

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0425-2016-0014

## Request for Records Disposition Authority

Records Schedule Number      DAA-0425-2016-0014  
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)  
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 schedule excludes records concerning either Individual Indian Moneys (IIM) or Indian Tribal Trust Funds. Under current Department of the Treasury policy, all documents, data, and tangible things containing information that relates to IIM and Tribal Trust Funds and assets are to be preserved until further notice, in compliance with the preservation obligations set forth in the Federal Rules of Civil Procedure and various court orders pertaining to the retention of such documents, data, and tangible things.

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.

# WITHDRAWN – RETURNED WITHOUT ACTION

# WITHDRAWN – RETURNED WITHOUT ACTION

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 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
4	0	4	0

GAO Approval

# WITHDRAWN – RETURNED WITHOUT ACTION

## Outline of Records Schedule Items for DAA-0425-2016-0014

Sequence Number	
1	Consolidated Reports Disposition Authority Number: DAA-0425-2016-0014-0001
2	Consolidated Reports Disposition Authority Number: DAA-0425-2016-0014-0002
3	Program Management Records Disposition Authority Number: DAA-0425-2016-0014-0003
4	Program Management Records Disposition Authority Number: DAA-0425-2016-0014-0004

# WITHDRAWN – RETURNED WITHOUT ACTION

## Records Schedule Items

Sequence Number	
1	<p><b>Consolidated Reports</b></p> <p>Disposition Authority Number      DAA-0425-2016-0014-0001</p> <p><b>Quarterly Treasury Bulletin Item c. - 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.</b></p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Pending</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      N1-425-09-3 Item 4</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff at the end of the fiscal year</p> <p>Retention Period                      Destroy/delete 20 year after cutoff.</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p>
2	<p><b>Consolidated Reports</b></p> <p>Disposition Authority Number      DAA-0425-2016-0014-0002</p> <p><b>Quarterly Treasury Bulletin Development Files Item d. Records include source documentation gathered to prepare the bulletin.</b></p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Pending</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in</p>

# WITHDRAWN – RETURNED WITHOUT ACTION

3

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.**

Retention Period **Delete / destroy 1 years after cutoff.**

## Additional Information

GAO Approval **Not Required**

## Program Management Records

Disposition Authority Number **DAA-0425-2016-0014-0003**

**Treasury Appropriation Warrant and Warrant Journal Vouchers (WJVs) Item a1. 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 **Pending**

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 fiscal year when the appropriation warrant is created.**

Retention Period **Delete/destroy when business use ceases.**

## Additional Information

GAO Approval **Not Required**

## Program Management Records

Disposition Authority Number **DAA-0425-2016-0014-0004**

4

# WITHDRAWN – RETURNED WITHOUT ACTION

Treasury Announcements (TAs) Case Files Item a2. 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 Pending

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 N1-425-09-3 Item 5

## Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year when case file is created.

Retention Period Delete / destroy when business use ceases.

## Additional Information

GAO Approval Not Required

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0425-2016-0014

## 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
08/23/2016	Certify	Brenda Alexander	Manager	ISS - DBI
10/31/2016	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

# WITHDRAWN – RETURNED WITHOUT ACTION