

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 Office of the Commissioner	
4. NAME OF PERSON WITH WHOM TO CONFER Sharon M. King	5. TELEPHONE 202-874-6960

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-425-05-4	
DATE RECEIVED	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10/17/01	ARCHIVIST OF THE UNITED STATES <i>John Weinstein</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 4 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 3/3/01	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 GRS OR SUPERSEDED JOB CITATION	10.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.		
<i>cc Agency, NWMD, NOME, NWMA</i>			

Office of Legislative and Public Affairs (LPA)

LPA coordinates the Financial Management Services' (FMS') legislative and public affairs activities to ensure that communications with Congress, the financial and business communities, the public, the media, and other government agencies accurately reflect Servicewide policies and programs.

1. Congressionals and Public Inquiries. Correspondence referred to FMS involving requests by constituents for information or remedial action under programs performed by FMS.

- Correspondence Unit (CU): Correspondence from the public sent to FMS from the Department of the Treasury correspondence unit.
- Executive Correspondence (ES): Correspondence sent to FMS from Treasury's executive correspondence unit.
- FMS Correspondence (FMS): Correspondence mailed directly to FMS' Office of Legislative and Public Affairs.
- Legislative Affairs (LA): Correspondence sent to FMS from Treasury's Legislative Affairs and Public Liaison.

*Disposition:*

- a. Non-FMS public inquiries. Destroy after review.
- b. All others. Cut off at the end of each fiscal year. Destroy 3 years after cutoff.

2. Legislative Proposals (electronic and paper). Legislative proposals and congressional testimony that may have implications with respect to Treasury fiscal policy, programs and procedures from OMB through Treasury's General Counsel, to FMS for review and comments.

*Disposition:*

- a. Non-FMS-related proposals and testimony. Destroy after review.
- b. FMS-related proposals and testimony.
  - 1. If FMS-related and no comments are made. Cut off at the end of each fiscal year. Destroy 1 year after cutoff.
  - 2. If FMS-related and comments are made. Cut off at the end of each

fiscal year. Destroy 3 years after cutoff.

3. Public Affairs (Media). Files maintained for record purposes to confirm any interview disputes with reporters once articles are published, to record the date, topic, reporter's name, publication, and proposed date of publication. Also, provides a tracking mechanism for follow-up for our article searches. This type of file contains the following:

- Media
- Published News Articles
- Videotapes (Beta Tapes)
- Working Papers

*Disposition:* Cut off at the end of each calendar year. Destroy 2 years after cutoff.

4. Monthly OFAS Reports. The monthly OFAS report is a report from the FMS Commissioner to the Treasury Fiscal Assistant Secretary. The report contains monthly updates on FMS program issues. The file contains background information, a disk and a signed copy of report.

*Disposition:* Cut off at the end of each calendar year. Destroy 3 years after cut off.

5. Weekly FMS Reports. Weekly report is a report from the FMS Commissioner, through the Fiscal Assistant Secretary, to the Secretary of the Treasury about major developments. The report contains weekly information on FMS program issues. The file contains background information and a signed copy of report.

*Disposition:* Cut off at the end of each calendar year. Destroy <sup>3</sup> year after cut off. GH 5/6/05

6. Legislative Hearing Files. Files containing the testimony of the FMS Commissioner that were delivered at appropriations or oversight hearings and also testimony of non-FMS witnesses on issues relating to FMS programs. These files contain the following:

- Witness testimony
- Transcripts (if appropriate)
- Disk of testimony (if appropriate)
- Other witnesses' testimony
- Background information
- Follow up media stories (if appropriate)

*Disposition:* Cut off at the end of each calendar year. Destroy 3 years after cutoff.

7. International Program. These are files that were created and maintained by the program manager since Fiscal Year 1994. The files deal with miscellaneous program operations; financial management briefings for representatives of international governments; international colloquiums; communications with the Department of the Treasury Office of Technical Assistance; cooperative agreement quarterly reports prepared by the Soros Business and Management Foundation; and, computer training program for representatives of the Russian government.

*Disposition:* Cut off at the end of each fiscal year. Destroy 3 years after cutoff.

8. Financial Management Service (FMS) Web Records. The content of the FMS homepage includes historical information about FMS, fact sheets about its programs, organizational charts, regulations, a Congressional Staff Handbook and other publications, and information about major program activities such as collections, debt collection, payments, agency reporting and training and consulting. Included among the records are web management and operations records.

*Disposition:*

a. Web content.

1. Snap shot at the end of each calendar year. **Permanent**. Transfer to the National Archives immediately according to the provisions of 36 CFR 1228 and supplementary requirements issued in September 2004, except for the pages covered in the Note below.
2. All other versions of the FMS Homepage. Destroy/delete when superseded, obsolete or no longer needed for the conduct of current business.

[Note: The National Archives and Records Administration routinely requests that agencies submit a snapshot of their homepage just before the end of each Presidential Administration. The FMS Homepage is captured as a part of the Department of the Treasury Homepage and those of its constituent bureaus.]

b. Web management and operations records. Destroy/delete when superseded, obsolete or no longer needed for the conduct of agency business.

c. Emails sent to the FMS "webmaster" address, either directly or by way of the comment form available on the FMS Web site, inquiring about, or asking for assistance with specific questions related to, FMS' products, services or publications. Approximately 200 to 300 web records and documents are generated each month by LPA.

Withdrawn as per  
telephone conversation  
w/ Charlie Bretz  
6/8/05  
Jm

***Disposition:*** Destroy when 90 days old or when no longer needed for current business.

9. **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.