

Revised 3 Dec 79

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 the Secretary

3. MINOR SUBDIVISION Office of the Assistant Secretary
(Enforcement and Operations)

4. NAME OF PERSON WITH WHOM TO CONFER

Irving W. Wilson

5. TEL. EXT.

566-2010

LEAVE BLANK

JOB NO.

NC1-56-80-1

DATE RECEIVED

12-3-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-14-79 Walter M. Stander
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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<u>11-30-79</u>	<u>Sarah J. Allen</u>	<u>Sarah J. Allen, Chief, Communications and Records Management Branch</u>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>OFFICE OF THE ASSISTANT SECRETARY (ENFORCEMENT AND OPERATIONS)</p> <p>The Office of the Assistant Secretary (Enforcement and Operations), formerly the Office of the Assistant Secretary (Enforcement, Operations, Tariff and Trade Affairs), was established in March, 1969. This Office replaced the Office of Special Assistant (for Enforcement), which was established by Treasury Department Order No. 147, Revision 2, dated August 10, 1965.</p> <p>All Treasury law enforcement matters are coordinated by Office of the Assistant Secretary (Enforcement and Operations). This includes formulating policies for Treasury enforcement activities and cooperating on law enforcement matters with other Federal departments and agencies. The Office acts on waivers on the coastwise laws, foreign trade zone applications, petitions for mitigation of penalties, and Departmental positions on tariff classification, quota, and import valuation matters.</p>		

sent to MUB, NNF & NCU 13 items
Agency MUB 12-18-79

1. Records of the Assistant Secretary (Enforcement and Operations)

a. General Subject Files

Arranged alphabetically, 1973 to present. Correspondence and memoranda on all phases of work. Electrostatic and carbon copies as well as original materials are included. Major subject headings include antidumping cases Arson, Bank Secrecy Act, Conferences, Countervailing Duties, Crime Program and Electronic Surveillance. Also included are Intelligence, Jones' Act, Narcotics, Penalty Cases and Terrorism.

DISPOSITION: Permanent: Break files at the end of each Administration. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old.

b. Bureau Subject Files

Arranged alphabetically by bureau and office, 1973 to present. Electrostatic and carbon copies as well as original materials are included on the enforcement activities and operations of Alcohol, Tobacco and Firearms, Customs Service, Engraving and Printing, and Federal Law Enforcement Training Center. Included also are Foreign Assets Control, Mint and Secret Service.

DISPOSITION: Permanent: Break files at the end of each Administration. Transfer to WNRC when 7 years old. Offer to NARS when 20 years old.

c. Briefing Books

(1) Briefing books prepared periodically for budget review or legislative hearings.

DISPOSITION: Destroy when all administrative needs have ended, or 4 years after change in Administration, whichever is sooner.

(2) Briefing books prepared to advise a newly appointed Assistant Secretary, or to summarize a major program developed by those Treasury bureaus under assistant secretary's supervision.

DISPOSITION: Permanent: Break files annually. Transfer to WNRC when 5 years old. Offer to NARS when 20 years old.

d. Speeches

Arranged chronologically by engagement, sometimes including the topic, from 1977 to present. Material includes arrangements, invitations and speeches.

DISPOSITION: Break file annually. Destroy on-site upon leaving office.

2. Records of the Deputy Assistant Secretaries (Enforcement and Operations)

a. General Subject Files

Arranged alphabetically, 1970 to present. Correspondence and memoranda on all phases of work. Electrostatic and carbon copies as well as original materials are included. Major subject headings include Administrative, Arson, Bank Secrecy Act, Conferences, Crime Program, Demonstrations, and Electronic Surveillance. Also included are Intelligence, Narcotics, Operation and Policy Matters, and Terrorism.

DISPOSITION: Break files at the end of each Administration. Transfer to WNRC when 5 years old. Destroy when 20 years old.

b. Bureau Subject Files

Arranged alphabetically by bureau and office, 1970 to present. Electrostatic and carbon copies as well as original materials are included on Alcohol, Tobacco and Firearms, Customs Service, Engraving and Printing, Federal Law Enforcement Training Center and Foreign Assets Control. The Mint and Secret Service are also included.

DISPOSITION: Break files at the end of each Administration. Transfer to WNRC when 5 years old. Destroy when 20 years old.

3. Records of the Office Directors

a. General Subject Files

Arranged alphabetically, 1970 to present. Correspondence and memoranda on all phases of work. Electrostatic and carbon copies as well as original materials are included. Major subject heading include Administrative Briefing Books, Bank Secrecy Act, Criminal Investigator Review, General, Foreign Investments, Multi-Bureau Policy, Operation and Policy Matters, Public Affairs, Responses to Inquiries and Letters, Supervision of Bureaus, and Treasury Enforcement Communication Systems.

DISPOSITION: Break files when 2 years old. Destroy when no longer needed, or after 3 years whichever is sooner.

b. Bureau Subject Files

Arranged alphabetically by bureau and office, 1970 to present. Electrostatic and carbon copies as well as original materials are included on Alcohol, Tobacco and Firearms, Customs, Engraving and Printing, Federal law Enforcement Training Center, and Foreign Assets Control. Also included are Mint and Secret Service.

DISPOSITION: Break files when 2 years old. Destroy when no longer needed or after 3 years, whichever is sooner.

4. Office Subject Files of the Special Assistant to the Assistant Secretary (Intelligence, Terrorism and Special Projects)

a. General Subject Files

Arranged alphabetically, 1972 to present. Correspondence and memoranda on all phases of work. Electrostatic and carbon copies as well as original materials are included. Major subjects include Alcohol, Tobacco and Firearms, Customs Service, Secret Service, Enforcement Policy, Enforcement Community, National Security/Intelligence Affairs, and Special Inquiries.

DISPOSITION: Break files when 2 years old. Hold in office until 4 years old. Transfer to WNRC when 4 years old. Destroy when 20 years old.

b. Correspondence, memoranda, electrostatic and carbon copies as well as original materials on special operations and policies involving the national security.

DISPOSITION: Permanent: Break files when case is closed. Offer to NARS when 30 years old.

5. OFFICE ("CHRONOLOGICAL") CORRESPONDENCE FILES

Copies of all outgoing communications including correspondence between the Office of the Assistant Secretary (Enforcement and Operations), the Congress and the public; inter-office memoranda; correspondence between the Office and other Government agencies.

DISPOSITION: Break files annually. Destroy on-site when 5 years old.

6. OFFICE WORKING FILES

Electrostatic and carbon copies as well as originals of source data files, questionnaires, media, used to arrive at determining the conduct of research projects or cases mentioned in item #1 and of the bureaus and offices assigned.

DISPOSITION: Destroy when offices determine they are no longer needed.

7. ADMINISTRATIVE ("HOUSEKEEPING") FILES

Copies of records on matters such as budget, fiscal, personnel, time and attendance, and similar administrative or facilitative operations.

DISPOSITION: Destroy files on-site when files are 5 years old or when office determines they are no longer needed, whichever is sooner.