

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

*New REC 21 SEP 79*

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  
Assistant Secretary (Domestic Finance)

4. NAME OF PERSON WITH WHOM TO CONFER  
Rita A. DeNagy

5. TEL. EXT  
566-2010

LEAVE BLANK	
JOB NO.  NC1-56-79-10	
DATE RECEIVED 9/21/79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-27-80 Date <i>Attended</i>	<i>James E. O'Neill</i> 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 5 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 <i>8-27-79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Sarah J. Allen</i>	E. TITLE Sarah J. Allen, Chief Records Management Branch	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">Office of the Secretary ASSISTANT SECRETARY (DOMESTIC FINANCE)</p> <p>The Office of the Assistant Secretary (Domestic Finance) advises and assists the Secretary and Under Secretary for Monetary Affairs on Debt Management, Federal financing affairs, the financing of non-Federal sectors of the economy and general capital markets policy.</p> <p>The office is responsible for Treasury operations relating to the Federal Financing Bank, the development of legislation and administrative principles and standards for Federal Credit programs and the determination of interest rates for various Federal borrowing, lending and investment purposes under pertinent statutes. The office also exercises policy direction and control over Treasury staff work on the substance of proposed legislation relating to the general activities and regulation of private financial intermediaries and coordinates Treasury activity relating to financing regulatory agencies. Treasury operations under the New York City Financing Act of 1975 are handled within the office, as well as, formation of Treasury policy dealing with general problems of municipal finance.</p>		

*115-107  
Copy Note  
New Agency*

*16 ITEMS*

ASSISTANT SECRETARY (DOMESTIC FINANCE)

1. Policy Subject Files: Documentation on the debt management, federal financing affairs, the financing of non-federal sectors of the economy general capital markets policy and state/local financial affairs. Some of the subject titles are Urban Development Lending, Revenue Sharing and New York City Financing. Arranged alphabetically, contains correspondence, reports and internal memoranda. (1977-79 16 cu ft. 5 per year)

DISPOSITION: PERMANENT: Break files at the end of the Administration. Retire to staging & storage area. Transfer to WNRC when 1 year old, clearing out extraneous material. Offer to NARS when 20 years old.

2. Speech File: Contains one processed copy of all speeches, with related correspondence, given by Assistant Secretary and his staff. Original copy of speeches kept in Public Affairs office.

DISPOSITION: Destroy when 2 years old.

3. Personal Chronological File. Non-record copies of all outgoing correspondence and memorandums gathered in performance of day to day functions.

DISPOSITION: Break files annually. Hold on-site. Files may be taken with incumbent when there is a change of administration.

DEPUTY ASSISTANT SECRETARY CAPITAL MARKETS POLICY

4. Office Subject Files: Documentation on proposed legislation relating to the regulation of and the lending, investment and deposit powers of private financial institutions. Some of the subject titles are Co-op Banks, Capital Formation, Regulations Q and United States Railway Association (USRA). Arranged alphabetically containing correspondence, reports and internal memoranda.

\*56-73-4 = Boxes 1-4

DISPOSITION: Break files annually. Hold in office 5 years. Transfer to WNRC when 5 years old. Destroy when 15 years old. AUTOMATIC DESTRUCTION

\*Records in storage at WNRC, Suitland, Md.

5. Administrative Subject File: Facilitative or "housekeeping" records, including budget submissions (or reports), personnel actions, time & attendance material, travel and procurement requisitions, et al.

DISPOSITION: Records for which explicit provision for destruction is made; destroy in accordance with GSA General Records Schedules or the Treasury equivalent.

6. Office Chronological File. Copies of all outgoing communication including correspondence between the Capital Markets Policy and other government agencies and inter-office memoranda. Staff correspondence which document the daily activities of the offices.

DISPOSITION: Break files annually. Destroy when 5 years old.

#### OFFICE OF GOVERNMENT FINANCING

7. Office Subject Files: Documentation on economic and financial research, briefings related to government financing and public debt management, relating to borrowing, lending and investment activities. Development of legislation principles and standards for federal credit programs. Arranged alphabetically containing correspondence, reports and internal memoranda.

\*56-73-4 = Boxes 5-10

\*56-76-2 = Boxes 1-15

DISPOSITION: Break files annually. Hold in office 2 years. Transfer to WNFC when 3 years old. Destroy when 15 years old. AUTOMATIC DESTRUCTION.

8. Debt Management Advisory Committees: Public Securities Association and U.S. Government and Federal Agencies Securities Committee Meeting. Documentation including reports, membership lists, minutes agenda and proposals for consideration of this committee on which the Assistant Secretary serves.

DISPOSITION: Break files annually. Hold on-site 2 years. Transfer to WNFC when 3 years old. Destroy when 10 years old. AUTOMATIC DESTRUCTION

\*Records in storage at WNFC, Suitland, MD.

## OFFICE OF MARKET ANALYSIS AND AGENCY FINANCE

9. Office Subject Files: Documentation on implementing the Federal Financing Bank Act of 1973, reviewing the proposed borrowing plans of Federal agencies and government sponsored enterprises to their effect on their overall fiscal and credit policies of the government. Reporting current information on financial market conditions. Arranged alphabetically containing correspondence, reports and internal memoranda.

\*69-A-4185 = Boxes 1-7

\*56-73-5 = Boxes 1-14

\*56-75-21 = Boxes 1-5

DISPOSITION: Break files annually. Hold in office 2 years. Transfer to WNRC when 5 years old. Destroy when 15 years old. AUTOMATIC DESTRUCTION.

10. Debt Management Advisory Committees: American Bankers Association Government Borrowing Committee. Documentation including reports membership lists, minutes, agenda and proposal for consideration of this committee on which the Assistant Secretary serves.

DISPOSITION: Break files annually. Hold on-site 2 years. Transfer to WNRC when 3 years old. Destroy when 15 years old. AUTOMATIC DESTRUCTION.

## DEPUTY ASSISTANT SECRETARY STATE AND LOCAL FINANCE

11. Office Subject Files: Documentation on the New York City Seasonal Financing Act of 1975 providing seasonal financing for the city of New York from time to time because of city's revenues and expenditures, even when in balance, are not received and disbursed at equivalent rates throughout the year. Contents legislation, reports, correspondence, studies, and internal memoranda. Arranged alphabetically.

DISPOSITION: Break files annually. Hold in office two years. Transfer to WNRC when 3 years old. Destroy when 15 years old. AUTOMATIC DESTRUCTION.

12. Administrative File: Facilitative or "housekeeping" records, including budget submissions (or reports), personnel actions, time & attendance material, travel and procurement requisitions, et al.

DISPOSITION: Records for which explicit provision for destruction is made; destroy in accordance with GSA General Records Schedules or the Treasury equivalent.

\*Records in storage at WNRC, Suitland, MD.

13. Project and Study File: The file contains copies of reports surveys and studies on project working files generated or collected by the office. They are duplicated in the subject files in finished form.

DISPOSITION: Break files every two years. Hold one year and destroy.

14. Briefing Books

a. Briefing books prepared by this office for use of the Assistant Secretary in administering the New York City Seasonal Financing Act of 1975. *Arranged chronologically.*

DISPOSITION: PERMANENT: Break files annually. Transfer to WNRC when 3 years old. Offer to NARS when 20 years old. *Acc: 1 cu. ft./yr.*

b. Briefing books prepared periodically for budget review or legislative hearings.

DISPOSITION: Break files annually. Hold in office and destroy when years old.

15. General Correspondence File: Contains copies of incoming and outgoing correspondence pertaining to all aspects of municipal finance. Includes draft proposals, copies of reports, surveys and studies.

DISPOSITION: Break file annually. Hold in office two years. Transfer to WNRC when three years old. Destroy when five years old.

16. Office Chronological File: Copies of all outgoing communication including correspondence between Office of State and Local Finance and other government agencies and inter-office memoranda. Staff correspondence which document the daily activities of the office.

DISPOSITION: Break files annually. Destroy when 2 years old.

14a.

*Chgs made  
per Telecon  
w/ Rita DeNagy  
5/14/80  
RWC*

14b.

*4 chgs made  
per Telecon  
w/ Rita DeNagy  
5/14/80  
RWC*