REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

JOB NUMBER
056-08-4

DATE RECEIVED
9/2/08

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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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

2. MAJOR SUBDIVISION
Departmental Offices

3. MINOR SUBDIVISION
Treasury Executive Office of Asset Forfeiture

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Evangela C. Wimbush-Jeffrey	(202) 622-6120	1-13-09	*Adrienne Thomas*

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 _2_ 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
8/26/08	*Evangela C. Wimbush-Jeffrey*	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	New Item 1. Treasury Executive Office of Asset Forfeiture (TEOAF) Agent Website and Joint Operations System (AWS) Description: Treasury Executive Office of Asset Forfeiture (TEOAF) manages seized and forfeited assets for the Treasury law enforcement Bureaus, the United States Immigration and Customs Enforcement, Internal Revenue Service, United States Secret Service, and United States Customs and Border Protection. This system is designed to facilitate the processing of obligations and invoices related to the Joint Operations lead by the Treasury Forfeiture Fund and assists the above agencies in managing Joint Operations funds. The system facilitates on-line submissions of obligations/ invoices, automatic verification of their accuracy, and approval of these documents by TEOAF and the National Finance Center. This system also provides means for the managers to track and manage Joint Operations' funds. Background: This system is a web-based application hosted on the Treasury Department Network. Access to this system is limited to Treasury entities, the United States Immigration and Customs Enforcement, Internal Revenue Service, United States Secret Service, United States Customs and Border Protection, and the National Finance Center. Treasury Department users access the system directly, while other users access it by using Public Key Infrastructure (PKI). The records in this system are not classified, but are law enforcement sensitive. The records within this system are only released to the Federal agencies listed above.		

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PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

A. ~~Inputs~~ masterfile   - RF

The TEOAF system contains the locations of Joint Operations, participating Federal, state and local agencies, dollar amounts that are obligated to each Joint Operation, names/badge numbers of officers assigned to each Joint Operation, each officer's overtime charges and other expenses, and the name and contact number of each user. The data within the TEOAF system is entered by the following agencies. Treasury law Enforcement Bureaus, United States Immigration and Customs Enforcement, Internal Revenue Service, United States Secret Service, United States Customs and Border Protection, and the National Finance Center

Disposition   Temporary. Close out at end of processing year. Delete 3 years after close out

B. Outputs

Reports of unpaid invoices, obligation lists, and invoice detail lists.

Disposition   Temporary   Delete/destroy when superseded or no longer needed for administrative, legal, audit or other operational purposes

C. System Documentation

User guide, technical documentation, records layout, and codes

Disposition   Temporary   Delete/destroy when superseded or obsolete