

Rec'd NCP 29 Sep 80

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-425-81-1

DATE RECEIVED

October 2, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Bureau of Government Financial Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

James O. Varner

5. TEL. EXT.

566-8711

11-19-80  
Date

*Robert M. King*  
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 12/3/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James O. Varner</i>	E. TITLE Paperwork Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Records produced under the Federal Tax Deposit (FTD) and Treasury Tax and Loan (TT&L) Systems, which are not included in the Comprehensive Schedule of the Bureau of Government Financial Operations.		
1.	Daily Balance Wires.  Destroy in action office when 2 months old.		
2.	Consolidated Reports - Federal Tax Deposits, (TFS Form 521).  Destroy when <sup>3</sup> / <sub>7</sub> years old.		
3.	Statistical Information Concerning the TT&L Investment Program (Appendix 14 FRB/TT&L Manual) and related material.  Destroy when <sup>3</sup> / <sub>7</sub> years old, or when no longer needed for informational purposes, whichever is earlier.		
4.	Call Wires.  Destroy when 3 full fiscal years old.		

Closed Out: 11-25-80: K.T.D.  
Copy sent to Agency, NCW, ANF

12 items

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 **a**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5.	Report of Volume and Reimbursable Cost for Processing FTDs. Destroy when <sup>3</sup> 2 years old.		
6.	Quarterly Report of Qualified Special Depositories Maintaining TT&L Accounts (TFS Form 14). Destroy 18 months after the end of the fiscal year to which they relate.		
7.	Administrative Wires to Treasury, used for monthly balances. Destroy when 3 years old.		
8.	Reports showing balances in the Tax and Loan and Note Accounts, including TFS Form 5706. Destroy when reconciled with related ledgers.		
9.	Summary of Daily Telegraphic Reports. Destroy in action office when no longer needed.		
10.	TT&L Investment Rate Wire, including supporting developmental data. Destroy in action office when 3 years old.		
11.	TFS Form 5144, end of month report on balance in TT&L and Note Accounts. Destroy when 3 years old.		
12.	Funds in Transit Report. Destroy when information is no longer needed.		