

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
8601 Adelphi Road, College Park, MD 20740-6001

1. FROM (Agency or establishment)
Department of the Treasury

2. MAJOR SUBDIVISION
Financial Management Service

3. MINOR SUBDIVISION
Federal Finance

4. NAME OF PERSON WITH WHOM TO CONFER
Sharon M. King

5. TELEPHONE
(202) 874-6960

LEAVE BLANK (NARA use only)

JOB NUMBER
71-425-01-2

DATE RECEIVED
9-28-2000

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
ARCHIVIST OF THE UNITED STATES
WITHDRAWN

6. 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 on the attached 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE: 9/28/00
SIGNATURE OF AGENCY REPRESENTATIVE: Sharon M. King
TITLE: Director, Administrative Programs Div.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>Federal Finance (FF)</u></p> <p>The Office of the Assistant Commissioner provides executive direction, leadership, and technical guidance for managing the Federal government's cash and credit management programs, and for the development, implementation, and dissemination of tools, policies, regulations, standards, and guidelines affecting all aspects of the Government's cash and credit management programs.</p> <p>The Office exercises effective control of cash and credit management activities for Government funds ensuring that policies, standards, and fiscal procedures are specifically designed to reduce Treasury financing costs. Cash and credit management functions have as objectives: holding down the cost for depository and payment services, minimizing the levels of cash held outside the Treasury, enhancing the daily utilization of funds, and accelerating the flow of taxes and other receipts into the Treasury.</p> <p>(See attached sheets)</p> <p>WITHDRAWN</p>		

1. Bank Records

Records on banks and the financial services that they perform for Treasury and Federal agencies. Federal Reserve Banks act as Treasury's fiscal agent. Commercial financial institutions act as Treasury's financial agent. These records are found in designated divisions in Federal Finance.

A. Bank master records

Financial Agent Agreements and related records. These records include, but are not limited to, the following:

- o Financial Agent Agreements (FAAs) signed by a bank and Treasury.
- o Records describing the services performed by a bank. These include lockbox depositary agreements (LDAs), memorandums of understanding (MOUs), statements of work (SOWs), and pricing documents. Depending on the terms of the LDA, MOU or SOW, services may be performed exclusively for Treasury, or for Treasury and a Federal agency, or exclusively for a Federal agency.
- o Bank payment records. These include records on placing, increasing, decreasing, and withdrawing compensating balances, Treasury Time Balance accounting records, and records on fees paid to banks.
- o Records on a bank's pledge or release of collateral used to secure Federal funds.
- o Correspondence which amends or interprets bank master records.

Arrangement: The designated divisions will determine the arrangement for records pertaining to a class of financial services (for example, lockbox services), as specified in the division file plan.

Disposition: Cutoff file at the end of the FAA. Transfer to Federal Records Center (FRC) 2 years after cutoff. Destroy 11 years after cutoff.

WITHDRAWN

B. Bank operating records

Bank statements, general correspondence, and other general records on the operation of financial services performed by banks. These records include, but are not limited to:

- o Monthly account analysis statements and related records that summarize the volume and dollar value of transactions for an account. A monthly account analysis statement (MAAS) is prepared by a bank and submitted to Treasury. A monthly account activity report (MAAR) is prepared by a bank and submitted to the Federal agency for which services were performed. Depending on the terms of the MOU or SOW, a copy of the MAAR may be submitted to Treasury.
- o Interest rate letters and related records on interest calculations for Federal funds invested under the Treasury Tax and Loan Program.
- o General correspondence relating to fiscal and financial agents, including agency requests to Treasury for financial services. Correspondence which amends or interprets bank master records is excluded. (See item "A" of this series.)

This item does not include records for accounts pertaining to Individual Indian Monies. (See item "C" of this series.)

Arrangement: The designated divisions will determine the arrangement for records pertaining to a class of financial services (for example, lockbox services), as specified in the division file plan. The division file plan will identify any records requiring reconciliation; such as monthly account analysis statements.

Disposition: Cutoff file at the end of each fiscal year. Transfer records not requiring reconciliation to FRC 1 year after cutoff. Transfer records requiring reconciliation to FRC 1 year after the end of the fiscal year during which reconciliation is performed. Destroy 7 years after cutoff.

WITHDRAWN

C. Bank operating records for accounts pertaining to Individual Indian Monies

These records include correspondence, bank statements, and general operating records for accounts pertaining to Individual Indian Monies. These records include monthly account analysis statements and related records that summarize the volume and dollar value of transactions for an account. A monthly account analysis statement (MAAS) is prepared by a bank and submitted to Treasury. A monthly account activity report (MAAR) is prepared by a bank and submitted to the Federal agency for which services were performed. Depending on the terms of the MOU or SOW, a copy of the MAAR may be submitted to Treasury. For reference purposes, these records include a duplicate copy of the MOU and SOW for accounts pertaining to Individual Indian Monies.

Arrangement: Each division will determine the arrangement for records pertaining to a class of financial services (for example, lockbox services), as specified in the division file plan.

Disposition: Cutoff file at the end of the Financial Agent Agreement. Transfer to FRC 1 year after cutoff. Destroy 20 years after cutoff.

Note: Items 1A, B & C of this schedule supersede items 77, 78, 79, and 81 of the NI-425-91-1 schedule.

2. Cash and Asset Management Records

Records on programs and projects to ensure that Federal agencies have sound financial management practices. Some Federal Finance programs and projects ensure that Federal agencies adhere to the requirement of laws, regulations, and Office of Management and Budget directives governing activities that affect the cash account of the Department of the Treasury, the extension of credit, and the management of real property. Other programs and projects ensure that the services Federal Finance provides to Federal agencies and the public are operated in compliance with laws, regulations, and directives. Some programs operate on an ongoing basis; [for example, facilitating agency compliance with the credit bureau reporting provisions of the Debt Collection Improvement Act]. Other programs operate on a recurring basis, with a cycle of activities repeated as needed or at specified intervals; [for example, conducting agency cash management reviews, such as the fiscal year 1992 Current Asset Management Review and Analysis (CAMRA) reviews]. Projects are one-time activities; [for example, evaluating a new banking technology for potential use by Federal agencies]. Cash and Asset Management records are found in various divisions in Federal Finance.

A. Cash and Asset Management master records

Records that are used throughout the duration of a program or project, or until superseded by a new version. These records may include, but are not limited to, copies of authorizing legislation, regulations, and other directives, handbooks and other guidance materials, and major studies or reports.

Arrangement: Each division will determine the arrangement for records pertaining to a program or project, as specified in the division file plan.

Disposition: Cutoff file at the end of the program or project, or when superseded by a new version. Transfer to FRC 2 years after cutoff. Destroy 7 years after cutoff.

B. Cash and Asset Management operating records

Records that pertain to program or project activities during a specific period, to a specific issue, or to a specific program or project participant. These records may include, but are not limited to, analyses of specific issues, correspondence with Federal agencies or other program or project participants, and interim reports.

Arrangement: Each division will determine the arrangement for records pertaining to a program or project, as specified in the division file plan.

Disposition: Cutoff files at the end of each fiscal year. For recurring programs which do not operate on a fiscal year basis, cutoff files at the beginning of a new program cycle. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff.

3. Rough drafts and working papers

Rough drafts maintained by individuals in personal files that do not document substantive revisions and are no longer needed once the draft is superseded by a newer version. Working papers maintained by individuals in personal files that do not document substantive revisions and are no longer needed once the information is incorporated in a recordkeeping copy or becomes obsolete.

Disposition: Destroy when superseded by a newer version or information is incorporated in a recordkeeping copy or becomes obsolete.

WITHDRAWN

4. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- A. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

- B. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.