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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0425-2016-0013

Request for Records Disposition Authority

Records Schedule Number DAA-0425-2016-0013
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 Fiscal Service / Governmentwide Accounting (GWA) Records
Internal agency concurrences will be provided No

Background Information The Bureau of Fiscal Service, Department of the U.S. Treasury, has the critical responsibility of maintaining the federal government's set of accounts and serving as the repository of information about the financial position of the United States government. The bureau closely monitors the government's monetary assets and abilities at all times through its oversight of central accounting and reporting systems. Fiscal Service's oversight responsibilities include assisting federal agencies with adopting uniform accounting and reporting standards and systems and assuming the continuous exchange of financial information among federal agencies, the Executive Branch's Office of Management and Budget and financial institutions.

This records schedule covers paper and electronic records in Governmentwide Accounting offices for past and current programs, and information in past and current systems. This schedule is designed to be flexible enough to cover any new programs established by Fiscal Service to support the Governmentwide Accounting business in, and any successor systems implemented by Fiscal Service to contain the types of information described below. This schedule authorizes the disposition of the recordkeeping copy in any media (media neutral), to enable Fiscal Service to manage records based on information content, not format.

Policy records set forth the rules and procedures governing accounting and reporting standards and systems, and provide guidance to agencies and the public. These records are covered on this schedule by Item 1, Policy Records.

Federal program agency operations records are submitted to Fiscal Service by, or on behalf of, other federal agencies, or maintained

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by Fiscal Service at the agency level of detail, for governmentwide accounting and financial reporting. Treasury program operations records contain accounting information on programs unique to Fiscal Service or Treasury and accounting information consolidated by Fiscal Service for governmentwide accounting and financial reporting. Other items on this schedule cover significant reports produced by Governmentwide Accounting, and the records used to manage and operate the Governmentwide Accounting business line and its accounting and financial reporting systems. These records are covered by Item 4, Consolidated Reports, and Item 5, Program Management Records.

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	12

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Outline of Records Schedule Items for DAA-0425-2016-0013

Sequence Number	
1	Policy Directives Disposition Authority Number: DAA-0425-2016-0013-0001
2	Routine Policy Records Disposition Authority Number: DAA-0425-2016-0013-0002
3	Federal Program Agency Operations Records Disposition Authority Number: DAA-0425-2016-0013-0003
4	Treasury Program Operations Records Disposition Authority Number: DAA-0425-2016-0013-0004
5	Significant Consolidated Reports Disposition Authority Number: DAA-0425-2016-0013-0005
6	Quarterly Treasury Bulletin Disposition Authority Number: DAA-0425-2016-0013-0006
7	Quarterly Treasury Bulletin Development Files Disposition Authority Number: DAA-0425-2016-0013-0007
8	Governmentwide Accounting Program Management Records Disposition Authority Number: DAA-0425-2016-0013-0008
9	Treasury Appropriation Warrant and Warrant Journal Vouchers Disposition Authority Number: DAA-0425-2016-0013-0009
10	Treasury Announcements Case Files Disposition Authority Number: DAA-0425-2016-0013-0010
11	Program Management Subject Records Disposition Authority Number: DAA-0425-2016-0013-0011
12	Program Management Administrative Records Disposition Authority Number: DAA-0425-2016-0013-0012

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Records Schedule Items

Sequence Number	
1	<p>Policy Directives</p> <p>Disposition Authority Number DAA-0425-2016-0013-0001</p> <p>The recordkeeping copy of all policy directives. Policy directives include policies, standards, procedures, instructions, and forms for federal agencies, Federal Reserve Banks, financial institutions and the public, including transmittal letters and supporting materials on the development and publication of policies, standards, procedures, instructions and forms. Includes announcements that convey reporting requirements or procedures to be used during extraordinary events. GWA policy directives include, but are not limited to, the Treasury Financial Manual (TFM), Treasury's official publication for financial accounting and reporting on all receipts and disbursements of the Federal government, TFM supplements such as Federal Account Symbols and Titles (FAST Book) , Fund Balance with Treasury Reconciliation Procedures, a Supplement to I TFM 2-5100, and United States Government Standard General Ledger (Uniform Chart of Accounts), and policy directives/supporting materials published on the Fiscal Service Internet sites.</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? Yes</p> <p>GRS or Superseded Authority Citation N1-425-09-003 / 1/A</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when superseded, terminated, or abolished.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.</p> <p>Additional Information</p> <p>First year of records accumulation 1999</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2002</p>

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How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	400 MB.	50 MB
Paper	200 Cubic feet	10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Routine Policy Records

Disposition Authority Number **DAA-0425-2016-0013-0002**

Worksheets, guidance, and announcements for federal agencies, Federal Reserve Banks, financial institutions, and the public Includes supporting materials on the development and publication of worksheets and guidance, announcements that convey information covering a temporary period of time or one-time events, such as dates for reporting requirements, fact sheets, and Frequently Asked Questions (FAQs) or similar lists of anticipated questions and answers, such as those published on Fiscal Service Internet Sites.

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**

GRS or Superseded Authority Citation **N1-425-09-003 / 1/B**

Disposition Instruction

Cutoff Instruction **Cut off when revised, superseded or canceled.**

Retention Period **Delete / destroy 15 years after cutoff.**

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Additional Information

GAO Approval Not Required

Federal Program Agency Operations Records

Disposition Authority Number DAA-0425-2016-0013-0003

Information submitted to Fiscal Service by, or on behalf of other federal agencies or maintained by Fiscal Service at the agency level of detail for government wide accounting and financial reporting.

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

GRS or Superseded Authority Citation N1-425-09-003 / 2

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year.

Retention Period Delete/destroy 7 years after cutoff.

Additional Information

GAO Approval Not Required

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Treasury Program Operations Records

Disposition Authority Number DAA-0425-2016-0013-0004

Contains accounting information on programs unique to Fiscal Service or Treasury and accounting information consolidated by Fiscal Service for governmentwide accounting and financial reporting. Records include, but are not limited to, cash forecasting and balance information used to manage Treasury's daily cash position; Information used to produce financial statements and notes; and information used to update and maintain the USSGL/TFM document; Monthly Treasury Statement and the Combined Statement of Receipts, Outlays, and Balances of the U.S. Government.

Final Disposition Temporary

Item Status Withdrawn

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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
GRS or Superseded Authority Citation	N1-425-09-003 / 3
Disposition Instruction	
Cutoff Instruction	Cut off at end of fiscal year.
Retention Period	Delete/destroy 7 years after cutoff.
Additional Information	
GAO Approval	Not Required
Significant Consolidated Reports	
Disposition Authority Number	DAA-0425-2016-0013-0005
Recordkeeping copy of the Combined Statement of Receipts, Outlays, and Balances of the United States Government, the Monthly Treasury Statement, the Daily Treasury Statement, the Financial Report of the United States Government and significant information on the financial status of the government that does not appear in other Treasury reports.	
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
GRS or Superseded Authority Citation	N1-425-09-003 / 4/A
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the fiscal year.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff.

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Additional Information

First year of records accumulation **1999**

What will be the date span of the initial transfer of records to the National Archives? **From 1999 To 2002**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	50 MB
Paper	30 Cubic feet	10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Quarterly Treasury Bulletin

Disposition Authority Number **DAA-0425-2016-0013-0006**

The Treasury Bulletin contains a mix of narrative, tables, and charts related to Treasury issues, Federal financial operations, international statistics and financial commitments of the U.S. Government.

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**

GRS or Superseded Authority Citation **N1-425-09-003 / 4/B**

Disposition Instruction

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

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Retention Period Delete/destroy 20 years after cutoff.

Additional Information

GAO Approval Not Required

Quarterly Treasury Bulletin Development Files

Disposition Authority Number DAA-0425-2016-0013-0007

Records include source documentation gathered to prepare the bulletin.

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

GRS or Superseded Authority Citation N1-425-09-003 / 4/B

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year

Retention Period Destroy/delete 3 year after cutoff.

Additional Information

GAO Approval Not Required

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Governmentwide Accounting Program Management Records

Disposition Authority Number DAA-0425-2016-0013-0008

Correspondence, reports and other records accumulated in managing and carrying out assigned functions These records document program or project management functions, internal procedures, initiatives, planning, management controls, performance measurement, and other program or project-related issues. Records that are used throughout the duration of a program or until superseded by a new version, These records may include, but are not limited to memorandums of understanding, interagency agreements, service level agreements, fiscal agency agreements, financial agency agreements, records used to document performance criteria for services, roles and responsibilities, non-disclosure agreements and the business owner's copy of contracts.

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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
GRS or Superseded Authority Citation	N1-425-09-003 / 5/A
Disposition Instruction	
Cutoff Instruction	Cut off when program is terminated or when a particular record is superseded by a new version.
Retention Period	Delete / destroy 7 years after cutoff.
Additional Information	
GAO Approval	Not Required
Treasury Appropriation Warrant and Warrant Journal Vouchers	
Disposition Authority Number	DAA-0425-2016-0013-0009
The Treasury Appropriation Warrant is a document that establishes, by symbol, the individual amounts appropriated to Federal agencies by Congress. Warrants are the basis for recording appropriations on the books of Treasury and the agency for which the appropriation is made. WJVs document adjustments for several high risk transactions on a daily, monthly, quarterly and annual basis.	
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	Cutoff at the end of fiscal year when the appropriation warrant is created.
Retention Period	Delete/destroy 7 years after cutoff.

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10	Additional Information	
	GAO Approval	Not Required
	Treasury Announcements Case Files	
	Disposition Authority Number	DAA-0425-2016-0013-0010
	Treasury announcements are used to assign, amend, change and discontinue Treasury account symbols pursuant to statutory authority. Case files include a copy of the TA, related correspondence and supporting documentation.	
	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	Cutoff at the end of the fiscal year when case file is created.
	Retention Period	Delete / destroy 7 years after cutoff.
11	Additional Information	
	GAO Approval	Not Required
	Program Management Subject Records	
	Disposition Authority Number	DAA-0425-2016-0013-0011
	Subject files pertaining to a specific aspect of the program, for example, a specific issue or project, a specific program participant, or activities during a specific time period. These records may include, but are not limited to, analyses of specific issues, correspondence with federal agencies or other program participants and interim reports.	
	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

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12	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-425-09-003 / 5/B
	Disposition Instruction	
	Cutoff Instruction	Cutoff files at the end of the fiscal or calendar year, as applicable, when final action on the subject is completed.
	Retention Period	Delete / destroy 7 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Program Management Administrative Records	
	Disposition Authority Number	DAA-0425-2016-0013-0012
	Records that relate to the internal administration or housekeeping activities of a program. This may include internal activity and workload reports, routine notifications of meetings, letters of transmittal that do not add any information to that contained in the transmitted material, suspense and tickler files, and similar materials that do not serve as the basis of official action or unique documentation the functions for which the program exists.	
	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
	GRS or Superseded Authority Citation	N1-425-09-003 / 5/C
Disposition Instruction		
Cutoff Instruction	Cut off files at the end of the fiscal or calendar year, as applicable, when final action on the subject is completed.	
Retention Period	Delete / destroy 3 years after cutoff.	
Additional Information		

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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
07/29/2016	Return to Submitter	Francisco Rivera	Records Management Specialist	Department of the U.S. Treasury - Bureau of the Fiscal Service
08/03/2016	Certify	Brenda Alexander	Manager	ISS - DBI
12/08/2016	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/06/2017	Submit For Certification	Milton Guevara	Records Management Specialist	Treasury Department - Bureau of The Fiscal Service
03/06/2017	Certify	Brenda Alexander	Manager	ISS - DBI
03/15/2017	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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