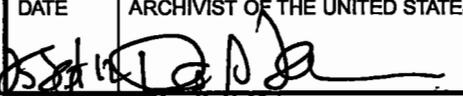


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)	
to: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	
1. FROM (Agency or establishment) Department of the Treasury	
2. MAJOR SUBDIVISION Financial Management Service	
3. MINOR SUBDIVISION Assistant Commissioner, Governmentwide Accounting	
4. NAME OF PERSON WITH WHOM TO CONFER Sharon M. King	5. TELEPHONE (202)874-7878

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-425-09-3	
DATE RECEIVED 9/24/09	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE	ARCHIVIST OF THE UNITED STATES
	

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 9/24/09	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Officer
-----------------	---	--------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS		

Governmentwide Accounting and Financial Reporting Records

Assistant Commissioner, Governmentwide Accounting

The Financial Management Service (FMS), a bureau of the United States Department of the Treasury, has the critical responsibility of maintaining the federal government's set of accounts and serving as the repository of information about the financial position of the United States government. The bureau closely monitors the government's monetary assets and liabilities at all times through its oversight of central accounting and reporting systems. FMS' oversight responsibilities include assisting federal agencies with adopting uniform accounting and reporting standards and systems and assuring the continuous exchange of financial information among federal agencies, the Executive Branch's Office of Management and Budget, and financial institutions.

The bureau also gathers and publishes governmentwide financial information for use in establishing fiscal and debt management policies. The public and private sectors are able to monitor the government's financial status using this financial data. FMS publications include the *Combined Statement of Receipts, Outlays, and Balances of the United States Government* (the official publication of receipts and outlays), the *Monthly Treasury Statement* (a report of the government receipts and outlays and the budget surplus or deficit that is based on agency reporting), the *Daily Treasury Statement* (a report summarizing data on the cash and debt operations of the Treasury, which is based on reporting of the Treasury account balances of the Federal Reserve Banks), and the *Financial Report of the United States Government* (the consolidated audited financial statements for the preceding fiscal year that cover the Executive Branch, as well as parts of the Legislative and Judicial Branches).

This records schedule covers the recordkeeping copy of information used by FMS to establish governmentwide accounting and financial reporting policies and procedures, perform central accounting services, report on the financial status of the government, and manage the Governmentwide Accounting business line and its accounting and financial reporting systems. This includes financial reporting information in the Central Fiscal Operations segment of FMS' enterprise information technology architecture. The information comes from a number of sources, including federal agencies, financial institutions, and Federal Reserve Banks.

This schedule excludes records concerning either Individual Indian Moneys (IIM) or Indian Tribal Trust Funds. Under current Department of the Treasury policy, all documents, data, and tangible things containing information that relates to IIM and Tribal Trust Funds and assets are to be preserved until further notice, in compliance with the preservation obligations set forth in the Federal Rules of Civil Procedure and various court orders pertaining to the retention of such documents, data, and tangible things.

This records schedule covers paper and electronic records in Governmentwide Accounting offices for past and current programs, and information in past and current systems. This

schedule is designed to be flexible enough to cover any new programs established by FMS to support the Governmentwide Accounting business line, and any successor systems implemented by FMS to contain the types of information described below. This schedule authorizes the disposition of the recordkeeping copy in any media (media neutral), to enable FMS to manage records based on information content, not format.

Policy records set forth the rules and procedures governing accounting and reporting standards and systems, and provide guidance to agencies and the public. These records are covered on this schedule by Item 1, Policy Records.

Federal program agency operations records are submitted to FMS by, or on behalf of, other federal agencies, or maintained by FMS at the agency level of detail, for governmentwide accounting and financial reporting. The information is submitted to FMS on a routine basis, in accordance with requirements set forth in the Treasury Financial Manual (TFM), TFM supplements such as the U.S. Government Standard General Ledger, and related publications. Typically, a submitting agency's copy of the information is covered by General Records Schedule (GRS) 5, Budget Preparation, Presentation and Apportionment Records, GRS 6, Accountable Officers' Accounts Records, or GRS 7, Expenditure Accounting Records. The information is covered on this schedule by Item 2, Federal Program Agency Operations Records. The records covered by this item include, but are not limited to, records containing the types of information described below.

Large Dollar Notifications reported by federal agencies through the CASH TRACK cash management, information, and reporting system.

Proprietary account data reported submitted by federal agencies through the Federal Agencies' Centralized Trial Balance System I (FACTS I.)

Budgetary account data submitted by federal agencies through the Federal Agencies' Centralized Trial Balance System II (FACTS II.)

Audited financial statement data submitted by federal agencies through the FIRST Governmentwide Financial Reporting System (GFRS.)

Accounting data accessed, submitted, or retrieved by federal agencies and Non-Treasury Disbursing Offices through the Government On-Line Accounting Link (GOALS) II/CITRIX.

Cash and fund account reconciliations performed by federal agencies through the Government On-line Accounting Link System (GOALS) II/Information Access System (IAS.)

Budget execution, accountability, cash, and other asset management data reported, reconciled, or retrieved by federal agencies through the Central Accounting Front-End System (CAFÉ.) of the Government-Wide Accounting (GWA) Production system

Fiduciary account balances, investments, borrowings, and payments confirmed or reconciled by federal agencies through the Intragovernmental Fiduciary Confirmation System (IFCS.)

Information on funds transfers and reconciliations transmitted to or from federal agencies through the Intragovernmental Payment & Collection System (IPAC.)

Information on the classification of transactions to the appropriate Treasury Account Symbols (TAS) and Business Event Type Codes (BETC), transmitted to or from federal agencies through the Shared Accounting Module (SAM.)

Treasury program operations records contain accounting information on programs unique to FMS or Treasury and accounting information consolidated by FMS for governmentwide accounting and financial reporting. The information is covered on this schedule by Item 3, Treasury Program Operations Records. The records covered by this item include, but are not limited to, records containing the types of information described below.

Cash forecasting and balance information in the CASH TRACK system used to manage Treasury's daily cash position and produce the Daily Treasury Statement.

Information in the Federal Agencies' Centralized Trial Balance System I (FACTS I) used to produce the consolidated Financial Report of the U.S. Government.

Information in the Federal Agencies' Centralized Trial Balance System II (FACTS II) used to produce the SF 133, Report on Budget Execution and Resources, the FMS 2108 Year-End Closing Statement, the Prior Year column of the OMB Program and Finance Schedule, and the Treasury Combined Statement.

Information in the Governmentwide Financial Reporting System, FIRST (GFRS), used to produce the financial statements and notes information in the Financial Report of the United States Government (FR).

Information in the Financial Information and Reporting Standardization system, FIRST (SID) used to update and maintain the USSGL/TFM document. (USSGL/TFM content and related guidance is covered by item 1, Policy Records.)

Information in the Government-Wide Accounting (GWA) Production system used to produce the Congressionally mandated Monthly Treasury Statement and the Combined Statement of Receipts, Outlays, and Balances of the United States Government (Combined Statement), and to support budget execution, accountability, cash, and other asset management processes within FMS, including ledger accounting for the Fund Balance of each appropriation, fund, and receipt account with the Department of Treasury, and General Ledger accounting for the cash and monetary assets of the Government.

Information in the Intragovernmental Fiduciary Confirmation System (IFCS) used to update the central accounting system on fiduciary account balances, investments and borrowings, accruals, interest income and expense, and amortization of premiums and discounts.

Information in the Intragovernmental Payment & Collection System (IPAC) used to update the central accounting system on intragovernmental balances and transactions to be eliminated in the consolidated report.

Information in the STAR Central Accounting System used to aggregate transactions relating to the receipt and disbursement of Government funds; integrate financial information and budget execution results; determine the Government's monthly surplus or deficit; prepare the Monthly Treasury Statement; identify the disposition of federal cash-based assets and liabilities; and manage the budget authority, investments, and equity of over 14,000 Government accounts.

Other items on this schedule cover significant reports produced by Governmentwide Accounting, and the records used to manage and operate the Governmentwide Accounting business line and its accounting and financial reporting systems. These records are covered by Item 4, Consolidated Reports, and Item 5, Program or Project Management Records.

1. Policy Records

a. The recordkeeping copy of all policy directives. Policy directives include policies, standards, procedures, instructions, and forms for federal agencies, Federal Reserve Banks, financial institutions, and the public, including transmittal letters and supporting materials on the development and publication of policies, standards, procedures, instructions and forms. Includes announcements that convey reporting requirements or procedures to be used during extraordinary events. Policy directives include, but are not limited to: the Treasury Financial Manual (TFM), Treasury's official publication for financial accounting and reporting on all receipts and disbursements of the federal government; TFM supplements such as Federal Account Symbols and Titles (FAST Book), Fund Balance with Treasury Reconciliation Procedures: A Supplement to I TFM 2-5100, and United States Government Standard General Ledger (Uniform Chart of Accounts); and policy directives and supporting materials published on the FMS Internet sites.

PERMANENT. Cut off when revised, superseded or canceled. Transfer to the National Archives in 20 years after cutoff.

b. Worksheets, guidance, and announcements for federal agencies, Federal Reserve Banks, financial institutions, and the public. Includes supporting materials on the development and publication of worksheets and guidance; announcements that convey information covering a temporary period of time or one-time events, such as dates for reporting requirements; fact sheets; and Frequently Asked Questions (FAQs) or similar lists of anticipated questions and answers, such as those published on FMS Internet sites.

TEMPORARY. Cut off when revised, superseded or canceled. Delete/destroy 20 years after cutoff, or when no longer needed to explain the business context or add to the meaning or value of other records, whichever is later.

2. Federal Program Agency Operations Records.

Information submitted to FMS by, or on behalf of, other federal agencies, or maintained by FMS at the agency level of detail, for governmentwide accounting and financial reporting.

TEMPORARY. Cut off at the end of the fiscal year. Destroy/delete 7 years after cutoff.

3. Treasury Program Operations Records

Treasury program operations records contain accounting information on programs unique to FMS or Treasury and accounting information consolidated by FMS for governmentwide accounting and financial reporting.

TEMPORARY. Cut off at the end of the fiscal year in which action on a debt or other item is completed. Delete/destroy 7 years after cutoff.

4. Consolidated Reports

a. The *Combined Statement of Receipts, Outlays, and Balances of the United States Government*, the *Monthly Treasury Statement*, the *Daily Treasury Statement*, the *Financial Report of the United States Government*, the *Treasury Bulletin*, and significant information on the financial status of the government that does not appear in other Treasury reports.

PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives 20 years after cutoff.

b. Other information validated, compiled, consolidated, and reported by FMS on the financial status of the government.

TEMPORARY. Cut off at the end of the fiscal year. Delete/destroy 7 years after cutoff.

5. Program or Project Management Records

Correspondence, reports and other records accumulated in managing and carrying out assigned functions. These records document program or project management functions, internal procedures, initiatives, planning, management controls, performance measurement, and other program or project-related issues.

a. Program or project management records that are used throughout the duration of a program or project, or until superseded by a new version. Includes records used to document performance criteria for services, management controls, roles and responsibilities, the allocation of charges and payments, and integrity guarantees, or to monitor and evaluate a program or project. These records may include, but are not limited to: memorandums of understanding, interagency agreements, service level agreements, fiscal agency agreements, financial agency agreements, non-disclosure agreements, and the business owner's copy of contracts.

TEMPORARY. Cut off at the end of the program or project, or when superseded by a new version. Delete/destroy 7 years after cutoff, or when no longer needed to explain the business context or add to the meaning or value of other records, whichever is later.

b. Subject files pertaining to a specific aspect of the program or project, for example, a specific issue, a specific program participant, or activities during a specific time period. These records may include, but are not limited to, analyses of specific issues, correspondence with federal agencies or other program participants, interim reports, or the business owner's copy of audit reports.

TEMPORARY. Cut off files after action on the subject is completed, for example, when the issue is resolved, the participant leaves the program, or the time period ends. Delete/destroy 7 years after cutoff.

c. Records that relate to the internal administration or housekeeping activities of a program or project. This may include internal activity and workload reports, routine notifications of meetings, letters of transmittal that do not add any information to that contained in the transmitted material, suspense and tickler files, and similar materials that do not serve as the basis of official action or unique documentation the functions for which the program or project exists.

TEMPORARY. Cut off at the end of the fiscal year. Delete/destroy 3 years after cutoff. Longer retention is authorized if records are still needed for business purposes.

RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Item 1 a, Policy Records (permanent)	Item 1 b, Policy Records (temporary)	Item 2, Federal Program Agency Records	Item 3, Treasury Program Operations Records	Item 4 a, Consolidated Reports (permanent)	Item 4 b, Consolidated Reports (temporary)	Item 5 a, Proj/ Proj Mgmt Records (used throughout program)	Item 5 b, Proj/Proj Mgmt Records (subject files)	Item 5 c, Proj/ Proj Mgmt Records (program administration)	Comments
Existing Records															
N1-425-91-1	249b	GWA FBRD BRD	SF 224 Statement of Transactions	SF 224, Statement of Transactions, Disbursement Schedules, Vouchers, and supporting documents, including receipts for negotiable items Microfilm - Original	Transfer to the Federal Records Center 6 months after filming Destroy when 7 years old			X							
N1-425-91-1	249c	GWA FBRD BRD	SF 224 Statement of Transactions	SF 224, Statement of Transactions, Disbursement Schedules, Vouchers, and supporting documents, including receipts for negotiable items Microfilm Duplicates	Maintain in action office Destroy when 7 years old			X							
N1-425-91-1	250	GWA FBRD BRD	TFS-2108	Annual Report of Unexpended and Unobligated Balances	Destroy when 12 years old					X					
N1-425-91-1	251a	GWA FBRD BRD	Statements of Transactions	Statements of Transactions and Accountability and all supporting accounting documents, including forms SF-1218/1221 and 1219/1220 and SF-440 Originals	Site Audit - See N1-425-91-1, Item 7			X							
N1-425-91-1	252	GWA FBRD BRD	Monthly Letter of Credit Activity Report	Monthly Letter of Credit Activity Report	Transfer to FRC when 6 months old Destroy when 3 years old				X						
N1-425-91-1	253	GWA FBRD BRD	MTS Check List	MTS Check List	Destroy when 3 years old				X						
N1-425-91-1	254	GWA FBRD BRD	MTS Printout, Analysis, and Comparison	MTS Printout, Analysis, and Comparison	Destroy when 2 years old				X						
N1-425-91-1	255	GWA FBRD BRD	TFS-4013 Worksheet for Special Reports and Summaries	TFS-4013 Worksheet for Special Reports and Summaries	Destroy when one year old				X						
N1-425-91-1	240	GWA FBRD FRD	Records of the committees developing and refining the CFS	Records of the committees developing and refining the CFS, circa 1974 -1980 Records of both the outside Advisory Committee on Federal Consolidated Financial Statements including its four volumes of Recommendations to the Secretary of the Treasury and Official Minutes of the Meetings, and of the Interagency Committee on CFS, including its reports, studies of its subcommittees and its minutes	Destroy when 4 years old		X								
N1-425-91-1	241	GWA FBRD FRD	CFS project correspondence files	CFS project correspondence files, 1976-date Arranged by year and then under by subject, the files, letters, memorandums, minutes of meetings, etc concerning the project staff's activities in developing and refining the CFS	Destroy when 4 years old								X		
N1-425-91-1	242	GWA FBRD FRD	Record set of separately printed CFS of the U S	Record set of separately printed CFS of the U S Fiscal Year 1975 - Fiscal Year 1982 Consists of the records set of the separate CFS volumes for those years when the CFS were published both as separate volumes and in the Treasury Bulletin, in subsequent years the CFS may be printed only in the Treasury Bulletin and not as a separate publication	Destroy when 4 years old					X					
N1-425-91-1	243	GWA FBRD FRD	Operating procedures files	Operating procedures files, 1974 - date Arranged by fiscal year, these files document how each year's CFS are derived Each year's operating procedures file contains a list of sources used and the actual calculations	Destroy when 4 years old				X						
N1-425-91-1	244	GWA FBRD FRD	Unpublished source files	Unpublished source files, 1974 - date Arranged by year, these are internal federal agency reports that are used in calculating the CFS	Destroy when 4 years old				X						
N1-425-91-1	245	GWA FBRD FRD	Published source files	Published source files, 1974 - date Consist of published federal government reports that are used in calculating the CFS These publications are widely available and are listed in each year's operating procedures files	Destroy in agency when no longer needed				X						

RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Item 1 a, Policy Records (permanent)	Item 1 b, Policy Records (temporary)	Item 2, Federal Program Agency Operations Records	Item 3, Treasury Program Operations Records	Item 4 a, Consolidated Reports (permanent)	Item 4 b, Consolidated Reports (temporary)	Item 5 a, Prog/ Proj Mgmt Records (used throughout program)	Item 5 b, Prog/Proj Mgmt Records (subject files)	Item 5 c, Prog/ Proj Mgmt Records (program administration)	Comments
N1-425-91-1	246	GWA FBRD FRD	Work sheets and papers pertaining to the preparation of the Financial Organization Directory, the Treasury Bulletin, and other financial reports	Work sheets and papers pertaining to the preparation of the Financial Organization Directory, the Treasury Bulletin, and other financial reports	Destroy when 1 year old				X						
N1-425-91-1	247	GWA FBRD FRD	Corporation and business-type enterprise balance sheets and related reports submitted by agencies	Corporation and business-type enterprise balance sheets and related reports submitted by agencies	Destroy 3 years after end of Fiscal Year			X							
N1-425-91-1	248	GWA FBRD FRD	Reports on obligations (SF-225) submitted by agencies	Reports on obligations (SF-225) submitted by agencies	Destroy 6 years and 3 months after period covered by account			X							
(Information Systems)															
NEW			CASHTRACK cash management information and reporting system (CASHTRACK)	CASH TRACK is a cash management information, forecasting and reporting system that supports the Cash Forecasting Division, The Office of Fiscal Projections and the Federal Reserve Bank of New York in forecasting and managing the Treasury's daily cash position. It also produces the Daily Treasury Statement. CASH TRACK contains both mainframe and web components. The core processing system is maintained by the mainframe component and the web based component provides a means for Federal Program agencies to submit Large Dollar Notifications and for Federal Reserve Banks to submit daily cash management information.											
NEW			CASHTRACK	Information on federal agency account activity excluding Department of Interior accounts				X							
NEW			CASHTRACK	Information on Treasury account activity					X						
N1-425-03-2	1B1	CASHTRACK Data on electronic media	Data reflecting reported amounts that do not equal zero	Destroy/delete when 7 years old or when no longer needed for current business, which is ever is later					X						
N1-425-03-2	1B2	CASHTRACK Data on electronic media	Data reflecting reported amounts of zero (Null Records)	Destroy/delete when no longer needed for current business					X						
N1-425-03-2	1C1a	GWA CARD CFD	CASHTRACK Outputs	Daily Treasury Statement (DTS) Hardcopy	Cut off at the end of each calendar year. Destroy 4 years after cutoff						X				
N1-425-03-2	1C1b	GWA CARD CFD	CASHTRACK Outputs	Daily Treasury Statement (DTS) Electronic (including Internet Postings)	Destroy/delete when no longer needed					X					The electronic DTS will be the record copy and transferred in NARA.
N1-425-03-2	1C2a	GWA CARD CFD	CASHTRACK Hardcopy Outputs	Estimated Cash Position (ECP), Actual Cash Position (ACP), Daily Medicare Bureau of Public Debt (BPD), DTS CASH TRACK Copy, Electronic Tax Deposit Activity, ETA & EFTPS Actuals, Federal Tax Deposit System All Organizations, FRB Edit Report, FRB Reconciliation Report, FRB Report Cards, FRB Non Report Cards, Individual Bank Account Analysis Edit, Selected Federal Tax Deposit Information, Transfers into New York, and comparable outputs. Hardcopy	Cut off at the end of each month. Destroy 1 year after cutoff						X				

RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Item 1 a, Policy Records (permanent)	Item 1 b, Policy Records (temporary)	Item 2, Federal Program Agency Operations Records	Item 3, Treasury Program Operations Records	Item 4 a, Consolidated Reports (permanent)	Item 4 b, Consolidated Reports (temporary)	Item 5 a, Prog/ Proj Mgmt Records (used throughout program)	Item 5 b, Prog/Proj Mgmt Records (subject files)	Item 5 c, Prog/ Proj Mgmt Records (program administration)	Comments
N1-425-03-2	2	GWA CARD CFD	CASHTRACK Call Pattern File	Call Pattern File A spreadsheet produced using an MS Excel application It reflects proposed call actions on Treasury Tax and Loan (TT&L) banks to see the effect on the projected Treasury General Account (TGA) balance	Cut off at the end of each month Destroy 1 year after cutoff				X						
N1-425-03-2	3	GWA CARD CFD	CASHTRACK Comparison Files	Comparison Files A spreadsheet produced using an MS Excel application It compares Treasury's estimates for the Operating Account balances, receipts and outlays with the Federal Reserve Bank (FRB) New York Open Market Desk (OMD) estimates	Cut off at the end of each month Destroy 1 year after cutoff				X						
N1-425-03-2	4	GWA CARD CFD	CASHTRACK Treasury Security Issues File	Treasury Security Issues File A spreadsheet produced using an MS Excel application that reflects the PAR amount and the discount on Securities issued The spreadsheet is used to validate the estimated amounts in CASH TRACK	Cut off at the end of each month Destroy 1 year after cutoff				X						
N1-425-03-2	5	GWA CARD CFD	CASHTRACK Fedwire, CASHLINK Wire and ACH Discrepancy Reports	Fedwire, CASHLINK Wire and ACH Discrepancy Reports Deposit reports reflecting suspense or unmatched transactions requiring research for classification purposes	Cut off at the end of each month Destroy 1 year after cutoff				X						
N1-425-03-2	8	GWA CARD CFD	CASHTRACK Notification for Dynamic Investments	Notification for Dynamic Investments, Term Investments, and Comparable CASH TRACK Functions This documentation is used as announcements, acceptance and acknowledgments of critical functions that will or have taken place in the CASH TRACK system	Cut off at the end of each month Destroy 1 year after cutoff				X						
N1-425-03-2	9	GWA CARD CFD	CASHTRACK Daily Treasury Statements Logs	Daily Treasury Statements Logs These are comprised of the Tax Refund Log that contains information about tax refund IMF and BMF totals, the Other Deposits and Withdrawal Log that deals with deposits and withdrawals that are not normally reported on the Daily Treasury Statement (DTS), and the Exchange Stabilization Funds Log (ESF) that contains daily reporting to maintain month to date and year to date balances These logs are used for verification purposes	Cutoff at the end of each month Destroy 13 months after cutoff				X						
N1-425-03-2	10	GWA CARD CFD	CASHTRACK Information System Project Files	Information System Project Files This documents the development, implementation, testing and modification of systems used by the Division Records include conversion schedules, draft documents relating to project implementation, printouts of screens, notes of meetings, action plans, Charter, copies SF33, Solicitation, Offer, and Award, fixes, presentation handouts, and, comments concerning system elements The files are arranged alphabetically by subject, for example, ACH/FRB Consolidation, CASH TRACK Costs and Budget Estimates, Future Release Items, Project Schedule, Test Scenario Scripts, TT&L Credits Distribution and Weekly Comparison The records currently deal with the development and implementation of the CASH TRACK system	Destroy when no longer needed for current business or when superseded or obsolete								X		
N1-425-03-2	11	GWA CARD CFD	CASHTRACK PDF Upload Log	PDF Upload Log Indicates the date, time, and user that verified that the TXT and PDF files were available on the Internet Used as a control source and is maintained by month	Cut off at the end of each month Destroy 1 year after cutoff				X						
N1-425-03-2	12	GWA CARD CFD	CASHTRACK Operations Support Documentation	Operations Support Documentation Worksheets for posting various DTS data for voice recording, supporting documents, and screen prints of transmittals used for analyzing validations and other discrepancies, and, comparable documents	Cut off at the end of each month Destroy 1 year after cutoff				X						

RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Item 1 a, Policy Records (permanent)	Item 1 b, Policy Records (temporary)	Item 2, Federal Program Agency Records	Item 3, Treasury Program Operations Records	Item 4 a, Consolidated Reports (permanent)	Item 4 b, Consolidated Reports (temporary)	Item 5 a, Prog/ Proj Mgmt Records (used throughout program)	Item 5 b, Prog/Proj Mgmt Records (subject files)	Item 5 c, Prog/ Proj Mgmt Records (program administration)	Comments
NI-425-03-2	13	GWA CARD CFD	CASHTRACK Conference Call Desk Documents	Conference Call Desk Documents Screen prints of Final Conference Call Proposal window, Shared TT&L Activity Window, Tax Receipt window, TT&L Balance window, Investment Capacity window, ECP changed line items, conference call worksheet, A, B, and C Depository Call Notice worksheet, Crystal Reports, Transmittals, Tax Refund spreadsheet, State and Local Government spreadsheet, and, comparable documents used for verification purposes and/or for testing new versions of CASH TRACK	Cut off at the end of each month Destroy 1 year after cutoff				X						
NI-425-03-2	14a	GWA CARD CFD	CASHTRACK Treasury Tax & Loan Investment Program Notice of Transfers	Treasury Tax & Loan Investment Program Notice of Transfers Generated daily, these reflect the account transfers that are placed on a specific day (Announcements) and those that are due on a specific day (Results) Hardcopy	Cut off at the end of each month Destroy 1 year after cutoff				X						
NI-425-03-2	14b	CASHTRACK Treasury Tax & Loan Investment Program Notice of Transfers	Treasury Tax & Loan Investment Program Notice of Transfers Generated daily, these reflect the account transfers that are placed on a specific day (Announcements) and those that are due on a specific day (Results) Electronic (including internet postings)	Destroy/delete when 13 months old or when no longer needed for current business, whichever is sooner					X						
NEW			Federal Agencies' Centralized Trial Balance System II (FACTS II)	Federal Agencies' Centralized Trial Balance System II FACTS II collects federal program agency financial accounting data (primarily budgetary data) in the form of a US SGL Trial Balance Certified collected data is used to produce the SF 133, Report on Budget Execution and Resources, the FMS 2108 Year-End Closing Statement, and the Prior Year column of the OMB Program and Finance Schedule In addition, data collected via FACTS II is used to produce the Treasury Combined Statement											
NEW			FACTS II	Information on federal agency account activity excluding Department of Interior accounts				X							
NEW			FACTS II	Information on Treasury account activity					X						
NEW			Financial Information and Reporting Standardization system (FIRST) Governmentwide Financial Reporting System (FIRST (GFRS))	Governmentwide Financial Reporting System FIRST (GFRS) is a summary level system for all Federal agencies in the Executive branch of the Federal Government, as well as parts of the Legislative and Judicial branches It collects agency comparative, audited consolidated, department-wide financial statement data, reclassifies it to a governmentwide format, and links it to the financial statements and notes information in the Financial Report of the United States Government (FR)											
NEW			FIRST (GFRS)	Information on federal agency account activity excluding Department of Interior accounts				X							
NEW			FIRST (GFRS)	Information on Treasury account activity					X						

RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Item 1.a, Policy Records (permanent)	Item 1 b, Policy Records (temporary)	Item 2, Federal Program Agency Operations Records	Item 3, Treasury Program Operations Records	Item 4 a, Consolidated Reports (permanent)	Item 4 b, Consolidated Reports (temporary)	Item 5 a, Prog/ Proj Mgmt Records (used throughout program)	Item 5 b, Prog/Proj Mgmt Records (subject files)	Item 5 c, Prog/ Proj Mgmt Records (program administration)	Comments	
NEW			Financial Information and Reporting Standardization system (FIRST (SID))	Financial Information and Reporting Standardization U S Standard General Ledger (USSGL) Interactive Database System is a web-based application designed to provide USSGL guidance and information governmentwide through a central database search tool FIRST (SID) is utilized to update and maintain the USSGL requirements and guidance It ensures accuracy and integrity of USSGL accounting data and improves agencies efforts to research USSGL related issues												
NEW			FIRST (SID)	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW			FIRST (SID)	Information on Treasury account activity					X							
NEW			Government On-Line Accounting Link (GOALS II/CITRIX (GOALS II/CITRIX))	Government On-Line Accounting Link II/CITRIX Development Government On-Line Accounting Link II/CITRIX Development GOALS II CITRIX is an access control application that enables FPAs and Non Treasury Disbursing Offices to remotely access, submit, and retrieve their agency accounting data There are approximately 25 agencies using the GOALS II CITRIX application												
NEW			GOALS II/CITRIX	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW			GOALS II/CITRIX	Information on Treasury account activity					X							
NEW			Government On-Line Accounting Link (GOALS II/IAS (GOALS II/IAS))	Government On-Line Accounting Link II/Information Access System Development The Government On-line Accounting Link System (GOALS) II Information Access System (IAS) allows for monitoring and reconciling payments, deposits, and intra-governmental activity from an agency to fund account level GOALS II/IAS increases efficiency by providing consolidated agency accounting information used to perform cash and fund reconciliation over the Internet The GOALS II applications enable FMS to meet statutory requirements for accounting and reporting and provide a stable base of operations for FPAs												
			GOALS II/IAS	Information on federal agency account activity excluding Department of Interior accounts				X								
			GOALS II/IAS	Information on Treasury account activity					X							

RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Item 1 a, Policy Records (permanent)	Item 1 b, Policy Records (temporary)	Item 2, Federal Program Agency Operations Records	Item 3, Treasury Program Operations Records	Item 4 a, Consolidated Reports (permanent)	Item 4 b, Consolidated Reports (temporary)	Item 5 a, Prog/ Proj Mgmt Records (used throughout program)	Item 5 b, Prog/Proj Mgmt Records (subject files)	Item 5 c, Prog/ Proj Mgmt Records (program administration)	Comments	
NEW			Central Accounting Reporting System (CARS)	Central Accounting Reporting System (CARS) CARS and nine subsumed Government On-line Accounting Link System II (GOALS II) applications, Accounting to achieve increased efficiencies in the collection and dissemination of financial information to and from Federal Program Agencies (FPA) and eliminates redundant reporting and reconciliation efforts CARS provides over 4,500 worldwide users with central accounting and reporting functions and processes associated with budget execution, accountability, cash, and other asset management Examples of business processes within Financial Management Service (FMS) include 1 Ledger accounting for the Fund Balance of each appropriation, fund, and receipt account with the Department of Treasury (Treasury) 2 General Ledger accounting for the cash and monetary assets of the Government 3 Preparation of the Congressionally mandated Monthly Treasury Statement and the Combined Statement of Receipts, Outlays, and Balances of the United States Government (Combined Statement)												NOTE Formerly Government-Wide Accounting Production system (GWA Production)
NEW			Central Accounting Reporting System (CARS)	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW			Central Accounting Reporting System (CARS)	Information on Treasury account activity					X							
NEW			Intragovernmental Fiduciary Confirmation System (IFCS)	Intragovernmental Fiduciary Confirmation System IFCS is the official system used by the Federal departments and agencies to confirm and reconcile fiduciary Intra-governmental transactions It is an internet-based tool for reconciling intra-governmental account balances with the following agencies Bureau of Public Debt (Investments and borrowings, including accruals, interest income and expense, and amortization of premiums and discounts), Federal Financing Bank (Borrowings, including interest accrual, interest income and expense), Department of Labor (Federal Employees' Compensation Act transactions, including routine payments and post-retirement benefits the Civil Service Employees' Retirement, the Federal Employee Life Insurance Program, and the Federal Employees Health Benefits Program)												
NEW			IFCS	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW			IFCS	Information on Treasury account activity					X							
NEW			Intragovernmental Payment & Collection System (IPAC)	Intragovernmental Payment & Collection System IPAC enables funds to be transferred between Federal Program Agencies (FPAs) and provides the capability for FPAs to include descriptive information related to each transaction This descriptive information assists FPAs with their monthly reconciliation IPAC sends a daily file of all transactions to CAFÉ Module of the GWA System for updating the central accounting system IPAC services approximately 3,300 users at 1,160 agencies worldwide												
NEW			IPAC	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW			IPAC	Information on Treasury account activity					X							

RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Item 1 a, Policy Records (permanent)	Item 1 b, Policy Records (temporary)	Item 2, Federal Program Agency Records	Item 3, Treasury Program Operations Records	Item 4 a, Consolidated Reports (permanent)	Item 4 b, Consolidated Reports (temporary)	Item 5 a, Proj/ Proj Mgmt Records (used throughout program)	Item 5 b, Proj/Proj Mgmt Records (subject files)	Item 5 c, Proj/ Proj Mgmt Records (program administration)	Comments
NEW			Policy Records (temporary)	Worksheets, guidance, and announcements for federal agencies, Federal Reserve Banks, financial institutions and the public. Includes supporting materials on the development and publication of worksheets and guidance, announcements that convey information covering a temporary period of time or one-time events such as dates for reporting requirements, fact sheets, and Frequently Asked Questions (FAQs) or similar lists of anticipated questions and answers, such as those published on FMS Internet sites			X								
<u>Pending Records</u>															
Previously submitted under N1-425-03-3	1	GWA CARD CFD	Daily Support Listings of FDS Deposits File	Deposit details for the transactions processed through the Fedwire System	Cutoff at the end of each month Destroy after 1 year after cutoff.			X							
Previously submitted under N1-425-03-3	2	GWA CARD CFD	Transcript of the General Account of the United States Treasury	Reflects Treasury Check activity	Cutoff at the end of each month Destroy 1 year after cutoff.				X						