

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, Debt Management Services

4 NAME OF PERSON WITH WHOM TO CONFER
Sharon M King

5 TELEPHONE
(202)874-7878

LEAVE BLANK (NARA use only)

JOB NUMBER
NF-425-09-7

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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WITHDRAWN

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: [Signature]
TITLE: 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS		WITHDRAWN

**Treasury Program Records for
Debt Collection**

WITHDRAWN

Assistant Commissioner, Debt Management Services

This records schedule covers information unique to Treasury or the Financial Management Service (FMS) used by FMS to support the Debt Management Services business line. This includes information in the Debt Collection segment of FMS's enterprise information technology architecture.

The information comes from a number of sources, including federal agencies, state agencies, credit bureaus, and private collection agencies.

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.

This records schedule is designed to cover information from legacy, current, and new programs and systems, and to be flexible enough to cover FMS information in the new components of the enterprise architecture when implemented. This schedule authorizes the disposition of the record copy in any media (media neutral), to enable FMS to manage records based on information content, not format.

The records covered by this schedule include, but are not limited to, records containing the types of information described below. The records covered by this schedule include the types of information described in the current systems identified below, and any successor systems implemented by FMS to maintain such types of information.

Information in the Debt Management Information System/Treasury Report on Receivables (DMIS/TROR) system used by FMS, GAO, OMB, and others to monitor agency compliance with the Debt Collection Improvement Act of 1996.

Information in the FedDebt system used to manage and monitor the effectiveness of the debt management program.

Call statistics and other information in the Treasury Offset Program/Call Tracking System (TOP/CTS) used to monitor TOP Call Center performance.

WITHDRAWN

WITHDRAWN

1. Consolidated Reports.

- 1a The Treasury Report on Receivables and Debt Collection Activities, and significant reports on debt collection and Debt management services containing information of historical value that does not appear in other Treasury reports

PERMANENT Cut off at the end of the fiscal year Retire to records center when no longer needed in-house for reference Transfer to Archives in 10-year blocks when the most recent record is 20 years old

- 1b Other information validated, compiled, consolidated, and reported by FMS on debt collection and debt management services

TEMPORARY Cut off at the end of the fiscal year Destroy/delete when records are no less than 7 years old but no more than 20 years old

2. Program or Project Management Records.

- 2a Records that are used throughout the duration of a program or project, or until superseded by a new version These records may include, but are not limited to copies of authorizing legislation, regulations and other directives, handbooks and other guidance materials, major studies or reports, information on key agency decisions, and records that contain information of historical value that is not available elsewhere

TEMPORARY Cut off at the end of the program or project, or when superseded by a new version Destroy 7 years after cutoff, or when no longer needed to explain the business context or add to the meaning or value of other records, whichever is later

- 2b Subject or case files pertaining to a specific aspect of the program or project, for example, a specific issue, a specific program participant, or activities during a specific time period These records may include, but are not limited to, analyses of specific issues, correspondence with federal agencies or other program participants, or interim reports

TEMPORARY Cut off files after action on the subject or case is completed, for example, when the issue is resolved, the participant leaves the program, or the time period ends Destroy/delete 7 years after cutoff

- 2c Records that relate to the internal administration or housekeeping activities of a program or project This may include internal activity and workload reports, routine notifications of meetings, letters of transmittal that do not add any information to that contained in the transmitted material, suspense and tickler files, and similar materials that do not serve as the basis of official action or unique documentation the functions for which the program or project exists

WITHDRAWN

TEMPORARY Cut off at the end of the fiscal year Destroy/delete when records are 3 years old Longer retention is authorized if records are still needed for business purposes

WITHDRAWN

WITHDRAWN