

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of the Treasury

2. MAJOR SUBDIVISION  
Office of the Secretary

3. MINOR SUBDIVISION  
Office of the Executive Secretary

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
La-Una Glasgow | 202)622-1700

**DO NOT WRITE IN THESE SPACES (NARA use only)**

JOB NUMBER  
71-56-01-4

DATE RECEIVED  
10-30-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | WITHDRAWN 4/5/02

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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE  
10/16/00 | *Steve J. Milline* | Chief, Records Management and Resources Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Department of Treasury Office of the Executive Secretary</p> <p><b>Treasury Automated Document System (TADS) Electronic</b></p> <p>TADS is a document tracking and workflow system customized from View Star software. The system provides the Office of the Executive Secretary to accurately track incoming correspondence for Secretary and the Deputy Secretary of the Treasury; the office assigned to respond to correspondence, and the actual response. A database within the system cross-references system-generated control numbers for correspondence scanned into the system, with subject, correspondence, date, or keyword. Scanned incoming paper correspondence is labeled with the system-generated numbered then filed in the numerical file. A copy of the incoming, supporting documentation, and e-mails are maintained in paper files by category of correspondence, such as the White House, Congress, external CEO's etc.</p>		<p>Job Withdrawn</p>

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION</b>	JOB NUMBER	PAGE OF
---	------------	------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>After the incoming letter is scanned, the electronic version is sent to a Treasury Department policy office for development of a response for the Secretary's signature, or signature of an appropriate official at Treasury. TADS track the assignment of responses with deadlines, maintaining scanned images of incoming and outgoing letters.</p> <p><b>a. System Documentation</b> Data systems specifications, file specifications, codebooks, Record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the master file or data base.</p> <p><b>Disposition: Temporary.</b> Maintain for the life of system, plus three (3) years.</p> <p><b>b. Input, paper files</b> (1) Maintained in the office of the Executive Secretary.</p> <p><b>Disposition: Permanent.</b> Break files at the end of each calendar year. Send to the records center when two (2) years old.</p> <p>Transfer to the National Archives when twenty-five (25) years old.</p> <p>(2) Copies maintained in reporting offices.</p> <p><b>Disposition: Temporary.</b> Destroy when two (2) years old.</p> <p><b>c. Electronic images in TADS</b></p> <p><b>Disposition: Temporary.</b> Delete when no longer needed for reference.</p> <p><b>d. Electronic database in TADS</b></p> <p><b>Disposition: Temporary.</b> Delete when no longer needed for reference.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
-------------------	---	---	--

**e. Outputs, paper copies in program offices.**

(1) Record copy of response maintained in the office of the Executive Secretary.

**Disposition: Permanent.** File with item b. (1) above.

(2) Record copy of direct responses from program offices not maintained in b. (1) above.

**Disposition: Permanent.** Break files at the end of each calendar year. Send to the records center when two (2) years old. Transfer to the National Archives when twenty-five (25) years old.

(3) Copies maintained in program offices for reference.

**Disposition: Temporary.** Destroy in accordance With chronological file material scheduled in each office.

Note: Supersedes NC 174-110, dated 01/07/74