

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec'd NCO 14 Jun 78*

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Office of Administrative Programs

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Rita A. DeNagy

5. TEL EXT

566-2010

LEAVE BLANK

JOB NO

**NC1 56 78 7**

DATE RECEIVED

**16 JUN 1978**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*7-3-78* *James E. O'Neil*  
Date *acting* 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

*6/12/78*

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Jack T. Breda*

E. TITLE

Acting Chief

Document Management Branch

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO

10. ACTION TAKEN

GENERAL RECORDS OF THE DEPARTMENT OF THE TREASURY  
RECORD GROUP 56

Office of the Secretary  
Under Secretary

The Office of the Under Secretary advises and assists the Secretary and the Deputy Secretary in the formulation and execution of policies and programs relating to: law enforcement, departmental administrative management, coin and currency manufacturing, and the promotion of U.S. Savings bonds.

*Copy to agency 7/10/78*  
*NCW, NNB, NALF*

*4 items*

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 2 of 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>Program and Policy Subject File</u></p> <p>Documentation of program and policy with bureaus in Treasury, Engraving and Printing, Mint, Treasurer of the United States and two Assistant Secretaries for Administration and Enforcement and Operations. Arranged alphabetically, they contain correspondence, reports and internal memoranda. In addition, special projects and other top level matters collected such as \$1 coin, \$2 bill and minority banks.</p> <p>DISPOSITION: PERMANENT: Break file every 4 years. Destroy duplicates and extraneous material, hold in staging and storage area, transfer to WNRC when 4 years old and offer to NARS when 20 years old.</p>		
2	<p><u>Administrative Subject File</u></p> <p>These are office copies of papers on matters such as time and attendance, personnel actions, budget, requisitions for services and other objects, and similar housekeeping requirements.</p> <p>DISPOSITION: Destroy on site when 2 years old.</p>		
3	<p><u>Personal Reference (Chronological) File</u></p> <p>Copies of material gathered in performance of day to day functions and representation on committees, boards and at meetings.</p> <p>DISPOSITION: Destroy on site when 2 years old.</p>		
4	<p><u>Working Papers of Assistant</u></p> <p>Background correspondence on special projects in Item 1.</p> <p>DISPOSITION: Destroy 3 years after project is closed.</p>		