

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-56-90-1

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

11/8/89

1 FROM (Agency or establishment)

Department of the Treasury

2 MAJOR SUBDIVISION

Deputy Assistant Secretary for Information Services

3 MINOR SUBDIVISION

Office of Information Resources Management

4 NAME OF PERSON WITH WHOM TO CONFER

Steve W. Milline

5 TELEPHONE EXT.

566-9823

DATE

4/26/90

ARCHIVIST OF THE UNITED STATES

[Signature]

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 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, 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

10/25/89

C SIGNATURE OF AGENCY REPRESENTATIVE

Steve W. Milline

D TITLE

DO Records Officer
Chief, Clerks Office

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

**Deputy Assistant Secretary for Information Systems
Office of Information Resources Management**

The Office of Information Resources Management is responsible for the broad range of information resource management functions specified in the Brooks Act and in the Paperwork Reduction Act of 1980, except for management issued related to telecommunications. These responsibilities include: planning and budgeting; policies and standard; acquisitions and systems management reviews; Computer Security Act Program: inventory of bureau sensitive systems and review of security plans; development and review of computer security awareness training guideline; public reporting requirements; Treasury external directories, forms, reports, records, and mail management.

All changes to this proposed schedule have been approved by:

[Signature]
NARA appraiser

3/23/90
date

Steve W. Milline
Agency representative

3/27/90
date

*Copies sent to agency,
NEF, NNT, NNU 4/30/90*

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1. INFORMATION SYSTEMS PLANS

These files consist of five-year plans submitted annually by the Treasury bureaus and the Departmental Offices to the Office of Information Resources Management (OIRM). The plans link information systems plans to bureau mission goals, objectives, and strategic plans in an integrated fashion.

DISPOSITION: PERMANENT: Break files annually. Transfer to WNRC when 1 year old. Offer to NARA when 20 years old.

2. TREASURY SYSTEMS REVIEW COMMITTEE FILES.

These files consist of notices, agenda, and minutes of the meetings of the Treasury Systems Review Committee. Files are for 1983 and 1984. (Committee has been disbanded)

DISPOSITION: ~~PERMANENT~~: Transfer to WNRC immediately.

Destroy
~~Offer to NARA~~ when 20 years old.