

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER R
11-425-07-2

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received
11/13/06

1. FROM (Agency or establishment)
Department of the Treasury

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Financial Management Service

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

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

5. TELEPHONE
(202) 874-6960

DATE
5/17/07

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 2 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,

is not required is attached; or has been requested.

DATE
11/7/06

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 GRS OR SUPERSEDED JOB CITATION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)

SEE ATTACHED SHEET(S) FOR:

44 copies sent to Agency, NUMD, NUMWA, NR

Financial Processing Division
Reclamation Branch

This schedule is for records of the Reclamation Branch (RB) within the Financial Processing Division (FPD) of Financial Operations. The Financial Processing Division (FPD) is responsible for: reconciling all U.S. Treasury checks; resolving claims for and against the Federal Government that arise as a result of lost, stolen, or unauthorized negotiation of U.S. Treasury checks; collecting funds from financial institutions that have cashed unauthorized negotiated U.S. Treasury checks; accounting for the U.S. Treasury check claims process, including the transfer of funds to agencies for checks that have been cancelled due to limited payability, and Non-Treasury Disbursing Office unavailable check cancellations; authorizing settlement checks to payees/financial institutions whose claims have been resolved in their favor; providing customer service to payees, agencies, and financial institutions who have questions or problems relating to the processing of U.S. Treasury checks; administering the Check Forgery Insurance Fund (CFIF). CFIF is a revolving fund established to settle payee claims of non-receipt where the original check has been fraudulently negotiated. The Fund ensures that innocent payees, whose U.S. Treasury checks have been fraudulently cashed, receive settlement checks in a timely manner.

The Reclamation Branch's mission is to collect check reclamation debt from financial institutions, and to ensure the financial integrity of the check reclamation program for the benefit of the Federal Program Agencies, payees, and ultimately the taxpayers. The Reclamation Branch's functions are to provide information and guidance to the financial community through the reiteration of check reclamation program policy and requirements. The purpose is to ensure that the financial institutions are in compliance with the U.S. Treasury's collection policies and procedures; resolve protests that result from reclamations sent to financial institutions for U.S. Treasury checks negotiated with forged or unauthorized endorsements; implement and maintain the Check Reclamation Branch offset programs with the Debt Management Service, Treasury Offset Program (TOP), and with the Federal Reserve Bank, Treasury Check Offset (TCO); and plan and develop new debt collection initiatives, ensuring that programs are consistent with the goals of the organization and the Debt Collection Act of 1996. These records document efforts by FMS to collect reclamation amounts from payor banks that received credits for Treasury checks that were improperly negotiated. These records do not document how the underlying Treasury check payment and any related check claim was processed between Treasury, the paying agency and the check payee.

1. ~~Reclamation Branch Program Files. These consist of records that relate to the on-going management of programs and routine projects within programs, including, but not limited to, correspondence with financial institutions, memorandums and reports relating~~

Superseded by:
N1-425-09-5/5
DATE (MM/DD/YYYY):
07/20/2012

to general policy and program matters, research, and other similar materials. The records may be in hard copy and/or electronic format.

Disposition: Cut off files at end of each fiscal year. Destroy 7 years after cutoff.

GRS
20/13,14

2. 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.

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.

GH
12/11/06