

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-056-05-4</i>	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <i>March 2, 2005</i>	
2 MAJOR SUBDIVISION Assistant Secretary for Management and CFO		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Facilities and Support Services/ISD/Records Management Svcs Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Veronica Marco	5. TELEPHONE 622-2477	DATE <i>7/6/85</i>	ARCHIVIST OF THE UNITED STATES <i>Leif Hollo</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 _____ 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 02/23/2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>Veronica Marco</i>	TITLE Director, Information Services Division and Departmental Offices Records Officer	

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Assistant Secretary for Management and CFO  Request for Access to or Removal of Documentary Materials Forms used by employees in the Department of the Treasury when departing certifying that they are not removing records or requesting the removal of documents  a TD F 80 05-5 (Documentary Material Removal/Nonremoval Certification) or equivalent form  TEMPORARY Cut off at the end of a calendar year Retain on site for 10 years Destroy 10 years after cutoff  b TD F 80 05-5A (Privacy Act Guidance for Departing Employees and Policy on Removal of Documentary Materials)  TEMPORARY Destroy when superseded or obsolete  c TD F 80 05-6 (Request for Access to or Removal of Documentary Materials) or equivalent form  TEMPORARY Cut off at the end of a calendar year Retain on site for 10 years Destroy 10 years after cutoff		

*RA 7/8/05*      *cop. & sent to Remy, NARA, NR*