

**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  
Agency Services

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

5. TELEPHONE  
(202) 874-6960

LEAVE BLANK (NARA use only)

JOB NUMBER  
71-425-02-1

DATE RECEIVED  
12-6-01

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
3-28-02

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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  
11/30/01

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature]*

TITLE  
Director, Administrative Programs Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Assistant Commissioner, Agency Services (AS)</p> <p>Agency Services, The Center for Applied Financial Management is a fully reimbursable program which offers its services on a reimbursable basis, and is able to contract quickly with its customers using Interagency Agreements established under the Department of the Treasury Franchise Fund, operating under the authority of the Government Management Reform Act of Public Law 103-356 October 13, 1994, Section 403, and Public Law 104-208 (Treasury Appropriation Act).</p> <p>The Center for Applied Financial Management was established in 1991 to further the Financial Management Service's mission of improving the quality of Government financial management. The Center achieves this and meets Federal agencies' needs by providing a single source for financial management expertise in: Financial Education, Financial Systems Consulting, Financial Management Consulting and Technical Services.</p>		

*Agency, NWMO, NWMWA, NR*

## **Office of the Assistant Commissioner, Agency Services**

Being part of FMS, The Assistant Commissioner's office is responsible for supporting the FMS mission as well as interacting and responding to FMS. In addition, the Assistant Commissioner's office provides support to The Center staff for developing and issuing administrative policies and procedures; processing, editing and maintaining copies of client reimbursable agreements, memorandums of understanding, training forms, and billing documents; preparing financial documentation and budgets; procurement actions; facilities and human resources management; and maintaining time and attendance records.

### **1. Reference Files**

Reference files are organized collections of materials used for convenient reference. This material may include extra copies of documents which are officially recorded elsewhere, books, periodicals, copies of reports, studies, drawings, manual, pamphlets, and catalogs.

**Disposition:** This file is kept current on a continuing basis by replacing superseded material and removing obsolete material.

### **2. Reimbursable Client Records**

Records are kept by each Fiscal Year for all reimbursable client agencies. All files are kept in alphabetical order by client name. Records include: reimbursable agreement, Memorandum of Understanding, and billing documents, Fiscal Years 1991-2000 are currently kept.

**Disposition:** Destroy 10 years after close of Fiscal Year.

### **3. Financial Statements/Documents**

FY 1991-2000 Financial Statement which include GSA Rental Bills, Statement of Monthly Accruals, Quarterly Franchise Fund Submission, Payable Agreements, Pricing Calculations for hourly rates, AMS & FMS Timeshare Invoices.

**Disposition:** Destroy 3 years after close of Fiscal Year.

### **4. Facilities Management Records**

Correspondence files relating to administration and operation of the facilities which includes: building access information, building emergency plans, building lease, evacuation plan, security policy, incident report.

**Disposition:** Destroy when superseded.

### **5. Administrative Policy Manual**

Administrative policies and procedural information collected as a comprehensive source for reference use by Agency Services staff on FMS and Agency Services operations.

Disposition: Destroy when superseded or obsolete.

## 6. Marketing Material

Marketing materials are documents used for promoting the services of The Center's Business Lines such as, Fiscal Year Reports, Customer Survey, Capabilities Statement.

Disposition: Destroy when superseded or obsolete.

## **Financial Education Staff**

Through training forms and reimbursable agreements, the Financial Education Staff provides open enrollment and agency on-site financial resources, conferences, seminars, and workshops to financial and non-financial program managers and staff. This program supports compliance with existing and new financial legislation and regulations.

## 7. Billing Documentation

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting operations from other government agencies. Billing Memo's which are attached to copies of each student's SF-182's, DD-1556's, Purchase Orders, Copies of Checks or Credit Card Forms. Reimbursable Agreements and payment documentation for On-Site training. Reimbursable Agreements payment documentation for Room Rental services.

Disposition: Destroy when 6 years old after end of Fiscal Year.

## **Financial Systems Consulting Staff**

Through a reimbursable agreement, the Financial Systems Consulting Staff assists agencies in selecting and implementing a financial management system that meets Treasury, OMB, Joint Financial Management Improvement Program (JFMIP), and the agency's own requirements to improve the quality of financial decision-making improving compliance with Treasury and OMB regulations; and enhancing quality of financial reporting to Treasury and OMB.

## 8. Deliverables

Deliverables are official final documentation prepared by The Center staff and provided to a client agency as defined in the project planned for their review and approval. Deliverables include, but are not limited to, project plans, worksheets, test scripts, progress reports, charts, memos and letters.

Disposition: Destroy 6 years after project completion.

## **Financial Management Consulting Staff**

Through a reimbursable agreement, the Financial Management Consulting provides accounting and financial management services to Federal agencies, Services include operational, compliance and internal control reviews, SGL conversion, strategic planning, performance measures and compliance with GPRA, compliance with FASAB #4 Managerial Cost Accounting and ABC cost methodology and other assistance in bringing agencies into compliance with new Federal laws and regulations.

### **9. Deliverables**

Deliverables are official final documentation prepared by The Center staff and provided to a client agency as defined in the project planned for their review and approval. Deliverables include, but are not limited to, project plans, worksheets, test scripts, progress reports, charts, memos and letters.

Disposition: Destroy 6 years after project completion.

## **Technical Services Staff**

Through a reimbursable agreement, the Technical Service Staff provides mainframe accounting cross-servicing to four agencies and provides a UNIX operating environment to three more, for a total of seven agencies. In addition, services including configuration management, application management, and system integration. (This function abolished on March 31, 2002)

### **10. Deliverables**

Files containing final documentation prepared by the TSS and provide to a client agency as defined in the project plan for their review and approval. Deliverables include, but are not limited to, project plans, worksheets, test scripts, progress reports, charts, memo, and memoranda.

Disposition: Cutoff files March 31, 2002. Destroy when 6 years old. This is a closed series.

### **11. Office Subject Files**

Correspondence files of TSS Operations. Such as Memoranda, LOI's Billing Report, SOS's Work Mgt. Forms, Evening Procedures, Testing Procedures, Migration Forms, System Availability, Pager Listings, Manuals, Fax Transmittals, Job Scheduler Reports, Presentations, Demo's Conversion Job Checklists, Reimbursable Agreements, MOU's FFS Users Group Meeting Minutes.

Disposition: Cutoff files March 31, 2002. Destroy when 6 years old. This is a closed series.

### **12. Status Reports**

Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.

Disposition: Cutoff files March 31, 2002. Destroy when 6 years old. This is a closed series.

13. FMFIA Report

Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub L. 97-255, the Federal Managers Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud and mismanagement. Comprehensive plans to documenting the agency's efforts to ensure compliance with OMB Circular A-123.

Disposition: Cutoff files March 31, 2002. Destroy when 6 years old. This is a closed series.

14. AMS Files

The Technical Services Staff (TSS) cross-services six (6) client agencies using American Management System (AMS) Federal Financial System (FFS) accounting package. TSS maintain the FFS accounting package. TSS implement conversions and enhancements, trouble-shoot technical and functional issues, run nightly cycles to update transactions made by our clients, produce requested report, as well as government required reports, such as SF-133, SF-2108, FACTS I & II. Files consist of record copy of releases, conversions, and supporting documentation.

- |                   |                       |
|-------------------|-----------------------|
| (1) Releases      | (4) Disaster Recovery |
| (2) Documentation | (5) Correspondence    |
| (3) Back-up       |                       |

Disposition: Cutoff files March 31, 2002. Destroy when 4 years old. This is a closed series.

15. 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: Temporary, Destroy/delete 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.