ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records.
They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.
For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition
(T) Temporary - item with temporary disposition

ITEM	STATUS	WHY INACTIVE
1	Active (T)	
2	Active (T)	
3	Inactive (P)	Superseded by N1-425-09-001 / 1a
4	Inactive (T)	Item 4 is inactive because it is based on an old General Records Schedule item that was rescinded in Transmittal 29 item 5 (https://www.archives.gov/files/records-mgmt/grs/grs-trs29.pdf.)
5	Inactive (T)	Superseded by N1-425-09-001 / 4b
6	NA	Non-record reference materials
7	NA	Non-record reference materials
8 /a	NA	lined off prior to approval
8 /b	NA	lined off prior to approval
9	Inactive (T)	Superseded by N1-425-09-001 / 5a
10 /a	Inactive (P)	Superseded by N1-425-09-001 / 4a
10 /b	Inactive (T)	Superseded by N1-425-09-001 / 4b
11	Inactive (P)	Superseded by N1-425-09-001 / 1a
12	Active (T)	
13	Inactive (T)	Superseded by N1-425-09-001 / 1a
14	Inactive (T)	Superseded by N1-425-09-001 / 1b
15	Inactive (T)	Superseded by N1-425-09-001 / 1b

ITEM	STATUS	WHY INACTIVE
16	Inactive (T)	Superseded by N1-425-09-001 / 5b
17 /a	NA	lined off prior to approval
17 /b	NA	lined off prior to approval
18	Inactive (T)	Superseded by N1-425-09-001 / 2
19	Active (T)	
20	Inactive (T)	Superseded by N1-425-09-001 / 2
21	Inactive (T)	Superseded by N1-425-09-001 / 5a
22 /a	Inactive (T)	Superseded by GRS 3.1, item 010 (DAA-GRS-2013-0005-0006)
22 /b	Inactive (T)	Superseded by GRS 3.1, item 010 (DAA-GRS-2013-0005-0006)
23	Inactive (T)	Superseded by N1-425-09-001 / 5b
24	Inactive (T)	Superseded by N1-425-09-001 / 4b
25	Inactive (T)	Superseded by N1-425-09-001 / 4b
26	Inactive (T)	Superseded by N1-425-09-001 / 4b
27	Inactive (T)	Superseded by N1-425-09-001 / 2
28	Inactive (T)	Superseded by N1-425-09-001 / 1b
29	Inactive (T)	Superseded by N1-425-09-001 / 2
30 /a	NA	lined off prior to approval
30 /b	NA	lined off prior to approval
31	NA	lined off prior to approval
32	Inactive (T)	Superseded by N1-425-09-001 / 5a
33	Inactive (T)	Superseded by N1-425-09-001 / 2
34	Inactive (T)	Superseded by N1-425-09-001 / 5b
35 /c	NA	lined off prior to approval
35 /d	NA	lined off prior to approval

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-425-08-1
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 4/7/08
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 Assistant Commissioner, Debt Management Services	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Sharon M. King	(202) 874-6960	8-28-08	Adrienne C. Thomas

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 12 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/3/08	[signature]	Records Officer

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:		

*This schedule applies to paper records only, except where specified otherwise.

- per conversation with agency records officers - 5/8/08
RF

Debt Management Services

Debt Management Services (DMS) is responsible for the development and implementation of the Department of the Treasury's responsibilities under the Debt Collection Improvement Act of 1996, which include maintenance and expansion of Government-wide debt collection services, particularly the Treasury Offset Program and mandatory Cross-Servicing debt collection.

The Treasury Offset Program (TOP) is a centralized offset program, administered by DMS to collect delinquent debts owed to Federal agencies and states (including past-due child support), in accordance with 26 U.S.C. § 6402(d) (collection of debts owed to Federal agencies), 31 U.S.C. § 3720A (reduction of tax refund by amount of the debts), and other applicable laws. FMS disburses Federal payments, such as Federal tax refunds, for agencies making Federal payments (known as "payment agencies"), such as the Internal Revenue Service. "Creditor agencies," such as the Department of Education, submit delinquent debts to FMS for collection and inclusion in TOP and certify that such debts qualify for collection by offset.

DMS is responsible for providing Cross-Servicing to Federal Program Agencies of direct debt collection and debt management. These services include: collection of delinquent non-tax debt referred by Federal partners; receivables management; coordination of the disposition of acquired real and personal property; consolidation of information reported to credit bureaus; and reporting discharged debts and vendors payment to the Internal Revenue Service. DMS reports to the President, Congress, the Office of Management and Budget (OMB), Federal agencies, and the public. DMS also tracks and reports agency referrals for debt collection services, DMS collection activities, and program performance measures.

Office of the Assistant Commissioner

1. Assistant Commissioner's Office Administrative Files

   Reference copies of documents that include correspondence, memoranda and other file material of a housekeeping nature consisting of budget, fiscal, personnel, supply and other operations common to all office as distinguished from the records relating to the specific programs of an individual division or branch.

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

2. Assistant Commissioner's Office Subject Files

   Correspondence, memoranda, reports and comparable records concerning DMS and program matters. These files also include Commissioner staff meeting notes/minutes, printed copies of presentations given by staff member during the year, and initiatives of interest to the Assistant Commissioner.

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

3. DMS Briefing Books

Briefing books in support of the Debt Management Program. Hearings are held periodically before various Congressional Subcommittees.

DMS Briefing Book dated September 19, 2001 - Congressional Hearings before the House Government Reform Subcommittee on Government Management, Information, and Technology;

DMS Briefing Book dated November 2002 – Congressional Hearings before the House Government Reform Subcommittee on Government Management, Information, and Technology;

DMS Briefing Book dated June 2003 - Congressional Hearings before the House Committee on Government Reform Subcommittee on Government Efficiency and Financial Management;

DMS Briefing Book dated February 2004 – Congressional Hearing before the Permanent Subcommittee on Investigations Senate Committee on Governmental Affairs; and

DMS Briefing Book dated June 2005 - Congressional Hearing before the Permanent Subcommittee on Investigations Senate Committee on Homeland Security and Governmental Affairs.

Disposition: Permanent. Cut off in 5-year blocks (e.g. CY 2004 – CY 2005) Transfer to the National Archives 5 years after cutoff.

4. General Accounting Office (GAO) Audit and Office of Inspector General (OIG) Files

Records documenting GAO and OIG audits of DMS programs and activities. The records include, but not limited to, the draft and final GAO audit report findings and DMS responses to the audits in paper form.

Disposition: Cut off audit file at the end of each fiscal year in which all activity is completed. Destroy 3 years after cutoff.

5. Weekly Reports

DMS submissions to the Weekly Secretary's report and the monthly Office of the Fiscal Assistant Secretary (OFAS) report which are compiled and prepared for all of FMS by the Office of Legislative and Public Affairs.

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

6. Debt Collection Improvement Act of 1996 (DCIA) Files

Reference copies of correspondence and memoranda with Congressional and Federal agencies, including Treasury Department agencies, email messages, and faxes concerning the development of this statute.

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

7. Informational Files

Reference materials relating to the assessment of the debt collection process, TOP process, administrative wage garnishment report, selected GAO reports, legislation, oversight hearings, and reports to Congress.

Disposition: Review annually and destroy superseded or obsolete material.

~~8. Electronic Mail, Spreadsheet, and Word Processing System Copies~~

Electronic copies of records that are created on electronic mail, spreadsheet, and word processing systems by the division 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.~~

Debt Program Division

The Debt Program Division (DPD) of Debt Management Services (DMS) is divided into two branches: the Debt Program Relations Branch and the Debt Program Support Branch. In addition to the work performed by each branch, DPD develops and writes debt management and debt collection directives in such areas as offset proceedings and wage garnishment to ensure adequate consideration of all issues involved in implementing the Debt Collection Improvement Act of 1996. DPD disseminates Government-wide debt collection information, instructions, and procedures. The DPD is responsible for communicating information on debt management practices and operating procedures to private and public sector entities and troubleshoots on behalf of the agencies to ensure timely, consistent, and accurate application of established debt collection practices.

Office of the Director

DPD manages DMS activities related to the Freedom of Information Act, Managing Federal Receivables Report, and reports to the Office of the Fiscal Assistant Secretary (OFAS), the Child Support Report to the President, the Payment Exemption Report and exemption of classes of federal payments from the Treasury Offset Program.

9. Exemption Requests File

   Debt collection center designation requests, documentation, and final determinations from Federal agencies; Treasury Offset Program (TOP) exemption requests and final determinations; and, cross-servicing exemption requests and final determinations on these requests.

   Disposition: Cut off at the end of each fiscal year in which final determinations are made. Destroy when actions are superseded or no longer relevant to current operations.

10. ~~Debt Collection Activity Report~~

    Debt collection activity reports: the Annual Child Support report and the Annual Payment Exemption report. The reports are generated for the purpose of compliance with executive orders or other legislation requiring reporting to Congress or the President on the annual disposition of these programs.

    ~~Disposition: Cut off at the end of the fiscal year. Destroy 5 years after cutoff.~~

    see attached revision per email 5/29 RF

10. Debt Collection Activity Report

Debt collection activity reports: the Annual Child Support report and the Annual Payment Exemption report. The reports are generated for the purpose of compliance with executive orders or other legislation requiring reporting to Congress or the President on the annual disposition of these programs.

Disposition:

a. Paper record copy of the final report as sent to Congress or the President. PERMANENT, cut off in 5 year blocks. Transfer to the National Archives 5 years after cutoff.

b. Other records relating to the development and transmission of the debt collection activity reports. TEMPORARY, cut off at the end of the fiscal year. Destroy 5 years after cutoff.

11. Designated Debt Collection Center Briefing Book

Master copy of policy, procedures, standards, and guidance on how to request to be designated as a Debt Collection Center.

Disposition: Permanent. Cut off when the guidance is superseded or no longer relevant to current operations. Transfer to the National Archives 5 years after cutoff.

Current Total Volume: One Binder
Annual Accretion: Closed File

12. Debt Collection Improvement Act of 1996 (DCIA) Working Files

DCIA drafts correspondence with congressional and Federal agencies, including Treasury Department agencies, email messages and faxes concerning the development of this statute.

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

13. Managing Federal Receivables Report File

Managing Federal Receivables Reports (8 chapters, 10 appendices) provide guidance on the requirements (stating and updating laws and policies) governing Federal Receivables consistent with DCIA.

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

14. Regulation Development File

Drafts, correspondence, and documents related to the development of regulations for the DMS programs. This file includes, but is not limited to, drafts of the Federal Claim Collection process, comments on regulations and proposed rules; copies of the updates and drafts of various Treasury directives and Taxpayer Identification Number (TIN) policy. Arranged by title of regulation.

Disposition: Destroy when no longer needed for reference, when superseded, or obsolete.

15. Federal Debt Collection Designation Policy and Regulations File

Proposal paper discussing the possibility of establishing Debt Management Servicing Centers to safeguard and protect public monies.

Disposition: Cut off when the comment period is over. Destroy 5 years after cutoff.

Debt Program Relations Branch

The Debt Program Relations Branch (DPRB) is responsible for interacting with external customers of the Treasury Offset Program (TOP) and serves as the point of contact between Federal and state agency customers, debtors, and Congressional offices. The DPRB monitors, tracks, and responds to Congressional inquiries, Freedom of Information Act/Privacy Act requests, and other miscellaneous inquiries that relate to debt collection and management. This area is also responsible for overall management of and liaison activities for the State Tax Program, State Tax Reciprocal Agreement Program, Debt Check, Child Support, and the Federal Payment Levy Program. In addition, this branch is responsible for developing and communicating government-wide guidance for effective implementation of the DCIA. This includes responsibilities such as issuing bulletins and developing Memoranda of Understanding and other agency agreements. The DPRB also prepares numerous presentations and briefings for upper management.

16. Debt Program Relations Branch Correspondence File

Responses to controlled congressional correspondence assigned by the FMS Office of Legislative and Public Affairs (LPA). Arranged by calendar year.

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

~~17. Freedom of Information Act (FOIA) and Privacy Act Response Requests File~~

a. Responses to requests that have been assigned by LPA for information under FOIA. The file consists of a copy of the original request, a copy of the reply and related supporting documents. Arranged by calendar year.

b. Responses to requests from individuals for access to their records or any information in the records pertaining to them under the Privacy Act. The file also includes a copy of the request and reply with the related supporting documents. Arranged by calendar year.

~~Disposition: Apply the applicable provisions of General Records Schedule~~ (GRS) 14, items 11 and 21.

18. Miscellaneous Correspondence File

Responses to letters received in DMS concerning TOP debt. Correspondence is not received as controlled correspondence from LPA. The copy of the response is arranged by date for periodic review or for convenient reference. Arranged by calendar year.

Disposition: Cut off at the end of the calendar year in which the response is completed. Destroy 1 year after cutoff.

19. No Response Necessary Correspondence File

Letters addressed to other agencies, primarily the Internal Revenue Service (IRS), and sent to FMS and others as a courtesy copy. A response by FMS is not necessary for this correspondence. Arranged by calendar year.

Disposition: Destroy when no longer needed or when 2 years old, whichever occurs first.

20. Bankruptcy Notices

Requests from agencies to inactivate their debts in TOP due to bankruptcy filings. The file also has bankruptcy notices from the Bankruptcy Court to FMS. FMS will inactivate any debt in TOP and send a copy of the Bankruptcy Notice to the agency. File also contains a print of the TOP record showing inactivated status. Arranged by calendar year.

Disposition: Cut off at the end of each calendar year. Transfer to the Washington National Records Center (WNRC) 1 year after cutoff. Destroy 5 years after cutoff.

21. Agreements Files

Memorandums of Understanding (MOUs) and Service Level Agreements (SLAs). Some examples of the types of agreements the branch has include an MOU with IRS for Tax Levy; and SLAs with various payment agencies, both Treasury and non-Treasury disbursing agencies, to send their payments through TOP for offset. These files also include one-page agreements between IRS, FMS, and various program agencies to levy payments for outstanding debts.

Disposition: Cut off agreements at the end of the calendar year in which they were closed. Transfer to Washington National Records Center (WNRC) 2 years after cutoff. Destroy 7 years after cutoff.

22. Treasury Offset Program Infrastructure and Implementation Files

Documents such as emails and memos, to and from states, Federal agencies, the Office of Child Support Enforcement, and contractors for development of TOP. Files also include requirement documents and system development documents for TOP; project plans, drafts, notes and material accumulated in the development of the TOP system; contracts, Joint Application Development sessions and walk-throughs. These files are historical in nature and provide a blueprint of the development of the TOP system. To meet the requirements of the DCIA of 1996, FMS was required to develop a centralized collection system for government agencies to collect their delinquent debts. The TOP system is critical to the DMS' mission to collect non-tax delinquent debts. These files document the meetings and various other events that transpired in the development of the TOP system from its inception. (GRS 24, items 11b and 11c.)

22. Treasury Offset Program Infrastructure and Implementation Files

Documents such as emails and memos, to and from states, Federal agencies, the Office of Child Support Enforcement, and contractors for development of TOP. Files also include requirements documents and system development documents for TOP; project plans, drafts, notes and material accumulated in the development of the TOP system; contract, Joint Application Development sessions and walk-throughs. These files are historical in nature and provide a blueprint of the development of the TOP system. To meet the requirements of the DCIA of 1996, FMS was required to develop a centralized collection system for government agencies to collect their delinquent debts. The TOP system is critical to the DMS' mission to collect non-tax delinquent debts. These files document the meetings and various other events that transpired in the development of the TOP system from its inception. (GRS 24, items 11b and 11c)

Disposition:

a. TOP records exclusive of those listed in item 22b below. TEMPORARY, destroy 5 years after the project is terminated.

b. Initial installation and testing records. TEMPORARY, destroy 5 years after final decision on acceptance is made.

~~Disposition:~~

a. TOP ~~records~~ exclusive of those listed in item 14b below. Permanent. Transfer to ~~the~~ National Archives 5 years after the project is terminated.

see attached revision per email of 5/29 RF

Current Total Volume: 22.5 cubic ~~feet~~
Annual Accretion: Inactive files, no annual ~~accretion~~

b. Installation and testing records. Destroy/delete 5 years ~~after~~ final ~~decision on acceptance is made.~~

23. Disclosure Awareness Training File

Files include sign in sheets for people who have received the training and a signed certificate to verify training was received. The file is arranged by calendar year for each of FMS's building locations. Also included are schedules for training at each location. FMS is required by the IRS to provide annual training on policies and procedures for safeguarding Federal Tax Information. Files are arranged by calendar year.

Starting in 2005 the training is on-line and the file contains a CD of the on-line training and reports generated to show participation.

Disposition: Cut off the file at the end of each calendar year. Destroy 6 years after cutoff.

24. TOP and TRO Weekly Statistics Reports File

Reports that are generated weekly and include statistics of the number and amounts of tax refund offsets and administrative offsets for child support and Federal non-tax debts. These statistics are submitted to LPA for the Weekly Secretary report and monthly OFAS report.

Disposition: Cut off at the end of each fiscal year. Destroy 5 years after cutoff.

25. Salary Offset Reports File

Reports that are generated monthly and include statistics of the number and amounts of salary offsets. These statistics are submitted to LPA for the Monthly Secretary and OFAS reports.

Disposition: Cut off at the end of each fiscal year. Destroy 5 years after cutoff.

26. Safeguard Activity and Procedure Report File

IRS requires FMS to report how FMS safeguards Federal tax information and how tax information is processed by FMS.

Safeguard Activity Reports to the IRS outlines FMS' compliance with IRS regulatory standards. The report describes the security procedures and system processes in which FMS safeguards Federal Tax information. The Safeguard Procedures Reports to the IRS is a record of how tax information received from IRS is processed by FMS. Files are arranged by calendar year.

Disposition: Cut off file at end of each calendar year. Destroy 6 years after cutoff.

27. Debtor Contact Files

Records of phone calls to DMS headquarters from debtors with offset concerns. This function is now automated and located in the Birmingham Debt Management Operations Center call center.

Disposition: Cut off at the end of each calendar year. Destroy 7 years after cutoff.

28. Background Hearing File

Background hearing files for congressional hearings and reference copies of responses to requests from Congressional Committees, OMB, and/or Treasury General Counsel on proposed legislation with implications on Treasury fiscal policy and procedures.

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

29. Background Investigation File

Files are requests from the Office of Personnel Management (OPM) received by FMS for debt-related information. These requests are also received from the Department's Office of Inspector General (OIG). This file contains the requests and background information to obtain the responses for OPM and/or the OIG.

Disposition: Cut off in the calendar year in which the background investigation is completed. Destroy 5 years after cutoff.

30. Electronic Mail, Spreadsheet, and Word Processing System Copies

Electronic copies of records that are created on electronic mail, spreadsheet, and word processing systems by the Division 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.

Debt Program Support Branch

The Debt Program Support Branch (DPSB) works closely with DMS and its operations center, Birmingham Debt Management Operations Center, providing program and operational support, including technical guidance, problem resolution, requirements development, project management, and data analysis. It performs analyses of debt data and collections creating ad hoc reports upon request. DPSB manages the technical, security, and operational aspects of the Debt Check program. It is also responsible for the management of the Federal Payment Levy Program and the Non-Treasury Disbursing Officer (NTDO) Vendor program. The Branch is the primary point of contact for bringing additional payment types into TOP. DPSB is in charge of TOP testing. Testing responsibilities include User Acceptance Testing of new enhancements and production fixes; testing with new agencies; ad hoc test matches; oversight of San Francisco Financial Center TOP testers; running the Problem Report Review Meeting; creating Capability Delivery Notices; and troubleshooting Configuration Management migration problems.

~~31. Debt Check Agency System Access, Enterprise Security Access Administration~~ System (ESSAS) Request

These files ~~consist~~ of the required (ESSAS) annual recertification of the Debt Check system's ~~Rules of Behavior~~ signed by individual users agreeing to the terms for using the system.

Disposition: Destroy/delete inactive file 6 years after ~~user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.~~ (GRS 24, item 6a.)

32. Agency Profiles

Profiles files on federal agencies participating in TOP. The records provide detailed descriptions of the manner in which FMS will service and be compensated for managing an agency's debt portfolio. The profile provides various contact information that allows DMS to respond to debt inquiries made by the debtor.

Disposition: Cut off each profile agreement at the end of the fiscal year in which the Creditor Agency requests closure. Transfer closed files to the WNRC 2 years after cutoff. Destroy 7 years after cutoff.

33. Defense Finance and Accounting Service (DFAS) Letters

Correspondence files consisting of letters from DFAS debtors to DMS inquiring about their debt disposition in TOP. The files also include DMS' responses which refer the debtors to DFAS for problem resolution.

Disposition: Cut off at the end of each calendar year in which the inquiry is resolved. Transfer to the WNRC 2 years after cutoff. Destroy 7 years after cutoff.

34. Annual Debt Certification Agreements

Annual agreements certifying that the debt records submitted to TOP by Agencies, States, and Clients (low volume Agencies) are correct.

Disposition: Cut off at the end of each fiscal year in which agreements expire. Transfer to the WNRC 2 years after cutoff. Destroy 7 years after cutoff.

~~35. Electronic Mail, Spreadsheet, and Word Processing System Copies~~

Electronic copies of records that are created on electronic mail, spreadsheet, and word processing systems by the Division 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:

c. 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.

d. 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.~~