginning in 1960, records are still being accumulated.
How frequently will your agency transfer these records to the National Archives?	Every 20 Years

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## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
02/18/2016	Certify	Francisco Rivera	Records Management Specialist	Department of the U.S. Treasury - Bureau of the Fiscal Service
04/01/2016	Return for Revision	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/01/2016	Submit For Certification	Frederick Mayes	Records Management Specialist	ISS - RIMB
04/05/2016	Certify	Francisco Rivera	Records Management Specialist	Department of the U.S. Treasury - Bureau of the Fiscal Service
05/19/2017	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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