

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-56-90-4

DATE RECEIVED

11-8-90

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

1. FROM (Agency or establishment)

Department of the Treasury

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Fiscal Assistant Secretary

4. NAME OF PERSON WITH WHOM TO CONFER

Steve W. Milline

5. TELEPHONE EXT.

566-9823

DATE

2/2/91

ARCHIVIST OF THE UNITED STATES

[Signature]

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 _____ 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

11-6-90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Steve W. Milline

D. TITLE

Chief, Clerk's Office
Departmental Offices Records Officer

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 GRS OR SUPERSEDED JOB CITATION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)

DEPARTMENTAL OFFICES OFFICE OF THE FISCAL ASSISTANT SECRETARY

The Office of the Fiscal Assistant Secretary has responsibility for administration of the Government's fiscal affairs; supervision of the functions and activities of the Financial Management Service and the Bureau of the Public Debt; Department's participation in the Joint Financial Management Improvement Program for the improvement of all aspects of financial management in the Federal Government. Responsible for improved cash management, debt collection/credit administration and financial systems on a governmentwide basis.

The Office acts as liaison between the Secretary and other agencies of the Government with respect to their financial operations; manages the cash position of the Treasury; projects and monitors debt subject-to-limit; directs the performance of the fiscal agency functions of the Federal Reserve Banks; conducts governmentwide financial and cash management activities; exercises supervision over depositories of the United States, both foreign and domestic; and provides management overview of investment practices for Government trust and other accounts.

All changes to this proposed schedule have been approved by:

Richard W. Murray
NARA appraiser

2/15/91
date

Steve W. Milline
Agency representative

2-12-91
date

Copy sent to agency, NARA, NARS, NCR 2/27/92

1. OFFICE OF THE FISCAL ASSISTANT SECRETARY

Policy and procedure subject files on the Joint Financial Management Improvement Program; Fiscal Services Strategic Plan; Federal Tax Deposit Redesign Study, etc.

Disposition: Break files annually. Maintain in office. Destroy on-site when 5 years old or no longer needed, whichever is sooner.

2. Office of the Assistant Fiscal Assistant Secretary

a. Subject files dealing with routine administrative matters, such as internal control, management by objectives, managerial planning and directives management.

Disposition: Break files annually. Maintain in office. Destroy on-site when 10 years old or when no longer needed, whichever is sooner.

b. Subject files containing basic policy-making information regarding activities of the Office.

Disposition: Permanent. Break files annually. Transfer to WNRC when 20 years old. Transfer to the National Archives in 10 year blocks when 30 years old.

3. Office of the Director, Cash & Debt Management

a. Subject files of policy and procedures on Federal Government financing. Subject headings include: Farm Credit Administration, Federal Deposit Insurance Corporation; Federal National Mortgage Association; Environmental Protection Agency; Tennessee Valley Authority; Bonneville Power Administration; Federal Railroad Administration; Government National Mortgage Association; Housing Urban Development; International Monetary Fund; International Bank for Reconstruction; National Consumer Cooperative Bank; Overseas Private Investment Corporation; St. Lawrence Seaway; Federal Financing Bank, Social Security Trust Fund; Veterans Administration; Virgin Island Government; Office of Thrift Supervision; Pension Benefit Guaranty Corporation, Pennsylvania Avenue Development Corporation, etc.

Disposition: Permanent. Break files annually. Maintain in office. Transfer to WNRC when 20 years old. Transfer to the National Archives in 10 year blocks when 30 years old.

4. Working Files

Fiscal Assistant Secretary, Assistant Fiscal Assistant Secretary, and Director, Office of Cash & Debt Management

Files on all phases of routine work: Financing, Refunding; Securities; Cash Management; Federal Reserve System; Fiscal Agency Conference, etc. Also, some files are short-term, special project files.

Disposition: Destroy on-site when no longer needed or when 3 years old, whichever is sooner.

5. Office of the federal Assistant Secretary Correspondence Files (Chronological)

Copies of outgoing communications including memoranda/letters between the Office of the Fiscal Assistant Secretary, the Congress, and the public; inter-Departmental memoranda; correspondence between the office and other Government agencies; for-the-file memoranda.

Disposition: Break files annually. Maintain in Office. Destroy on-site when 5 years old.

6. Office of the Fiscal Assistant Secretary Administrative Files

a. Files on administrative matters such as budget; personnel; employee awards; biographical sketches; Combined Federal Campaign; delegations of authority; essential employees; retirement; Freedom of Information; internal controls; leave policy and procedures; office space; organizational/functional charts; employee performance appraisals; property management; publications; records management; security; service requisitions; OFAS studies and surveys, travel procedures, background files to *History of the Fiscal Service, 1940-1990*, etc.

Disposition: Break files annually. Destroy files on-site when 5 years old or no longer needed, whichever is sooner.

b. *History of the Fiscal Service, 1940-1990*, administrative history of the Fiscal Service, Department of the Treasury, published May, 1990.

Disposition: Permanent. Transfer 2 copies to the National Archives upon approval of schedule.