Request for Re[redacted]isposition Authority

(See Instr[redacted]ons on reverse)

To ~~National Archives and Records Administration (NIR)~~
Washington, DC 20408

1 From (Agency or establishment)
Department of the Treasury

2 Major Subdivision
Departmental Offices

3 Minor Subdivision

4 Name of Person with whom to confer
Evangela C. Wimbush-Jeffrey

5 Telephone (include area code)
202-622-6120

[redacted]eave Blank (NARA Use Only)

Job Number
056-09-05

Date Received

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
10-20-05

Archivist of the United States

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 2 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

[X] is not required [ ] is attached [ ] has been requested

Signature of Agency Representative

Title
DO Records Officer

Date (mm/dd/yyyy)
06/02/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Records Common to Most Departmental Offices New Item: (See attached)		

1 Strategic Planning Files

Files relating to development, implementation, reporting, and analysis of the Department's strategic goals and objectives Files contain correspondence, plans, reports, and other documentation on the Department's Strategic Plan (5-Year), annual performance plans, quarterly performance data and other documentation on performance measures and accomplishments.

a. Five-year Strategic Plan

PERMANENT. Transfer to NARA when 30 years old.

b. Strategic plans for specific organizations within the Department of the Treasury—other than overall Treasury Strategic Plan (item 1(a))

TEMPORARY. Cut off files at end of fiscal year. Destroy when 10 years old.

2. Electronic Mail and Word Processing System Copies

Electronic copies of record that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

a. Copies that have no further administrative value after the record keeping 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. GRS 20

DISPOSITION: 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. GRS 20

DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.