

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>N1-40-86-1</b>	DATE RECEIVED <b>10-4-85</b>
1 FROM (Agency or establishment) <u>Department of Commerce</u>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <u>Office of the Secretary</u>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <u>Office of Finance and Federal Assistance</u>			
4 NAME OF PERSON WITH WHOM TO CONFER <u>Daniel J. Rooney</u>	5 TELEPHONE EXT <u>377-3630</u>	DATE <u>4-18-86</u>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <u>8/30/85</u>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Daniel Rooney]</i>	D TITLE <u>Department Records Management Officer</u>
--------------------------	---	---

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The Office of Finance and Federal Assistance (OFFA) was established on August 16, 1984, by Department Organization Order 20-5 and was part of a general reorganization of the Office of the Assistant Secretary for Administration, to whom the Director of OFFA reports. The establishment of OFFA consolidates functions of the Office of Financial Policy, the Office of Federal Assistance, and the travel management function from the Office of Financial Operations and Travel Management. The major functions for which OFFA is responsible include:</p> <ul style="list-style-type: none"> <li>o Financial assistance administrative and operational policies and procedures Departmentwide. Financial assistance includes awards, cooperative agreements, loans, and loan guarantees.</li> <li>o Policies for financial and accounting matters throughout the Department.</li> <li>o Departmentwide travel management policies and procedures.</li> </ul>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>1. Program Subject Correspondence Files. Letters, memoranda, reports, and other correspondence concerning management of the Department's finance and federal assistance program. Major subjects include Federal assistance awards, financial management initiatives and improvements, loan guarantees, and debt collection.</p> <p style="text-align: center;">Destroy when 7 years old.</p>		
	<p>2. Administrative Subject Files. Files consisting of documents relating to internal housekeeping activities of the office, such as personnel, budget, time and attendance, procurement, and similar routine matters that do not relate to the functions for which the office exists.</p> <p style="text-align: center;">Destroy when 2 years old.</p>	GRS 23/1	
	<p>3. Working Files. Files created and maintained by individuals in the course of their daily work or to complete assignments. These files consist of reference materials and duplicates of official correspondence located in other files.</p> <p style="text-align: center;">Destroy when no longer needed.</p>		
	<p>4. Awards Subject Correspondence Files. Letters, memoranda, studies, reports, forms and other papers relating to the legal establishment of the awards program, its policies and basic procedures and the management and evaluation of the awards program.</p> <p style="text-align: center;">Destroy when 7 years old.</p>	GRS 3/17 <i>Subitem A *</i>	
	<p>5. Awards Case Files. Proposals or applications, contracts, property reports, studies, certificates, agreements, memoranda, correspondence, and other papers relating to receipt, review, award, evaluation, status and monitoring of grants and contracts.</p> <p style="text-align: center;">Destroy 7 years after close.</p>	GRS 3/15	

## Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>6. Travel and Transportation Correspondence Files. Letters, memoranda, reports, and other correspondence pertaining to the travel and transportation program and its policies, procedures and operations.</p> <p style="padding-left: 40px;">Destroy when 2 years old.</p> <p>7. Travel Vouchers. Travel vouchers and other related correspondence concerning reimbursement to employees for travel and transportation expenses. Also includes blanket travel authorizations.</p> <p style="padding-left: 40px;">Destroy when 3 years old.</p> <p><i>* Item changes concurred in by Daniel J. Rooney, Department of Commerce Records Officer per phone conversation 1/23/86 R. Wood W Davis</i></p>	<p>GRS 9/5 <i>Subitem A *</i></p> <p>GRS 9/4 <i>Subitem A *</i></p>	