

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-056-03-6</i>	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <i>April 10, 2003</i>	
2. MAJOR SUBDIVISION Assistant Secretary Legislative Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Veronica Marco	5. TELEPHONE (202) 622-2477	DATE <i>9-29-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>4</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 11/06/2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Veronica Marco]</i> Veronica Marco	TITLE Chief, Records Management Services Branch	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <div style="text-align: center;"> DEPARTMENT OF TREASURY Departmental Offices Office of Legislative Affairs </div> <p>The records covered by this SF-115 include all of the offices under the direction of the Assistant Secretary Legislative Affairs.</p>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<i>cc Agency, NR, NAWMD, NAWMA</i>		

U.S. Department of the Treasury Office of Legislative Affairs

Note: This schedule supercedes NC1-056-79-9

The Office of the Assistant Secretary, Legislative Affairs advises the Secretary on Congressional and legislative issues to assist in the formulation of policy and overall direction of the Department. The office is the principal contact and coordinator for all Department interactions with the Congress and the Legislative Affairs Offices of the White House and other Departments and agencies. It develops strategies to implement legislative initiatives, communicates Treasury's priorities to the Congress, assists Presidential nominees of the Department with Senate confirmation, and keeps the Department informed of Congressional objectives, concerns, activities, and interests. In addition, the Office responds directly to Congressional inquiries and facilitates responses from other offices in the Department, monitors the flow of Congressional correspondence to insure accurate and prompt response, coordinates Departmental testimony before Congressional Committees and advises the Department on Congressional concerns during policy formation.

Note: This schedule excludes all administrative records which are covered by the National Archives and Records Administration (NARA) General Records Schedules (GRS) issued in 1998, and those records encompassed by a proposed functional schedule that NARA has developed for Treasury Departmental Offices, including:

- *Speeches, Testimonies and Public Appearances
- *Calendars and Daily Schedules
- *Telephone Logs
- *Briefing Books
- *Chronological Files

1. Program Subject Files: Records created by the Legislative Affairs staff in response to inquiries from the White House, Congress and the Secretary concerning the administration's programs and the Department's participation in their development. Records are used to prepare briefings for the Secretary, other Treasury officials, members of the White House staff and new Members of Congress. Records are filed alphabetically. Typical examples: Call Memoranda, Hearing Requests, Banking, International Financial Institutions, Enforcement, IRS, and Mint.

a. **Assistant Secretary.** Files are maintained by senior official responsible for final policy decisions and documenting such policy determinations.

1. Recordkeeping material containing significant analyses, conclusions, advice or interpretations, policy-making decisions, and unique documentation of major activities/initiatives of the Office of Legislative Affairs.

Disposition: PERMANENT. Cut off annually. Transfer to permanent general office file for final disposition of records.

[NEW]

2. Legislative subject matter files that are routine in nature, do not have significant precedential or historic value, and maintained solely for reference purposes.

Disposition: Temporary. Cut off annually. Destroy on site when no longer needed for current agency business or convenience of reference, whichever is later.

[NEW]

b. **General Office.** A central file maintained for general use within the Office in developing and analyzing legislative/Congressional policies and issues. Includes copies of Assistant Secretary policy determinations with additional background materials and documentation regarding development of policy positions.

Disposition: PERMANENT. Cut off annually. Retire to the Washington National Records Center when 2 years old or when no longer needed for agency business, whichever is later or within 1-year after change in administration. Transfer to the National Archives 10 years after cutoff.

[Supersedes NC1-056-79-9, Item 1]

2. Congressional Correspondence Files: These files contain copies of incoming and outgoing correspondence with members of Congress.

a. **Assistant Secretary of the Office of Legislative Affairs.** Correspondence of a substantive nature with members of Congress that requires the signature of the Assistant Secretary for Legislative Affairs.

Disposition: PERMANENT. Cut off annually. Retire to the Washington National Records Center 2 years after cutoff. Transfer to the National Archives 20 years after cutoff.

[NEW]

b. **Copies of other offices' correspondence.** Correspondence of a routine nature. Congressional inquiries that are forwarded to the Office of Legislative Affairs for review and/or reference purposes, but do not require Assistant Secretary signature.

Disposition: Temporary. Cut off annually. Destroy when 2 years old or no longer needed for reference, whichever is later.

[Supersedes NC1-056-79-9, Item 3]

3. Staff Working Papers: Case files on the development of major legislation from the time it is transmitted to the Congress through final passage. Records include copies of bills as drafted and as introduced, reports and correspondence with sponsors and other interested members of Congress, and other background material and reference copies of documents collected or prepared by the Legislative Affairs staff and maintained by individual employees in developing or analyzing legislative/Congressional initiatives, policies and concerns.

a. Legislative work product files containing significant analyses, conclusions, advice or interpretations, policy-making decisions, and unique documentation of major activities/initiatives of the Office of Legislative Affairs.

Disposition: PERMANENT. Break files after development or analysis work is completed or when legislation is passed, as applicable or upon employee's departure. Transfer to permanent general office file for final disposition of records.

[NEW]

b. Legislative work product files that are routine in nature, do not have significant precedential or historic value, and maintained solely for reference purposes.

Disposition: Temporary. Break files after development or analysis work is completed or when legislation is passed, as applicable or upon employee's departure. Destroy on site when no longer needed for current agency business or convenience of reference, whichever is later.

[Supercedes NC1-056-79-9, Item 2]

4. Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy have been produced. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in additional to the recordkeeping copy.

Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.

[New]