

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, 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 71-425-05-3	
DATE RECEIVED 1-11-2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 1/11/05	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 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 1/14/05	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director, Administrative Programs Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages.		

Attachment
(Job No. N1-425-05-)

Electronic Funds Transfer Strategy Division

The EFT Strategy Division (ESD) is responsible for developing strategies and systems, as well as conducting market research, to increase electronic funds transfer (EFT) for Federal payments. The division supports the expansion, enhancement, and implementation of cash management initiatives and programs designed to improve Governmentwide financial management objectives by enhancing the delivery of payments to the public. ESD provides Direct Deposit and Electronic Transfer Account (ETA) Program implementation by overseeing the Federal Reserve Bank of Dallas ETA operations, manages the compensation of ETA Providers, and monitors the performance of participating ETA Providers to ensure compliance with the ETA provisions.

1. Payment Products and Services Marketing Project Files. The Debt Collection Improvement Act of 1996 (DCIA) required that most Federal payments, except tax refunds be made by electronic funds transfer (EFT) after January 1, 1999. "EFT 99" was the Financial Management Service's initiative to convert most of its nearly 1 billion annual payments from paper checks to electronic payments. This initiative is supported by conducting market research and a pilot marketing campaign – Go Direct. The Division develops fact sheets, brochures, take-one cards, tent cards, posters, public service announcements, videotapes, compact disks and other types of marketing materials to be used in the promotion of direct deposit and the ETA for Federal benefit payments. The Division also promotes direct deposit for tax refunds and vendor payments, and develops similar promotional materials for these types of payments.

Disposition:

Cut off files at the conclusion of the marketing campaign or specific marketing effort to which they relate. Transfer to the Washington National Records Center (WNRC) 1 year after cutoff. Destroy 6 years after cutoff.

2. Payment Products and Services Marketing Records. Brochures, pamphlets, flyers, binders, posters, inserts, charts, videotapes, public service announcements and similar records developed and used to market Financial Management Service payment services to Federal agencies, financial institutions and the public. The records date from 1998 to the present.

Disposition:

a. Publications

1. Record set of publications (one copy of each brochure, pamphlet, etc.).

Permanent. Transfer to the National Archives of the United States when one cubic foot accumulates.

2. All other copies. Destroy when no longer needed for current business.

b. Posters.

1. Record set of posters (2 copies of each poster). Permanent. Transfer to the National Archives of the United States at the end of each fiscal year.

2. All other copies. Destroy when no longer needed for current business.

c. Audio visual records, including videotapes and public service announcements.

1. Videotapes or compact disks (CDs) created for marketing, training, or market research purposes.

a. The original tape or CD (or the earliest generation if the original is not available) and a dubbing or copy. Permanent. Transfer to the National Archives of the United States at the end of each fiscal year.

b. All other copies. Destroy when no longer needed for current business.

2. Public Service Announcements (PSAs).

a. The original tape or compact disk (CD) (or earliest if the original is not available) and a dubbing or copy. Permanent. Transfer to the National Archives of the United States at the end of each fiscal year.

b. All other copies. Destroy when no longer needed for current business.

3. 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.

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.