

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-425-03-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5-1-2003</i>	
1. FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Financial Management Service			
3. MINOR SUBDIVISION Assistant Commissioner, Governmentwide Accounting			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon M. King	5. TELEPHONE NUMBER 202-874-6960	DATE <i>9-23-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>6</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4/17/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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 align="center"><u>Governmentwide Accounting (GWA)</u></p> <p>GWA provides the financial infrastructure for the central governmentwide accounting of all Federal Financial Transactions. This infrastructure results in the accumulation and publication of governmentwide financial information. The GWA accomplishes its mission by providing, operating, and managing financial resources and systems, and setting standards for summary-level governmentwide accounting data integrity and reporting.</p> <p>The Department of the Treasury has committed to maintaining all documents under this schedule in conformance with Court Orders entered in the Cobell litigation, including the Court Order of August 12, 1999, until the conclusion of the litigation or until the Court or Special Master order otherwise.</p> <p><i>cc Agency NR DUMWA</i></p>		

Attachment**Cash Accounting and Reporting Directorate
Cash Forecasting Division**

The Cash Forecasting Division (CFD) provides decision support to the Office of the Fiscal Assistant Secretary (OFAS) with forecasting, monitoring, and managing the cash and debt position of the Treasury for the purposes of maintaining a target balance in the Treasury's operating cash balances and maximizing interest earned on the Treasury Tax and Loan Accounts (TT&Ls). Much of this information is used in the process of compiling and producing the Daily Treasury Statements, which reflects this data.

The Division develops and manages all requirements for reporting critical cash and debt management financial information. It prepares and issues updates as necessary and serves as a major contact point with the Federal Reserve System. In this contact process, the Division interacts with the Federal Reserve Open Markets Desk, the Federal Reserve Board of Governors, and the individual Federal Reserve banks on matters impacting the bank reserve accounts.

The Division supports the forecast, tracking, and management for the projected cash and debt position. It collects, analyzes, and summarizes critical cash and debt management data. It also participates in the daily conference call to determine the cash position requirements while at the same time providing tax receipt data to the Bureau of the Public Debt (BPD). CFD develops CASH TRACK initiatives and maintains CASH TRACK data.

1. **CASH TRACK.** This automated system supports FMS and the Office of the Fiscal Assistant Secretary in the maintenance of desirable cash balances in Treasury accounts with the Federal Reserve Banks, and in preparation of the Daily Treasury Statement (DTS). CASH TRACK assists in gathering information concerning Government expenditures and receipts and provides automated analysis to assist the Treasury in maintaining the appropriate level of funds in the Treasury's General Account (TGA) and Treasury Tax & Loan (TT&L) accounts.

The system documents the operating cash balance of the Treasury including the daily closing balance and operating balances for each day, the month to date and the fiscal year to date. Also documented are deposits and withdrawals of operating cash, public debt transactions, adjustments to public debt transactions to cash basis, debt subject to limit Federal tax deposits, tax and loan note accounts by depositary category, and income tax refunds issued. The data for these are shown daily and also include data on the month and fiscal year to date.

- A. Inputs, including transmittals, notifications, and comparable data.

Large Dollar Notification (LDN);

Bureau of Public Debt – ABA 160, 161, 164, 165;
 Automated Standard Application Payments (ASAP) Funds Control Branch
 Actual ALC Settlement Report For Cycle Date;
 BPD DTS Data Tables III-A, III-C;
 CASHLINK Vouchers Classified as Suspense;
 Daily Support Listing of FDS Deposits;
 Daily Tax Refund Report (Actual);
 Deferred Balance;
 EFTPS Tax Classification Summary for all Federal Reserve Districts –
 Nationsbank;
 EFTPS Funds Settlement Reports – Nationsbank and First Chicago;
 EFTPS First Chicago ETA Bulkfiler Tax Classification Report;
 EFTPS First Chicago Cash Forecasting Report;
 Electronic Tax Application Tax Classification Report (ETA);
 ETA Bulkfiler Tax Classification Summary Report Financial Agent –
 Nationsbank;
 Federal Deposit Insurance Corporation Payments;
 Fedline Daily Disbursement Summary Reports – PFC and SFC;
 Fedtax II Classification Summary;
 Health Human Services Payments;
 Internal Revenue Service RACS Reports;
 Pre-Settlement Tax Classification Summary Report for All Federal Reserve
 Districts - NationsBank;
 RFC Stacked Payment Reports;
 RRBLINK Railroad Retirement Board Daily Tax Classification Summary
 Report – Interim/Final;
 State and Local Government Series (SLG) – ABA 175;
 U.S. CASHLINK System IRS Classification for Date Transfer;
 U.S. CASHLINK System Summary of ACH Deposits by ALC Number for
 Cycle Date; and,
 comparable inputs.

Disposition:

1. Hardcopy. Cut off at the end of each month. Destroy 1 year after cutoff.
2. Electronic. Destroy/delete when 13 months old

B. Data on electronic media. ~~Disposition: Destroy/delete when 7 years old.~~

Disposition:

1. Data reflecting reported amounts that do not equal zero.

Destroy/delete when 7 years old or when no longer needed for current business, whichever is later.

2. Data reflecting reported amounts of zero (Null Records)

Destroy/delete when no longer needed for current business.

C. Outputs.

Disposition:

1. Daily Treasury Statement (DTS).

- a. Hardcopy. Cut off at the end of each calendar year. Destroy 4 years after cutoff.
- b. Electronic (including Internet postings). Destroy/delete when no longer needed.

2. Estimated Cash Position (ECP);

Actual Cash Position (ACP);
Daily Medicare Bureau of Public Debt (BPD);
DTS CASH TRACK Copy;
Electronic Tax Deposit Activity; ETA & EFTPS Actuals;
Federal Tax Deposit System All Organizations;
FRB Edit Report;
FRB Reconciliation Report;
FRB Report Cards;
FRB Non Report Cards;
Individual Bank Account Analysis Edit;
Selected Federal Tax Deposit Information;
Transfers into New York; and,
comparable outputs.

- a. Hardcopy. Cut off at the end of each month. Destroy 1 year after cutoff.
- b. Electronic. Destroy/delete when 13 months old

D. System documentation.

The CASH TRACK User Guide, user manuals, standard operating procedures, and related system documentation describing access to the system, data entry, and modification and retrieval of data.

Disposition: Destroy/delete when superseded or obsolete, or 1 year after discontinuance of the system.

2. Call Pattern File. A spreadsheet produced using an *MS Excel* application. It reflects proposed call actions on Treasury Tax and Loan (TT&L) banks to see the effect on the projected Treasury General Account (TGA) balance.

Disposition: Cut off at the end of each month. Destroy 1 year after cutoff.

3. Comparison File. A spreadsheet produced using an *MS Excel* application. It compares Treasury's estimates for the Operating Account balances, receipts and outlays with the Federal Reserve Bank (FRB) New York Open Market Desk (OMD) estimates.

Disposition: Cut off at the end of each month. Destroy 1 year after cutoff.

4. Treasury Security Issues File. A spreadsheet produced using an *MS Excel* application that reflects the PAR amount and the discount on Securities Issued. The spreadsheet is used to validate the estimated amounts in CASH TRACK.

Disposition: Cut off at the end of each month. Destroy 1 year after cutoff.

5. Fedwire, CASHLINK Wire, and ACH Discrepancy Reports. Deposit reports reflecting suspense or unmatched transactions requiring research for classification purposes.

Disposition: Cut off at the end of each month. Destroy 1 year after cutoff.

~~6. Daily Support Listings of FDS Deposits File. Deposit details for the transactions processed through the Fedwire System.~~

*withdrawn by
20. 4/25/03*

~~Disposition: Cut off at the end of each month. Destroy after 1 year after cutoff.~~

~~7. Transcript of the General Account of the United States Treasury. Reflects Treasury Check activity.~~

~~Disposition: Cut off at the end of each month. Destroy 1 year after cutoff.~~

8. Notification for Dynamic Investments, Term Investments, and Comparable CASH TRACK Functions. This documentation is used as announcements, acceptance and acknowledgments of critical functions that will or have taken place in the CASH TRACK system.

Disposition: Cut off at the end of each month. Destroy 1 year after cutoff.

9. Daily Treasury Statement Logs. These are comprised of the Tax Refund Log that contains information about tax refund IMF and BMF totals; the Other Deposits and

Withdrawal Log that deals with deposits and withdrawals that are not normally reported on the Daily Treasury Statement (DTS); and, the Exchange Stabilization Funds Log (ESF) that contains daily reporting to maintain month to date and year to date balances. These logs are used for verification purposes.

Disposition: Cut off at the end of each month. Destroy 13 months after cutoff.

10. Information System Project File. This documents the development, implementation, testing, and modification of systems used by the Division. Records include conversion schedules; draft documents relating to project implementation; printouts of screens; notes of meetings; action plans; Charter; copies of SF 33, *Solicitation, Offer and Award*; faxes; presentation handouts; and, comments concerning system elements.

The files are arranged alphabetically by subject, for example, ACH/FRB Consolidation, CASH TRACK Costs and Budget Estimates, Future Release Items, Project Schedule, Test Scenario Scripts, TT&L Credits Distribution and Weekly Comparison. The records currently deal with the development and implementation of the CASH TRACK system.

Disposition: Destroy when no longer needed for current business or when superseded or obsolete.

11. PDF Upload Log. Indicates the date, time, and user that verified that the TXT and PDF files were available on the Internet. Used as a control source and is maintained by month.

Disposition: Cut off at the end of each month. Destroy 1 year after cutoff.

12. Operations ^{Support Documentation revision approved by O.U. 5/31/03} Miscellaneous Documents. Worksheets for posting various DTS data for voice recording; supporting documents, and screen prints of transmittals used for analyzing validations and other discrepancies; and, comparable documents.

Disposition: Cut off at the end of each month. Destroy 1 year after cutoff.

13. Conference Call Desk Documents. Screen prints of Final Conference Call Proposal window; Shared TT&L Activity window; Tax Receipt window; TT&L Balance window; Investment Capacity window; ECP changed line items; conference call worksheet; A, B, and C Depository Call Notice worksheet; Crystal Reports; Transmittals; Tax Refund spreadsheet; State and Local Government spreadsheet; and, comparable documents used for verification purposes and/or for testing new versions of CASH TRACK.

Disposition: Cut off at the end of each month. Destroy 1 year after cutoff.

14. Treasury Tax and Loan Investment Program Notice of Transfers. Generated daily, these reflect the account transfers that are placed on a specific day (Announcements) and those that are due on a specific day (Results).

Disposition:

- a. **Hardcopy:** Cut off at the end of each month. Destroy 1 year after cutoff.
- b. **Electronic (including Internet postings).** Destroy/delete when 13 months old or when no longer needed for current business, whichever is sooner.

15. Electronic Mail, Spreadsheet, and Word Processing System Copies. Electronic copies of records that are created on electronic mail, spreadsheet, 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, spreadsheet, and word processing systems that are maintained for updating, revision, or dissemination.

Disposition:

- 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.**

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.**

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