# REQUEST FOR RECORDS DISPOSITION AUTHORITY

*(See instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION
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**
Assistant Commissioner, Financial Operations

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

**5. TELEPHONE**
202-874-6970

## 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 __3__ 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**
6/10/04

**SIGNATURE OF AGENCY REPRESENTATIVE**

**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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|---|---|---|---|
| | See attached | | |

cc Agency NR NWMWA

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

Attachment

### Financial Accounting and Services Division
### Surety Bond Branch

The mission of the Financial Accounting and Services Division (FASD) is to improve accounting, financial operations, and services by enhancing the quality, timeliness, and integrity of financial information. FASD is responsible for a variety of financial activities, which are to: assess the qualifications of surety companies as acceptable sureties on Federal bonds; certify payments for over 30 International Claims Programs; certify payments for Judgment Fund awards and settlements; liquidate the former Postal Savings System and other government programs; and provide accounting operations and financial services for the Treasury Managed Accounts and to the Office of the Assistant Secretary for International Affairs (OASIA) accounts, Department of the Treasury.

The Surety Bond Branch performs the responsibilities delegated by the Secretary of the Treasury, with regard to granting a Certificate of Authority to qualified insurance companies, authorizing them to do business with the Federal government for surety bonding purposes. The Surety Bond Branch administers functions relating to the qualification of insurance companies as acceptable sureties on bonds running in favor of the United States, including the qualification of acceptable re-insurers of such companies as well as Pools and Associations and Lloyds' of London. This includes examining financial statements, actuarial opinions, reinsurance treaties, etc., and determining underwriting limitations for the surety companies. The Branch provides guidance to government agencies and others regarding all aspects of Federal surety bonding requirements.

Additionally, the Surety Branch assists agencies in their daily transacting of business with surety companies in the areas of normal bonding and reinsurance activities, fraudulent activity, and when agencies encounter difficulty with sureties, whether it be on matters such as the interpretation of regulations or in the area of claims.

1. <u>Surety Information Management System (SIMS).</u> SIMS supports quarterly and annual reviews of the qualification of insurance companies as acceptable sureties on bonds running in favor of the United States. SIMS is an internally developed client-server application used exclusively by the Surety Bond Branch (SBB) of the Financial Accounting & Services Division. SIMS is used to re-certify more than 400 insurance companies each year, review new applications, perform quarterly and annual reviews, and publish Circular 570, a list of companies certified by the Treasury Department to directly write Federal Bonds, reinsure Federal Bonds, or be recognized as an Admitted Re-insurer. SIMS acts as both a decision support tool and a database for the storage of information.

A. Inputs

    1.  Annual financial statements and supporting data of companies holding Certificates of Authority as acceptable sureties on Federal Bonds.

(a) ~~Hardcopy~~

*AS. 11/5/0r*

Disposition: ~~See Job Number N1-425-91-1, Item~~ *188.* Transfer to FRC when 1 year old. Destroy when 6 years ~~old.~~

(b) Data submitted by companies on diskettes and CD.

Disposition: Destroy/delete when 6 years old.

(c) Data submitted by companies via the Internet.

Disposition: Destroy/delete ~~when 6 years old.~~

2. ~~*Correspondence with surety and insurance companies including process agent files of~~ active ~~companies~~ and authority files. Files contain letters and legal documents regarding the company's ~~authority to do~~ business with the Government; annual renewals of such authority; and correspondence and ~~memoranda~~ regarding rejection of applications for authority and terminations of authority.

*Al 11/5/05*

Disposition: See Job Number N1-425-91-1, Item *185* Transfer to FRC ~~one year after last action on case. Destroy when 50 years old.~~

~~3. Manually entered auditor information and analyses. The data is comprised of auditor~~ ~~observations,~~ opinions, and documentation of their review of the company. The information ~~can be~~ extremely wide ranging, as it can encompass anything considered relevant and material to ~~the auditor's~~ review of the company. Examples of information can include: auditor questions ~~posed to the~~ company, auditor comments, explanations, and judgments on company financial ~~performance, key~~ points summarizing company strategic business plans, future expectations of the ~~company, as~~ well as company management expectations and explanations of results.

~~Disposition: See Items B and C1b on the schedule.~~

B. Data on Electronic Media. Fields include a wide range of data, including but not limited to: company business information including state of incorporation, business addresses, company officers/directors, and financial information from the company's financial statements. Examples of company financial information include; assets, liabilities, policyholders' surplus, income statement information, and assets not considered admissible per Treasury's review.

Disposition: Destroy/delete when 6 years old.

C. Outputs

1. Hardcopy

   a. Department of the Treasury's Listing of Approved Sureties (Circular 570).

      Disposition: Destroy/delete when 6 years old.

   b. ~~Auditor Produced Analysis. The Auditor Produced Analysis is comprised of both~~ independent auditor opinions and judgements, as well as auditor verification of company reported information. The Auditor Analysis is captured in judgements as well as auditor verification of company reported information. The Auditor Produced Analysis consists of the background information obtained from the company regarding its strategic operations and business plans, the SIMS Worksheet, and SIMS auditor notepad data.

      *A.S 11/5/05*

      Disposition: See Job Number N1-425-91-1, Item *18.8* The information is kept in desk folders in the Surety Bond Branch. The desk folders retain 3 years of information with any information over 3 years old purged yearly and sent to the FRC. ~~Destroy when 6 years old.~~

   c. ~~Ad hoc reports~~

      *AS 1/5/05*

      ~~Disposition: See Job Number N1-425-91-1, Item 188. Destroy/delete when 6 years old.~~

   d. All other hard copies.

      Disposition: Destroy when no longer needed for current business.

2. Electronic copy.

   Disposition: Destroy/delete when no longer needed for current business.

D. System Documentation

   The SIMS 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 when superseded or obsolete, or 1 year after the discontinuance of the system.