

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

NI - 425-88-1

DATE RECEIVED

1-4-88

1. FROM (Agency or establishment)

Department of the Treasury (Financial Management Service)

2 MAJOR SUBDIVISION

Office of the Commissioner

3 MINOR SUBDIVISION

Chief Counsel

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Jiovannah Diggs

436-5300

3/17/88

[Signature]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

| B DATE | C SIGNATURE OF AGENCY REPRESENTATIVE | D TITLE |
|----------|--------------------------------------|-----------------------------|
| 12/23/87 | <i>Jiovannah L. Diggs</i> | Support Services Specialist |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-----------|--|----------------------------------|---|
| 1 | <p>Closed litigation case files</p> <p>a. Files of reference value (containing model language or precedents).</p> <p>DISPOSITION: Retain in office. Do not transfer to Federal Record Center. DESTROY when no longer needed for administrative use.</p> <p>b. Files having no reference value.</p> <p>DISPOSITION: Transfer to Federal Records Center when case is closed. (A minimum of one cubic foot must be accumulated for transfer). DESTROY 4 years after case is closed.</p> | | |
| 2 | <p>Gifts to the United States - correspondence, 1966-85.</p> <p>Correspondence dealing with tangible and intangible gifts to the United States in order to reduce the federal debt.</p> <p>DISPOSITION: Transfer to the National Archives upon approval of this schedule.</p> | | |

Copies sent to Agency,

NCF:JNF

3/22/88