

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

*Rec'd NCD 29 Sep 80*

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JOB NO <b>NCI-425-81-2</b>	
DATE RECEIVED <b>October 2, 1980</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>11-19-80</b> Date	<i>Robert M. King</i> Archivist of the United States

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

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 4 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 <u>9-17</u>	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
	Records produced under the Federal Tax Deposit (FTD) and the Treasury Tax and Loan (TT&L) Systems, which are maintained in offices within the Federal Reserve System.  The Bureau of Government Financial Operations submits this schedule in order to facilitate the inclusion of the records in a schedule to be used by the Federal Reserve, as Fiscal Agent of the Treasury, for disposition purposes. The Federal Reserve Board, in conjunction with the Bureau of Government Financial Operations, administers the two systems.		
1.	Financial Institution Offer to Contract and Application for Designation as a TT&L Depository (TFS Form 458).  Destroy 6 years after termination of designation.		
2.	Resolution Authorizing the Financial Institution Offer to Contract and Application for Designation as a TT&L Depository.  Destroy 6 years after termination of designation.	II-NNA 2128	

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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
3.	Resolution Authorizing the Financial Institution Offer to Contract and Application for Designation as a Depository for Federal Taxes (TFS Form 460).  Destroy 6 years after termination of agreement.	II-NNA-3480	
4.	Financial Institution Offer to Contract and Application for Designation as a Depository for Federal Taxes (TFS Form 469).  Destroy 6 years after termination of agreement.	II-NN-3480	
5.	Notification of Qualification, Depository for Federal Taxes (TFS Form 472).  Destroy 6 years after termination of qualification.	II-NN-3480	
6.	Formal Notification of Termination of Qualification.  Destroy 6 years after termination of qualification.	II-NN-3480	
7.	Election of Option Form and/or Change of Option Documentation.  Destroy 6 years after termination of qualification or after a subsequent change of option.		
8.	Advice of Credit, TFS Form 2284.  Destroy when 6 years old.	II-NNA-2128	
9.	Wire Advice of Pledge for Collateral Pending Delivery.  Destroy in action office when the collateral receipt is received.		
10.	Certification of Collateral Pledged.  Destroy 6 years after collateral has been withdrawn.		
11.	Receipt for Collateral Pledged on TT&L Accounts.  Destroy 6 years after collateral has been withdrawn.	II-NNA-2128	
12.	Request for Withdrawal of Collateral Pledged on TT&L Accounts.  Destroy 6 years after collateral has been withdrawn.	II-NNA-2128	

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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
13.	General correspondence concerning the FTD/TT&L Systems. Destroy when 2 years old.		
14.	Request to change maximum ceiling on Note Accounts. Destroy 6 years after termination of qualification or after subsequent change to maximum ceiling.		
15.	TFS Form 17, Transcript of the General Account of the United States Treasury; TFS Form 17M, Abstract of Charges; and TFS Form 17C, Abstract of Receipts.  a) Originals - Site Audit. Transfer to the Federal Records Center after audit by GAO or after 3 years, whichever is sooner.  - Records created prior to July 1, 1975. Destroy 10 years and 3 months after period of account.  - Records created on or after July 1, 1975. Destroy 6 years and 3 months after period of account.  b) Copies - Destroy 3 full fiscal years after period of account.		
16.	Debit Vouchers (TFS Form 5508) and Credit Vouchers (TFS Form 5507) supporting the Transcripts and Abstracts.  Site Audit - See item 15.		
17.	Daily Balance Wires.  Destroy when 2 months old.		
18.	Monthly Statement, including rate wires and other related materials, used by the FRB to determine the amount of funds to function to/from the depositaries or their correspondent's accounts, (not the physical documentation of the transfer).  Destroy when 3 years old.		
19.	Wire transfer documents, including SF 215, Deposit Ticket.  Site Audit - See item 15.		

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20.	SF 5515, Debit Vouchers.  Site Audit - See item 15.		
21.	Statistical Information concerning the TT&L Account (Appendix 14).  Destroy when <sup>3</sup> / <del>7</del> years old.		
<del>22.</del> 2	Report of Volume and Reimbursable Costs for Federal Tax Deposits and TT&L Accounts.  Destroy when <sup>3</sup> / <del>7</del> years old.		
23.	Report on Federal Tax Deposits, TFS Form 521.  Destroy when <sup>3</sup> / <del>7</del> years old.		
24.	TFS Form 5144, providing the balance of the TT&L and Note Accounts on the last business day of the month.  Destroy in action office when 3 years old.		
25.	Funds in Transit Report.  Destroy in action when information is no longer needed for reference.		
26.	Quarterly Report of Qualified Special Depositories, TFS Form 14.  Destroy when 18 months old.		
27.	Call Wire (informational value only).  Destroy when 3 months old.		
28.	Administrative Wire to Treasury (information value only).  Destrot when 3 months old.		