

<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	
4. NAME OF PERSON WITH WHOM TO CONFER Sharon M. King	5. TELEPHONE (202)874-7878

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-425-09-6	
DATE RECEIVED 9/24/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

**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 \_\_\_\_\_ 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 9/24/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 SHEETS		
	<b>WITHDRAWN</b>		

## **Policy Records**

### **FMS-wide**

The Financial Management Service (FMS), a bureau of the United States Department of the Treasury, provides central payment services to federal program agencies, operates the federal government's collections and deposit systems, provides governmentwide accounting and reporting services, and manages the collection of delinquent debt owed to the government. FMS is the primary disbursing officer of payments to individuals and businesses on behalf of federal agencies. The bureau administers the world's largest government funds collections system through a network of financial and fiscal agents. FMS maintains the federal government's set of accounts and serving as the repository of information about the financial position of the United States government. FMS's oversight responsibilities include assisting federal agencies with adopting uniform accounting and reporting standards and systems, and assuring the continuous exchange of financial information among federal agencies, the Executive Branch's Office of Management and Budget, and financial institutions. FMS collects delinquent debts owed to the United States government, as well as income tax debts owed to states and overdue child support payments owed to custodial parents. FMS supports the financial improvement efforts of federal agencies through training and conferences. FMS interacts with virtually every Executive Branch agency, with financial institutions designated by the Secretary of the Treasury as depositories and financial agents of the United States, and with Federal Reserve Banks in their capacity as fiscal agents and depositories as directed by the Secretary of the Treasury.

This schedule authorizes the disposition of the record copy in any media (media neutral).

This schedule excludes records concerning either Individual Indian Moneys (IIM) or Indian Tribal Trust Funds. The Department of the Treasury is committed to retaining and safeguarding all documents, data, and tangible things that relate to IIM and Tribal Trust Funds and assets.

#### **1. Policy Directives**

The recordkeeping copy of all policy directives. Policy directives include policies, procedures, instructions, and forms for federal agencies, Federal Reserve Banks, financial institutions, and the public, including transmittal letters and supporting materials on the development and publication of policies, procedures, instructions and forms. Includes announcements that convey reporting requirements or procedures to be used during extraordinary events. Policy directives include, but are not limited to: regulations published in the Federal Register; the Treasury Financial Manual (TFM), Treasury's official publication for financial accounting and reporting on all receipts and disbursements of the federal government; TFM supplements; the Field Operations Manual (FOM); the Green Book: Guide to Federal Automated Clearinghouse (ACH) payments and collections; the Gold Book, the check reclamation guide; the U.S. Standard General Ledger (USSGL); and USSGL supplements

**WITHDRAWN**

PERMANENT. Cut off when revised, superseded or canceled. Retire to records center in 10-year blocks when the most recent record is 2 years old. Transfer to Archives in 10-year blocks when the most recent record is 40 years old.

**2. Procedures, worksheets, announcements, and related materials.**

Procedures, instructions, forms, worksheets, and guidance for federal agencies, Federal Reserve Banks, financial institutions, and the public. Includes supporting materials on the development and publication of policies, procedures, instructions and forms; announcements that convey information covering a temporary period of time or one-time events, such as dates for reporting requirements or procedures to be used during a Government shutdown; fact sheets, and Frequently Asked Questions (FAQs) or similar lists of anticipated questions and answers, such as those published on FMS Internet sites.

TEMPORARY. Cut off when revised, superseded or canceled. Retire to records center in 10-year blocks when the most recent record is 2 years old. Delete/destroy when most recent record is 40 years old.

WITHDRAWN