

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0425-2016-0012

Request for Records Disposition Authority

Records Schedule Number DAA-0425-2016-0012
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 Bureau of the Fiscal Service / Legislative and Public Affairs (LPA)
Internal agency concurrences will be provided No

Background Information Legislative and Public Affairs (LPA) communicates with Congress, handles Freedom of Information Act (FOIA) requests, manages the Fiscal Service Internet sites, coordinates media outreach, maintains the Bureau Intranet, compiles reports for the Commissioner, and publishes the employee newsletter.

Our goal is to represent Fiscal Service externally as an agency that leads, transforms, and delivers. Internally, our objective is to foster a sense of community through strategic messaging and communication.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	5

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0425-2016-0012

Outline of Records Schedule Items for DAA-0425-2016-0012

Sequence Number	
1	Monthly OFAS Reports Disposition Authority Number: DAA-0425-2016-0012-0001
2	Weekly Fiscal Service Reports Disposition Authority Number: DAA-0425-2016-0012-0002
3	Legislative Hearing Files / Briefing Books Disposition Authority Number: DAA-0425-2016-0012-0003
4	Records of the International Colloquium on Financial Management Disposition Authority Number: DAA-0425-2016-0012-0004
5	Public Affairs Press Releases Disposition Authority Number: DAA-0425-2016-0012-0005

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0425-2016-0012**

Records Schedule Items

Sequence Number										
1	<p>Monthly OFAS Reports</p> <p>Disposition Authority Number DAA-0425-2016-0012-0001</p> <p>The monthly OFAS report is a report from the Fiscal Service Commissioner to the Treasury Fiscal Assistant Secretary. The report contains monthly updates on Fiscal Service program issues.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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? No</p> <p>GRS or Superseded Authority Citation N1-425-05-4 Item 4</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of fiscal year.</p> <p>Transfer to Inactive Storage No later than 15 year after cut off.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off.</p> <p>Additional Information</p> <p>First year of records accumulation 2007</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2007 To 2016</p> <p>How frequently will your agency transfer these records to the National Archives? Every 15 Years</p> <table border="1"><thead><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr></thead><tbody><tr><td>Electronic/Digital</td><td>1 TB</td><td>500 GB</td></tr><tr><td>Paper</td><td>20 Cubic feet</td><td>5 Cubic feet</td></tr></tbody></table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital	1 TB	500 GB	Paper	20 Cubic feet	5 Cubic feet
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Electronic/Digital	1 TB	500 GB								
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Microform		
Hardcopy or Analog Special Media		

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Weekly Fiscal Service Reports

Disposition Authority Number DAA-0425-2016-0012-0002

Weekly report is a report from the Fiscal Service Commissioner, through the Fiscal Assistant Secretary, to the Secretary of the Treasury about major developments. The report contains weekly information on Fiscal Service program issues.

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

GRS or Superseded Authority Citation N1-425-05-4 Item 5

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year.

Retention Period Delete/destroy 3 years after cutoff.

Additional Information

GAO Approval Not Required

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Legislative Hearing Files / Briefing Books

Disposition Authority Number DAA-0425-2016-0012-0003

Files containing the testimony of the Fiscal Service Commissioner that were delivered at appropriations or oversight hearings and also testimony of nonFiscal Service witnesses on issues relating to Fiscal Service programs. These files contain witness testimony, transcripts (if appropriate), recordings of the testimony, other witnesses' testimony, background information and follow-up media stories (if appropriate) but are not limited to the examples stated in the series description.

Final Disposition Permanent

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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**

GRS or Superseded Authority Citation **N1-425-05-4 Item 6**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut off.**

Additional Information

First year of records accumulation **2011**

What will be the date span of the initial transfer of records to the National Archives? **From 2011 To 2026**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 TB	25 GB
Paper	15 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Records of the International Colloquium on Financial Management

Disposition Authority Number **DAA-0425-2016-0012-0004**

The U.S. Department of the Treasury's Bureau of the Fiscal Service represents the U.S. Government as co-host, along with the Treasury Board of Canada Secretariat, at the International Colloquium on Financial Management for National

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Governments. The goal of the Colloquium is to provide a forum for countries to share ideas on common financial management challenges facing national governments. Includes but is not limited to meeting agendas, lists of presenters, and copies of presentations given.

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

GRS or Superseded Authority Citation N1-425-05-4 Item 7 in part 8

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year.

Retention Period Delete/destroy 3 years after cutoff.

Additional Information

GAO Approval Not Required

Public Affairs Press Releases

Disposition Authority Number DAA-0425-2016-0012-0005

Published copy of press releases.

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? No

Disposition Instruction

Cutoff Instruction Cut off at end of Fiscal year.

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Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cut off.
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Additional Information

First year of records accumulation	2011
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What will be the date span of the initial transfer of records to the National Archives?	From 2011 To 2026
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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
03/10/2016	Certify	Francisco Rivera	Records Management Specialist	Department of the U.S. Treasury - Bureau of the Fiscal Service
07/28/2016	Return for Revision	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/03/2016	Submit For Certification	Brenda Alexander	Manager	ISS - DBI
03/16/2017	Certify	Brenda Alexander	Manager	ISS - DBI
05/19/2017	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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