

**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

4 NAME OF PERSON WITH WHOM TO CONFER  
Sharon M King

5 TELEPHONE  
(202)874-7878

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-425-09-4

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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WITHDRAWN WITHDRAWN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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS		WITHDRAWN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  
Transaction Processing and Cash Accounting**

WITHDRAWN

**Assistant Commissioner, Federal Finance  
Assistant Commissioner, Governmentwide Accounting  
Assistant Commissioner, Management  
Assistant Commissioner, Payment Management**

This records schedule covers information unique to Treasury or the Financial Management Service (FMS) to support the Collections, Payments, and Claims business lines. This includes transaction processing and cash accounting information in the Central Fiscal Operations segment of FMS's enterprise information technology architecture.

The information comes from a number of sources, including federal agencies, financial institutions, Federal Reserve Banks, and members of the public

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.

CASHLINK II deposit, adjustment, and balance information on the U. S. Treasury's account at the Federal Reserve Bank of New York and Treasury accounts managed by FMS.

Cash Management Improvement Act System (CMIAS) information on Treasury-State cash management agreements and claims for and the exchange of interest under the Cash Management Improvement Act.

Information in the Foreign Currency Accounting System (FCAS) to support the monitoring, reporting, and control of foreign currency held by the U S. Government worldwide.

WITHDRAWN

Financial Accounting and Services Division Accounting System (FASDAS) information on Treasury-managed accounts and international assistance programs.

Information in the GoDirect system used for program management.

Information on claims for payment from the information on Judgment Fund claims, payment certifications, and disbursements in the Judgment Fund System (JFS) and the Judgment Fund Internet Claims System (JFICS.)

Deposit, adjustment, and balance information on Treasury investment accounts, bid information on investment bonds, and information on collateral used to secure public moneys, in the Paper Tax (PATAX), Treasury Investment Program (TIP), the Term Investment Option (TIO), and the Treasury Tax and Loan Plus (TT&L Plus) systems.

Information in the Surety Information Management System IV (SIMS IV) to support Surety Bond Branch review of surety companies to determine if they are qualified to write and/or reinsure federal bonds or act as reinsuring companies.

### **1. Consolidated Reports.**

- 1a. Significant reports on Treasury-managed accounts, international assistance programs, foreign claims, the Judgment Fund, U.S. Treasury-owned gold, or other subjects pertaining to cash accounting, collections, payments, claims, and related activities, 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 cash accounting, collections, payments, claims, and related activities.

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.

WITHDRAWN

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.

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