

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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 Administrative Programs

3. MINOR SUBDIVISION

Document Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Shirley A. Parran

5. TEL EXT

566-2010

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JOB NO

**NC 1 56 78 4**

DATE RECEIVED

**19 MAY 1978**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*6-9-78 James E. O'Neil*  
Date Acting Archivist of the United States

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE

*5/14/78*

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Jack L. Best*

E. TITLE

Jack L. Best, Acting Chief  
Document Management Branch

7. ITEM NO

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

9. SAMPLE OR  
JOB NO

10. ACTION TAKEN

GENERAL RECORDS OF THE DEPARTMENT OF THE TREASURY  
RECORD GROUP 56

Office of the Secretary  
Office of Intelligence Support

Office of Intelligence Support (OIS), formerly the Office of National Security (ONS), was established by Treasury Department Order No. 249, May 17, 1977. OIS provides day-to-day intelligence support to the Secretary and other Treasury officials and manages Treasury's relations with the intelligence community. This schedule covers both the records of the OIS and its antecedent, the ONS, which was established in 1961.

*15-10 Sent to agency. NNF, NNR, & NCR 6 items 6/9/78*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 3
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>PROGRAM CORRESPONDENCE FILES ("SUBJECT FILES") OF THE SPECIAL ASSISTANT TO THE SECRETARY (NATIONAL SECURITY)</u></p> <p>Subject Files established as needed under such categories as OIS (ONS) Missions and Organization, Intelligence Boards and Committees, Treasury Order #240 Activities. Arranged alphabetically, they contain memoranda, originals of incoming communications, copies of outgoing communications or comments on documents, related reports and background material on office activities some of which are of permanent interest. In addition, there are working files with copies of Daily Intelligence Reports to the Secretary, Presidential Review Memoranda and other intelligence material of transitory value.</p> <p><u>DISPOSITION:</u> PERMANENT: Break files annually. Destroy duplicates and extraneous materials and transfer to WNRC when 5 years old. Offer to NARS when 20 years old.</p>	<i>new item</i>	
2	<p><u>OFFICE ("CHRONOLOGICAL") CORRESPONDENCE FILES</u></p> <p>Copies of all outgoing communications including correspondence between OIS, the Congress and the public; inter-office memoranda; correspondence between OIS and other government agencies; background materials; and staff papers which document the daily activities of the office.</p> <p><u>DISPOSITION:</u> Break files annually. Hold 5 years in office. Destroy duplicates and extraneous materials and transfer to WNRC when 5 years old. Destroy when 20 years old.</p>	<i>new item</i>	
3	<p><u>COUNTRY REFERENCE FILES</u></p> <p>Cables, briefing books, intelligence studies, memoranda, publications, and reports documenting relations with other intelligence and special study groups within specific geographical areas.</p> <p><u>DISPOSITION:</u> Break files at end of each calendar year. Destroy on site when 4 years old.</p>	<i>new item</i>	
4	<p><u>PERSONAL REFERENCE ("CHRONOLOGICAL") FILES</u></p> <p>Duplicates of materials created or collected through Treasury representation on intelligence community committees, councils and boards in conformity with its responsibility to maintain continuous liaison with elements of the community. Maintained by individual staff members.</p>	<i>new item</i>	

## Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
4 cont.	<u>DISPOSITION</u> : Destroy on site when 4 years old.		
5	<u>ADMINISTRATIVE ("HOUSEKEEPING") FILES</u>  Duplicates of papers on matters such as time and attendance, space, requisitions for services and similar housekeeping matters -- wherever found in office. NOT OFFICIAL RECORD COPIES REQUIRED TO BE RETAINED FOR A LONGER PERIOD UNDER THE GENERAL RECORDS SCHEDULES.  <u>DISPOSITION</u> : Destroy on site when 2 years old.	<i>new item</i>	
6	<u>READING ROOM FILES</u>  National security-classified publications and reports received from government agencies providing OIS with daily intelligence information.  <u>DISPOSITION</u> : Destroy on site when no longer needed for administrative use.	<i>new item</i>	