

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0425-2016-0010**  
Schedule Status                 **Approved**

Agency or Establishment       **Financial Management Service**  
Record Group / Scheduling Group **Records of the Financial Management Service**  
Records Schedule applies to    **Agency-wide**  
Schedule Subject                **Bureau of Fiscal Service / Surety Bond Program**  
Internal agency concurrences will be provided    **No**

Background Information         **The Surety Bond Branch (SBB) administers functions relating to the qualification of insurance companies as acceptable sureties on bonds running in favor of the United States, including the qualification of acceptable reinsurers of such companies as well as Pools and Associations and Lloyds' of London (31 U.S.C., 9304-9308).**

**SBB receives and processes applications submitted from corporate sureties (insurance companies) requesting consideration for issuance of a Treasury Certificate of Authority to direct write and/or reinsure bonds running in favor of the United States. This includes examination of statutory financial statements, actuarial opinions, reinsurance treaties, independent certified audit reports, state insurance department examination reports, underwriting policies and procedures, operational procedures, managerial expertise and safety and soundness. The reviews facilitate the determination and assignment of underwriting limitations for the surety companies and aid in the protection of Federal agencies and taxpayer funds.**

**Utilizing the Surety Information Management System (SIMS), SBB assures the timely processing of applications, as well as the qualification of applicant companies to be accorded Treasury certification. Similarly, the branch processes applications from companies requesting recognition status as Admitted Reinsurers, except for excess risks running to the United States. SBB assists agencies in their daily transacting of business with surety companies in the areas of normal bonding and reinsurance activities, fraudulent activity, and when agencies encounter difficulty with sureties, whether it be on matters such as the interpretation of regulations or in the area of claims. It provides guidance to Government agencies and federal contracting officials, state and local government officials, commercial enterprise and the general public,**

regarding all aspects of Federal surety bonding requirements and related issues.

The Treasury Department Circular 570 is published annually July 1, listing all acceptable sureties and reinsurers on Federal bonds. The list of Admitted Reinsurers, Pools and Associations, and Lloyds' of London Syndicates is published annually on September 30.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

## Outline of Records Schedule Items for DAA-0425-2016-0010

Sequence Number	
1	Quarterly/Annual Financial Statements and Supporting Documents Disposition Authority Number: DAA-0425-2016-0010-0001
2	Policy and Guidance Files Disposition Authority Number: DAA-0425-2016-0010-0002
3	Reports Disposition Authority Number: DAA-0425-2016-0010-0003
4	Quarterly/Annual Financial Worksheets Disposition Authority Number: DAA-0425-2016-0010-0004
5	Annual Renewal Letters Disposition Authority Number: DAA-0425-2016-0010-0005
6	Biographies of Insurance Company Key Officials Disposition Authority Number: DAA-0425-2016-0010-0006
7	Auditor Notes Disposition Authority Number: DAA-0425-2016-0010-0007

Records Schedule Items

Sequence Number	
1	<p><b>Quarterly/Annual Financial Statements and Supporting Documents</b></p> <p>Disposition Authority Number      DAA-0425-2016-0010-0001</p> <p><b>Includes annual financial statements, correspondence, auditor information/ analyses and any other supporting information submitted to Fiscal Service for the qualification of insurance companies as acceptable sureties on bonds running in favor of the United States, including the qualification of acceptable reinsurers of such companies as well as Pools and Associations and Lloyd's of London.</b></p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off when Certificate of Authority or Termination is issued.</p> <p>Retention Period                      Destroy 1 year(s) after cutoff or when no longer needed for business purposes, whichever occurs later.</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p>
2	<p><b>Policy and Guidance Files</b></p> <p>Disposition Authority Number      DAA-0425-2016-0010-0002</p> <p><b>The Surety Bonds Branch provides guidance to Government agencies, federal contracting officials, state and local government officials, commercial enterprise and the general public via the Treasury's Annual Letter to Executive Officers of Surety Companies Reporting to the Treasury and Companies Recognized as Admitted Reinsurers of Surety Companies Doing Business with the U.S.</b></p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p>

3	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off when superseded, terminated, or abolished.
	Retention Period	Delete / destroy 10 years after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Reports</b>	
	Disposition Authority Number	DAA-0425-2016-0010-0003
	Records include the Department of the Treasury's Listing of Approved Sureties (Circular 570) and supplements and the List of Admitted Reinsurers, Pools and Associations, and Lloyds' of London Syndicates. Note: A copy of the published Federal Register is kept as supporting documentation.	
	Final Disposition	Temporary
	Item Status	Active
	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	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cut off when published.	
Retention Period	Delete / destroy 10 years after cutoff.	
<b>Additional Information</b>		
GAO Approval	Not Required	
<b>Quarterly/Annual Financial Worksheets</b>		
Disposition Authority Number	DAA-0425-2016-0010-0004	

**Financial worksheets extracted from the Surety Information Management System (SIMS) for analysis of the insurance companies data.**

Final Disposition Temporary

Item Status Active

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 when Certificate of Authority or Termination is issued

Retention Period Delete/Destroy 10 year after cutoff.

**Additional Information**

GAO Approval Not Required

**Annual Renewal Letters**

Disposition Authority Number DAA-0425-2016-0010-0005

**Annual renewal letters provided to insurance companies and acceptable reinsurers that requalify as acceptable sureties on U.S. bonds.**

Final Disposition Temporary

Item Status Active

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 when disseminated and/or published

Retention Period Delete/destroy 10 years after cutoff.

**Additional Information**

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6	GAO Approval	Not Required
	<b>Biographies of Insurance Company Key Officials</b>	
	Disposition Authority Number	DAA-0425-2016-0010-0006
	<b>Biographies of insurance company key officials.</b>	
	Final Disposition	Temporary
	Item Status	Active
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off when superseded or obsolete.
	Retention Period	Delete / destroy 1 year after cutoff.
	<b>Additional Information</b>	
GAO Approval	Not Required	
7	<b>Auditor Notes</b>	
	Disposition Authority Number	DAA-0425-2016-0010-0007
	<b>Auditor comments and observations on insurance companies entered into SIMS' Notepad when performing respective financial data analysis.</b>	
	Final Disposition	Temporary
	Item Status	Active
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off when Certificate of Authority or Termination is issued.

Retention Period	Delete / destroy 10 years after cutoff.
Additional Information	
GAO Approval	Not Required

## 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
10/27/2016	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/02/2016	Submit For Certification	Frederick Mayes	Records Management Specialist	ISS - RIMB
03/06/2017	Certify	Brenda Alexander	Manager	ISS - DBI
04/18/2017	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

04/20/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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