

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	
4. NAME OF PERSON WITH WHOM TO CONFER Sharon M. King	5. TELEPHONE (202)874-7878

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-425-09-5	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
9/24/09	[Signature]

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,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 9/24/09	SIGNATURE OF AGENCY REPRESENTATIVE [Signature]	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 GRS OR SUPERSEDED JOB CITATION	10.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		

Collections, Payments, and Claims Records

**Assistant Commissioner, Federal Finance
Assistant Commissioner, Payment Management**

The Financial Management Service (FMS), a bureau of the United States Department of the Treasury, provides central payment services to federal program agencies (FPAs) and operates the federal government's collections and deposit systems. FMS is the primary disburser of payments to individuals and businesses on behalf of federal agencies. The bureau administers the world's largest government funds collections system through a network of financial and fiscal agents. FMS supports the financial improvement efforts of federal agencies through training and conferences. FMS interacts with virtually every Executive Branch agency, with financial institutions designated by the Secretary of the Treasury as depositories and financial agents of the United States, and with Federal Reserve Banks in their capacity as fiscal agents and depositories as directed by the Secretary of the Treasury. This records schedule covers the recordkeeping copy of information used by FMS to support the Collections, Payments, and Claims business lines. This includes transaction processing and cash accounting information in the Central Fiscal Operations segment of FMS's enterprise information technology architecture. The information comes from a number of sources, including federal agencies, financial institutions, Federal Reserve Banks, grant recipients, and members of the public.

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 schedule also excludes records related to the management of certain special programs such as the Judgment Fund, Treasury Managed Accounts, International Assistance Programs and Accounts and Surety Bond Programs. These special programs are addressed individually in a separate schedule.

This records schedule is designed to cover information from past and present programs and systems, and to be flexible enough to cover information in any successor programs and systems implemented by FMS to maintain such types of information. This schedule authorizes the disposition of the record 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 collections, payments and claims activities, 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 include the input received by FMS from federal agencies, the output reported to those agencies, and the transaction processing data maintained by FMS at the individual case or agency level of detail (as opposed to being consolidated at the federal level.) The information is submitted to FMS on a routine basis in accordance with requirements set forth in the Treasury Financial Manual (TFM), TFM supplements, related publications, and financial and fiscal agency agreements. Typically, the submitting federal agency's copy of the information is covered by General Records Schedule 6, Accountable Officers' Accounts Records. The FMS copy of this information is covered on this schedule by item 2, Federal Program Agency Operations Records. Information collected on behalf of other federal agencies, but not otherwise required by FMS to perform its Collections, Payments, and Claims business line functions, such as tax information collected on behalf of the Internal Revenue Service, is covered by the other agencies' records schedules. Examples of federal program agency operations records include, but are not limited to, the types of information shown below.

Information used to authorize and make payments to grant recipients and reimburse financial agents for services to federal agencies, in the Automated Standard Application for Payments (ASAP) system.

Information on federal agency deposits and balances in the CASHLINK II cash management and cash concentration system.

Digital check images in the Digital Check Imaging (DCI) Replacement system.

Information used to collect taxes from individuals and businesses, and collect payroll taxes from federal agencies, in the Electronic Federal Tax Payment System (EFTPS), FEDTAX II, the Federal Reserve Electronic Tax Application (FR-ETA), the Paper Tax System (PATAX), the Treasury Tax and Loan Plus (TT&L Plus) system, and the Treasury Investment Program (TIP) system.

Information to authorize and make payments overseas in foreign currencies, in the International Treasury Services (ITS).gov system.

Electronic invoicing and payment information for federal agencies and vendors, including purchase order, invoice, and Treasury payment data, automated routing and approval, automated purchase order and invoice matching, and e-mail notifications, in the Internet Payment Platform (IPP.)

Information used to convert to Automated Clearing House debit entry or truncate paper checks received by federal agencies or lockbox banks, in the Paper Check Conversion-Over the Counter (PCC-OTC) program, and the Electronic Check Processing (ECP) system

Information used to make payments, such as SSA retirement and disability benefit, OPM federal retirement, IRS tax refund, federal salary, and vendor and miscellaneous payments, in the Regional Operations (RO) Payment Systems, and the Payment Automation Manager (PAM) system.

Information used to support payment aftermath processing (e.g., claims) in the Regional Operations (RO) Payment Systems, and the Payment Automation Manager (PAM) system.

Digital images of negotiated checks in the Payments, Claims and Enhanced Reconciliation On-Line (PACER On-Line) system, and PACER data on the status of EFT and check payments and claims, claims of non-receipt, and undeliverable EFT and checks.

Collections and financial reporting information in Pay.gov, a Government wide transaction portal.

Payment schedule preparation and certification information in the Secure Payment System (SPS.)

Information in the Stored Value Card System on financial transactions at military bases, ships at sea, and other closed Government locations where Stored Value Cards replace cash, script, vouchers, meal tickets, money orders, traveler's checks, and other paper payment mechanisms.

Federal agency collection data in the Transaction Reporting System (TRS) data warehouse. Federal agencies use TRS for transaction reporting and research.

Digital images of negotiated Treasury checks in the Treasury Check Information System (TCIS), and TCIS data on the issuance and payment of U. S. Treasury checks and ACH payments, cancellations, stop requests, forgery claims, and the return of funds to federal agencies for un-cashed and non-entitlement checks.

Federal agency deposit reporting and confirmation data in the Treasury General Account Deposit Reporting Network (TGAnet.) TGAnet replaces paper SF 215 credit vouchers and captures accounting data at the time of deposit to replace end-of-month SF 224 reporting.

Treasury check claims debt recovery and accounting information in the Treasury Receivable Accounting and Collection System (TRACS.)

Treasury program operations records include the input, output and transaction processing data maintained by FMS for FMS or Treasury accounts to support the Collections, Payments, and Claims business lines. These records are covered on this schedule by item 3, Treasury Program Operations Records. Examples of Treasury program operations records include, but are not limited to, the types of information shown below.

CASHLINK II deposit, adjustment, and balance information on the U. S. Treasury's account at the Federal Reserve Bank of New York and Treasury accounts managed by FMS.

Cash Management Improvement Act System (CMIAS) information on Treasury-State cash management agreements and claims for and the exchange of interest under the Cash Management Improvement Act.

Information in the GoDirect system used for program management.

Deposit, adjustment, and balance information on Treasury investment accounts, bid information on investment bonds, and information on collateral used to secure public moneys, in the Paper Tax (PATAX), Treasury Investment Program (TIP), the Term Investment Option (TIO), and the Treasury Tax and Loan Plus (TT&L Plus) systems.

Other items on this schedule cover reports produced by the Collections, Payments, and Claims business lines, and the records used to manage and operate these business lines and systems. These records are covered on this schedule by item 5, Program or Project Management Records.

1. Policy Records

a. The recordkeeping copy of all policy directives. Includes policies, procedures, instructions, and forms for federal agencies, the public, and other participants in the Collections, Payment, and Claims business lines; transmittal letters and supporting materials on the development of policies and procedures;; major studies or reports; information on key agency decisions; and records that contain information of historical value that is not available elsewhere. Policy directives include, but are not limited to: the Treasury Financial Manual (TFM); TFM supplements; and the Field Operations Manual (FOM).

PERMANENT. Cut off when revised, superseded or canceled. Transfer to the National Archives 20 years after cutoff. NOTE: Original records on special media such as videotapes or compact disks (CDs) should be transferred to the National Archives at the end of each fiscal year.

b. Worksheets, announcements, and guidance materials for federal agencies, the public, and other participants in the Collections, Payment and Claims business lines. Includes announcements of a routine nature, 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 about other federal agencies, or maintained by FMS at the individual case or agency level of detail, for collection, payment or claims processing and servicing operations performed for Federal program agencies. Includes input received from, and output reported to, federal agencies.

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

3. Treasury Program Operations Records

Treasury program operations records include the input, output and transaction processing data maintained by FMS for FMS or Treasury accounts to support the Collections, Payments, and Claims business lines.

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

4. (Reserved)

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	Policy Records, Permanent, item 1 a	Policy Records, Temporary, item 1 b	Federal Program Agency (FPA) Operations Records, item 2	Treasury Program Operations Records, item 3	Consolidated Reports, item 4	Program or Project Management Records, item 5 a	Program or Project Management Records, item 5 b	Program or Project Management Records, item 5 c	General Records Schedule	Comments
				Payment Management X-Walk											
	Current Schedule N1-425-91-1	256	PM CRD CCB		Closed and outstanding check claims cases	Destroy when 7 years old		X							
	Current Schedule N1-425-91-1	260	PM CRD CCB		Paid and reconciled U S Government Checks, pertaining to closed claims cases	Destroy when 6 years and 7 months old		X							
	Current Schedule N1-425-91-1	261	PM CRD CCB		Depository Checks to the Dept. of Justice pursuant to subpoena	Destroy when 6 years and 7 months old			X						
	Current Schedule N1-425-91-1	262	PM CRD CCB	Treasurer's Relief Cases	These cases involve uncollectible cases "paid in due course and without negligence by or on behalf of the Treasurer of the United States " The Government is attempting to collect on the cases, and litigation presently precludes their being charged off the accounts of the US Treasurer Cases include double payments, holder-in-due-course, altered checks, administrative errors, and miscellaneous other types	Destroy 3 years after end of year in which case is settled via refund of overpayment.			X						
	Current Schedule N1-425-91-1	263	PM CRD CCB		Daily credit report	Destroy when 6 months old					X				
	Current Schedule N1-425-91-1	264	PM CRD CCB		Debit voucher report.	Destroy after audit by GAO or when 3 years old, whichever is sooner					X				
	Current Schedule N1-425-91-1	276	PM CRD CRB		Funding Authorizations for Checking Accounts	Destroy when 4 years old					X				
	Current Schedule N1-425-91-1	277	PM CRD CRB		Recapitulation of Block Control Level - Totals of Check Issued SF-1179	Destroy when 4 years old					X				
	Current Schedule N1-425-91-1	278	PM CRD CRB		Collection and check issue reports	Destroy when 3 years old					X				
	Current Schedule N1-425-91-1	280	PM CRD CRB		OF-1017G, Journal Voucher	Destroy when 7 years old					X				
	Current Schedule N1-425-91-1	282	PM CRD CRB		Plate signature authorizations	Destroy when revoked or related account closed					X				
	Current Schedule N1-425-91-1	283	PM CRD CRB		Acknowledgment of designation of deputy disbursing officers	Destroy when 2 years old					X				

Current Schedule N1-425-91-1	284	PM CRD CRB		Notices of emergency designation of deputy	Destroy when 2 years old							X				
Current Schedule N1-425-91-1	285	PM CRD CRB		Signature cards and Signature mutilation reports	Destroy when 2 years old							X				
Current Schedule N1-425-91-1	286	PM CRD CRB		Specimen signature sheets	Destroy when superseded or no longer needed							X				
Current Schedule N1-425-91-1	287	PM CRD CRB		Files pertaining to assignment of card check symbols	Destroy 7 years after account closed							X				
Current Schedule N1-425-91-1	288	PM CRD CRB		Correspondence acknowledging receipt of designation of deputy to sign checks	Destroy when 10 years old							X				
Current Schedule N1-425-91-1	289	PM CRD CRB		Correspondence acknowledging recognition of appointment of deputy disbursing officer in advance of submission of formal instruments of designation	Destroy when 10 years old							X				
Current Schedule N1-425-91-1	290	PM CRD CRB		Correspondence acknowledging receipt of specimen of facsimile signature plates and informing addressee of approval	Destroy when 10 years old							X				
Current Schedule N1-425-91-1	291	PM CRD CRB		Correspondence requesting or furnishing information pertaining to the establishment of accounts and authority for persons to sign	Destroy 10 years after account closed							X				
Current Schedule N1-425-91-1	292	PM CRD CRB		Records of designation and appointment of deputies to disbursing officers	Destroy 10 years after related account is closed							X				
Current Schedule N1-425-91-1	293	PM CRD CRB		Reproductions of requisitions for the printing of disbursing officer's checks	Destroy when 7 years old							X				
Current Schedule N1-425-91-1	294	PM CRD CRB		Specimen of facsimile signature plates	Destroy 10 years after related accounts are closed							X				
Current Schedule N1-425-91-1	295	PM CRD CRB		Correspondence requesting information from or furnishing information to disbursing officers and Federal Reserve Banks	Destroy when 1 year old				X							
Current Schedule N1-425-91-1	298a	PM CRD CRB	Correspondence with Federal Reserve Banks	Pertaining to Procedures matters	Destroy when 3 years old			X								
Current Schedule N1-425-91-1	298b	PM CRD CRB	Correspondence with Federal Reserve Banks	All other correspondence	Destroy when 18 months old								X			
Current Schedule N1-425-91-1	299	PM CRD CRB		SF-1179 Month End Check Issue Summary	Destroy when 7 years old							X				
Current Schedule N1-425-91-1	300	PM CRD CRB		Purchase order for printing of disbursing officer's checks	Destroy when 7 years old								X			
Current Schedule N1-425-91-1	302	PM CRD CRB		CRCFR 020, Small Difference Account Activity	Destroy when 2 years old				X							
Current Schedule N1-425-91-1	303	PM CRD CRB		CRCFR 022, Invalid ACC Data from Accepted/Rejected batches	Destroy when 2 years old				X							
Current Schedule N1-425-91-1	304	PM CRD CRB		CRCFR 023, Notification of payments over available check cancellations	Destroy 6 years and 3 months after period covered by account				X							
Current Schedule N1-425-91-1	305	PM CRD CRB		CRCFR 024, Notification of payments over unavailable check cancellations	Destroy 6 years and 3 months after period covered by account				X							
Current Schedule N1-425-91-1	306	PM CRD CRB		CRCFR 040, Transcript of the General Account of the U S Treasury	Destroy when 7 years old					X						
Current Schedule N1-425-91-1	307	PM CRD CRB		CRCFR 042, UCC Disbursing Credit	Destroy 6 years and 3 months after period covered by account					X						

Current Schedule N1-425-91-1	308	PM CRD CRB	CRCFR 043, Notification of credits for outstanding checks cancelled by non-courtesy disbursing UCC	Destroy 6 years and 3 months after period covered by account					X						
Current Schedule N1-425-91-1	309	PM CRD CRB	CRCFR 044, Unavailable check cancellation non-courtesy disbursements credit	Destroy 6 years and 3 months after period covered by account					X						
Current Schedule N1-425-91-1	310	PM CRD CRB	CRICR 013, Notification Report	Destroy 6 years and 3 months after period covered by account						X					
Current Schedule N1-425-91-1	311	PM CRD CRB	CRICR 014, Rejected transmittal notice	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	312a	PM CRD CRB	CRICR 015, Notification of duplicate issues - No detail information	Destroy at month and					X						
Current Schedule N1-425-91-1	312b	PM CRD CRB	CRICR 015, Notification of duplicate issues - Detail information	Destroy when 7 years old					X						
Current Schedule N1-425-91-1	313	PM CRD CRB	CRRER 101, Technician exception report.	Destroy when 2 years old						X					
Current Schedule N1-425-91-1	314	PM CRD CRB	CRRER 251, Advice of check issue discrepancy (TFS-5208)	Destroy 6 years and 3 months after period covered by account					X						
Current Schedule N1-425-91-1	315	PM CRD CRB	CRRER 253, Adjustment of check payment data (TFS-5209)	Destroy 6 years and 3 months after period covered by account					X						
Current Schedule N1-425-91-1	316	PM CRD CRB	CRRER 111, Unassigned transmittal report.	Destroy when 2 years old						X					
Current Schedule N1-425-91-1	317	PM CRD CRB	CRRER 25c, Imputed cost of delinquent check issue data	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	318	PM CRD CRB	CRRER 305, Cohen - four months to one year	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	319	PM CRD CRB	CRRER 306, Cohen recap	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	320	PM CRD CRB	CRRER 307, Check payment data - discrepancies-subsidary	Destroy when 1 month old					X						
Current Schedule N1-425-91-1	321	PM CRD CRB	CRRER 308, Check payment data edit errors - subsidiary	Destroy when 1 month old					X						
Current Schedule N1-425-91-1	322	PM CRD CRB	CRRER 309, Unreconciled transmittal	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	323	PM CRD CRB	CRRER 311, Federal Reserve Bank check processing status	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	324	PM CRD CRB	CRRER 312, Cash impact of reconciliation adjustment operations	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	325	PM CRD CRB	CRRER 411, Actions taken summary	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	326	PM CRD CRB	CRRER 412, Technician workload summary	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	327	PM CRD CRB	CRRER 255, Adjustment of check payment data-letter initiated (TFS-5209)	Destroy 6 years and 3 months after period covered by account					X						
Current Schedule N1-425-91-1	328	PM CRD CRB	CRRER 256, Available check cancellation reject debit voucher (SF-5515)	Destroy 6 years and 3 months after period covered by account					X						
Current Schedule N1-425-91-1	329	PM CRD CRB	CRRER 257, Available Check Cancellations reconciliation credits	Destroy 6 years and 3 months after period covered by account					X						

Current Schedule N1-425-91-1	330	PM CRD CRB		CRRER 258, Internal notification for reclassification action	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	331	PM CRD CRB		CRRER 259, Transferred case	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	332	PM CRD CRB		CRARR 151, Deferred payment transaction subsidiary	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	333	PM CRD CRB		CRRER 513, Duplicate issue debit voucher (SF-5515)	Destroy 6 years and 3 months after period covered by account					X						
Current Schedule N1-425-91-1	334	PM CRD CRB		CRRER 301, Transmittal aging	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	335	PM CRD CRB		CRRER 302, Transmittal aging summary	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	336	PM CRD CRB		CRRER 303, Technician Priority	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	337	PM CRD CRB		CRRER 304, Technician priority summary	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	338	PM CRD CRB		CRICR 024, Rejected transmittal control	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	339	PM CRD CRB		CRRER 25A, Items eligible for reclassification	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	340	PM CRD CRB		CRRER 25B, Classified transaction audit trail	Destroy when 2 years old					X						
Current Schedule N1-425-91-1	341	PM CRD CRB		CRCCR 200, Reconciliation monthly physical check request status report (advance)	Destroy when 2 years old							X				
Current Schedule N1-425-91-1	342	PM CRD CRB		CRCFR 027, Monthly summary of small difference account activity - DO sort.	Destroy when 2 years old							X				
Current Schedule N1-425-91-1	343	PM CRD CRB		CRCFR 028, Monthly summary of small difference account activity - FRB sort	Destroy when 2 years old							X				
Current Schedule N1-425-91-1	344	PM CRD CRB		CRICR 02B, Disbursing office submission report	Destroy 6 years and 3 months after period covered by account							X				
Current Schedule N1-425-91-1	345	PM CRD CRB		CRICR 02C, Federal Reserve Bank Submission report	Destroy 6 years and 3 months after period covered by account							X				
Current Schedule N1-425-91-1	346	PM CRD CRB		CRCCR 120, Request for physical checks	Destroy 6 years and 3 months after period covered by account					X						
Current Schedule N1-425-91-1	347	PM CRD CRB		CRCFR 02A, Delinquent check issue data	Destroy 6 years and 3 months after period covered by account					X						
Current Schedule N1-425-91-1	266	PM CRD QDB		Copies of formal reports that were submitted to the requesting agencies	Destroy in action office after reference needs have ended					X						
Current Schedule N1-425-91-1	267	PM CRD QDB		Subject files consisting of reference materials, training materials, research papers, professional papers, technical papers, etc	Destroy in action office after reference needs have ended							X				

Current Schedule N1-425-05-3	2b1	PM EFTSD	Payment Products and Services Marketing Records	Brochures, pamphlets, flyers, binders, posters, inserts, charts, videotapes, public service announcements and similar records developed and used to market Financial Management Service payment services to Federal agencies, financial institutions and the public. The records date from 1998 to the present. Posters: Record set of posters (2 copies of each poster)	<u>Permanent Transfer to the National Archives of the United States at the end of each fiscal year.</u>	X											
Current Schedule N1-425-05-3	2c1a	PM EFTSD	Audio visual records, including videotapes and public service announcements	Videotapes or compact disks (CDs) created for marketing, training, or market research purposes. The original tape or CD (or the earliest generation if the original is not available) and a dubbing or copy	<u>Permanent Transfer to the National Archives of the United States at the end of each fiscal year.</u>	X											
Current Schedule N1-425-05-3	2c2a	PM EFTSD	Audio visual records, including videotapes and public service announcements	Public Service Announcements (PSAs). The original tape or compact disk (CD) (or earliest if the original is not available) and a dubbing or copy	<u>Permanent Transfer to the National Archives of the United States at the end of each fiscal year.</u>	X											
Current Schedule N1-425-91-1	348	PM RFC		Subject files pertaining to routine Operations exclusive of policy files	Destroy when 2 years old									X			
Current Schedule N1-425-91-1	349	PM RFC		Files pertaining to disbursements and related functions other than policy files	Transfer to FRC when 7 years old. Destroy when 22 years old									X			
Current Schedule N1-425-91-1	350	PM RFC		Accounts current and summary notifications to agencies of fiscal transactions (copies)	Destroy when 4 years old				X								
Current Schedule N1-425-91-1	351	PM RFC		Certificates of settlement of accounts	Destroy when 4 years old (if cleared)				X								
Current Schedule N1-425-91-1	358	PM RFC		Check withdrawal cards and issuance requests	Destroy 6 months from date of issue				X								
Current Schedule N1-425-91-1	359	PM RFC		Blank check requisitions and related papers	Destroy when 2 years old									X			
Current Schedule N1-425-91-1	360	PM RFC	Overpayment and underpayment case files	Closed cases	Destroy 3 years after end of fiscal year of case				X								
Current Schedule N1-425-91-1	361	PM RFC		Authorization to re-mail returned checks and bonds and request for issuance of replacement check (SF-1147)	Destroy when 3 years old				X								
Current Schedule N1-425-91-1	362	PM RFC		Activity Summary Report for TFCS	Destroy in action office when reference needs have ended								X				
Current Schedule N1-425-91-1	363	PM RFC		TFCS Payment Trace Requests	Destroy when 6 years and 7 months old				X								
Current Schedule N1-425-91-1	364	PM RFC		TFCS Reclamation Actions, Standard Form 1184 or its equivalent	Destroy when 6 years and 7 months old				X								
Current Schedule N1-425-91-1	365	PM RFC		Records of stoppages of payment on checks	Destroy 3 years after date of document				X								
Current Schedule N1-425-91-1	366	PM RFC		Receipts from foreign consular officers acknowledging the receipt of checks	Destroy 1 full fiscal year after year of check issue				X								
Current Schedule N1-425-91-1	367	PM RFC		Listings of foreign checks mailed	Destroy 1 full fiscal year after year of check issue				X								

Current Schedule N1-425-91-1	368	PM RFC		Request for payment and issuance of drafts in foreign currency	Destroy 3 years after end of fiscal year			X											
Current Schedule N1-425-91-1	369	PM RFC		SF-1014, General Ledger	Destroy when 4 years old			X											
Current Schedule N1-425-91-1	370	PM RFC		All forms on which subsidiary detailed accounts have been kept (Various forms are used by Regional Finance Centers)	Destroy when 4 years old			X											
Current Schedule N1-425-91-1	371	PM RFC		Statement concerning inscribed or unincscribed U S Savings Bonds - Lost, Stolen, or Destroyed prior to Receipt by Owner, Co-Owner or Beneficiary - copy P D 3082 (formerly P D 1901 and 1902)	Transfer to Federal Records Center when 3 years old Destroy when 6 years and 3 months old			X											
Current Schedule N1-425-91-1	373	PM RFC		Schedule of cancelled checks - SF 1098 (copies)	Destroy 4 years after end of fiscal year			X											
Current Schedule N1-425-91-1	374	PM RFC		Recapitulation of Block Level Totals of Checks issued and supporting tabulated listings (SF 1179 - copies)	Destroy when 4 years old			X											
Current Schedule N1-425-91-1	375	PM RFC		Voucher Schedules and comparable forms (SF 1166) - Originals and "second" originals	Site Audit - See NI-425 91-1, Item 7			X											
Current Schedule N1-425-91-1	376	PM RFC		Inventory Reports, Checks, Bonds and Related Correspondence	Destroy when 2 years old			X											
Current Schedule N1-425-91-1	377	PM RFC		Inventory of checks from Assistant Disbursing Officers and related correspondence	Destroy when 2 years old			X											
Current Schedule N1-425-91-1	378	PM RFC		Statement of Transaction (SF 1220 and 1221)	Site Audit - See NI-425 91-1, Item 7			X											
Current Schedule N1-425-91-1	379	PM RFC		Statement of Accountability (SF 1218 and SF 1219)	Site Audit - See NI-425 91-1, Item 7			X											
Current Schedule N1-425-91-1	380	PM RFC		Statement of Transactions - SF 224 (Copy)	Destroy when 4 years old			X											
Current Schedule N1-425-91-1	381	PM RFC		Production and/or Cost Report	Destroy when 3 years and 1 month old							X							
Current Schedule N1-425-91-1	382	PM RFC		Disbursing Officer Ledgers (Form RO-1650)	Destroy when 3 years old or when audited by GAO whichever is sooner				X										
Current Schedule N1-425-91-1	383	PM RFC		Request for Reissue and/or Cancel U S Savings Bonds	Destroy when 3 years old				X										
Current Schedule N1-425-91-1	384	PM RFC		Routine correspondence in Regional Finance Centers pertaining to authorization or revocation of certifying officers	Destroy when 2 years old							X							
Current Schedule N1-425-91-1	385	PM RFC		SF-210, Active Authorized Certifying Officers Signature Cards	Destroy when advice of revocation is received on appropriate written notice signed by the head of the agency, or when 3 years old or when audited by GAO, whichever is later								X						
Current Schedule N1-425-91-1	386	PM RFC		SF-210 Revoked Certifying Officers Signature Cards	Destroy when 3 years old or when audited by GAO, whichever is sooner								X						
Current Schedule N1-425-91-1	387	PM RFC		Agent cashier designations Revoked Designations	Destroy when 3 years old or when audited by GAO whichever is sooner								X						

	Current Schedule N1-425-91-1	388a	PM RFC	SF-1129, Reimbursement Voucher	Active Cashier	Site Audit - See NI-425 91-1, Item 7					X				
	Current Schedule N1-425-91-1	388b	PM RFC	SF-1129, Reimbursement Voucher	Revoked Cashier	Retain as site audit documents or destroy after account of RDO has been settled by GAO through the month of revocation, whichever is later					X				
	Current Schedule N1-425-91-1	389	PM RFC		Record of Checks Cashed by the Cashier	Destroy 2 years after end of fiscal year					X				
	Current Schedule N1-425-91-1	391	PM RFC		Notices of Exception from GAO	Destroy 1 year after account of accountable officer is settled					X				
	Current Schedule N1-425-91-1	392	PM RFC		Savings Bonds Sales Reports and Supporting Documents	Destroy when 3 years old or when audited by GAO, whichever is sooner			X						
	Current Schedule N1-425-91-1	393	PM RFC		Foreign Currency Reports - Collections, Balances held by Disbursing Officers, currencies purchased with dollars and estimate of currency requirements	Destroy 3 years after end of fiscal year					X				
	Current Schedule N1-425-91-1	396	PM RFC		Reports of Check Issue Discrepancies, Overpayment, Shortages, Overdrafts, Losses (Does not include individual case files)	Destroy 3 years after end of fiscal year					X				
	Current Schedule N1-425-91-1	397	PM RFC		Shortage in Disbursing Officers Accounts and Cashiers Fund - closed case	Destroy 7 years after close of case			X						
	Current Schedule N1-425-91-1	440a	PM RFC		Reserve Fund Office Files - Active	Retain until closed			X						
	Current Schedule N1-425-91-1	440b	PM RFC		Reserve Fund Office Files- Closed	Destroy on site after account of Chief Disbursing Officer has been settled by GAO through the month closed, or after 3 years, or when audited by GAO, whichever is later			X						
	Current Schedule N1-425-91-1	441a	PM RFC		Disbursing Officer Designations - Active	Retain until closed					X				
	Current Schedule N1-425-91-1	441b	PM RFC		Disbursing Officer Designations - Closed	Destroy on site after account of Chief Disbursing Officer has been settled by GAO through the month closed, or after 3 years, or when audited by GAO, whichever is later					X				
	Current Schedule N1-425-91-1	442	PM RFC		Listing of U S Dollar checks converted to foreign currency (excess currency countries)	Destroy when 3 years and 1 month old					X				
	Current Schedule N1-425-91-1	443	PM RFC		Nonreceipt cases for payees living in excess currency countries (paid checks)	Destroy when 2 years old					X				
	Current Schedule N1-425-91-1	444	PM RFC		Uncollectible check case file (closed)	Destroy 3 years after end of fiscal year					X				
	Current Schedule N1-425-01-3	1b	PM RFC	Payment History PODSARS - Master File	Contains payment history records developed from inputs Stored on microfilm and optical disks	Cutoff at the end of each fiscal year Destroy 20 years after cutoff			X						

Current Schedule N1-425-01-3	<u>1c(1)a</u>	PM RFC	Payment History PODSARS - Outputs Paper	Available check cancellation file, Claims disposition files, Deposit ticket/debit voucher, Daily district office 4 10 transactions for GOALS, SF 12 19/SF 1220 Statement of Accountability	Cutoff at the end of each fiscal year Destroy 7 years after cutoff				X								
Current Schedule N1-425-01-3	<u>1c(1)b</u>	PM RFC	Payment History PODSARS - Outputs Paper	Reclamation forms	Reclamation cases resolved via ACH/EFT return(s) are destroyed subsequent to verification Cases involving remittance(s) and/or correspondence or which may remain in an outstanding status (unresolved), destroy 7 years after cutoff				X								
Current Schedule N1-425-01-3	<u>1c(2)</u>	PM RFC	Payment History PODSARS - Outputs Electronic	Available check cancellation file, Claims disposition files, Deposit ticket/debit voucher, Daily district office 4 10 transactions for GOALS, Dishonored ACH (EFT) return file, Batch agency cancellation files, Digital check imaging request file	Transmit output to other FMS systems, (e.g., STAR, CP&R and TRACS) Outputs are scheduled under program offices receiving data				X								
Current Schedule N1-425-01-3	<u>2c(1)</u>	PM RFC	PACER On-Line Outputs - Paper	Available check cancellation file, Claims disposition files, Deposit ticket/debit voucher, Daily district office 4 10 transactions for GOALS, SF 12 19/SF 1220 Statement of Accountability	Cutoff at the end of each fiscal year Destroy 7 years after cutoff				X								
Current Schedule N1-425-01-3	<u>3</u>	PM RFC	Month-End Check Issue Summary (SF 1179)	Refers to a physical form that delineates the check issue range(s) for each check symbol used by a Regional Financial Center (RFC) for the issuance of check payments during the accounting month Medium Paper	Cutoff at the end of each fiscal year Destroy when 7 years old				X								
Current Schedule N1-425-01-3	<u>4</u>	PM RFC	Validated Posting Tape Report	Refers to a paper/microfiche record listing summary Federal Program Agency (FPA) payment issuance data by agency location code (ALC) and payment schedule Medium Paper and Microfiche	Destroy paper when 6 months old Destroy microfiche when 7 years old				X								
Current Schedule N1-425-01-3	<u>5A</u>	PM RFC	Certification System Files	Refers to the payment history folder which contains payment request detail and supporting certification, progress sheets, TCS payment match offset report, debt match offset report, and any other supporting documentation Record Copy	Destroy 7 years after payment date				X								
Current Schedule N1-425-01-3	<u>5B</u>	PM RFC	Certification System Files	Refers to the payment history folder which contains payment request detail and supporting certification, progress sheets, TCS payment match offset report, debt match offset report, and any other supporting documentation Microfilm of progress sheets and cards	Destroy 7 years after payment date				X								
Current Schedule N1-425-01-3	<u>6</u>	PM RFC	Cancelled Checks	Checks that have been returned to FMS that have not been negotiated (e.g. undeliverables, deceased payees, and checks that have been held at the request of the agency and not mailed, etc.)	Destroy 90 days after confirmed deposit showing funds have been credited back to the originating agency				X								
Current Schedule N1-425-01-3	<u>7A</u>	PM RFC	Chronological Program Related Paper Files	<i>These are paper files that pertain to actions, adjustments and transactions relating to disbursing activities. The paper files serve as both documentation and a written audit trail to prove that FMS's disbursement activities further the processing of relevant central data into the PACER On-line system. Further, it exists as written evidence of FMS' activities in response to its responsibilities under various pieces of legislation. Record Copy</i>	Destroy when 7 years old								X				

	Current Schedule N1-425-01-4	<u>1B(2)</u>	PM	Check Payment & Reconciliation System Master File	Includes the check symbol and serial number, issue date, dollar amount and ALC of authorizing agency for all check payments reported by Disbursing Offices. In addition, these records may contain information related to the negotiation of the checks [payment transmittal number and date, payment amount, document identification number (DM), amount adjustments] or any claims filed against the checks (payee name and address, payee ID, reason for claim, case actions taken). Records in the system date to 1991. Updates are done nightly. Non-IIM (All Other) Records.	Delete from data base and index when 7 years old			X						(CP&R Decommissioned in 2006, data migrated to TCIS)
	Current Schedule N1-425-01-4	<u>1c(3)</u>	PM	Check Payment & Reconciliation System Outputs	Include electronic files to internal FMS systems (e.g., claims disposition files to RFCs, transaction files to the Treasury Receivable Accounting and Collection System, daily update files to the Payments, Claims and Enhanced Reconciliation (PACER) system,) and to external systems (e.g., claims disposition files to NTDOS). Outputs also include electronic and paper versions of reports (e.g., daily and monthly activity and statistical reports) that are used to process exception items identified by CP&R and that provide short-term historical information on work volumes and system activities. A complete list of outputs is available in the system documentation. Paper versions of output reports.	Destroy when no longer needed for agency business			X						(CP&R Decommissioned in 2006, data migrated to TCIS)
	Current Schedule N1-425-01-4	<u>3c</u>	PM	Digital Check Image (DCI) System Outputs	Include an electronic file to FRB Boston and printed digital check images.	Check image request to FRB. Delete 30 days after output.			X						
	Current Schedule N1-425-01-4	<u>6c(1)</u>	PM	CashLink Outputs	Include electronic funds transfer (EFT) instructions to financial institutions (ACH debits, Fedwire requests), electronic file transfers of deposit details, Fedwire messages and ACH records to external Federal Program Agency systems, electronic data transmission of CashLink voucher details to internal FMS systems, STAR and RISC 6000. Outputs also include electronic and paper versions of reports (daily and monthly reports) produced for internal FMS CashLink users and external CashLink users. These reports provide such information as collection volumes, funds transfer information, compensation information, and security maintenance. EFT instruction records.	Delete after 7 years.			X						
	Current Schedule N1-425-01-4	<u>6c(2)</u>	PM	Cashlink Outputs	Include electronic funds transfer (EFT) instructions to financial institutions (ACH debits, Fedwire requests), electronic file transfers of deposit details, Fedwire messages and ACH records to external Federal Program Agency systems, electronic data transmission of CashLink voucher details to internal FMS systems, STAR and RISC 6000. Outputs also include electronic and paper versions of reports (daily and monthly reports) produced for internal FMS CashLink users and external CashLink users. These reports provide such information as collection volumes, funds transfer information, compensation information, and security maintenance. Electronic file transfers and data transmissions.	Delete after 5 days.					X				

Current Schedule N1-425-01-4	<u>18A</u>	PM	Chronological Program Related Paper Files	These are paper files that pertain to actions, adjustments and transactions relating to the accounting activity that is reported by Federal Program Agencies, financial institutions, disbursing offices, Regional Financial Centers and/or Federal Reserve Banks (FRBs). The paper files serve both as documentation and a written audit trail to prove that FMS's payments, reconciliation and collection activities further the processing of relevant central data into either the Check Payment and Reconciliation System and Treasury Receivable Accounting and Collection System. Further, it exists as written evidence of FMS's activities in response to its responsibilities under various pieces of legislation, including both the Budget and Accounting Procedures Act of 1950 and the Government Management Reform Act of 1994 among others. Record Copy.	Destroy when 7 years old						X						
Current Schedule N1-425-01-4	<u>12(1)</u>	PM CRD AB	Accounting Records	Accounting documents are created, or received, to document the flow of funds into and out of TRACS or other systems, including GOALS and STAR. These documents include, but are not limited to documents used by Federal Reserve Banks to process credits to FMS, documents used by FMS to process debits to Federal Program Agencies and documents in support of accounting transactions. Microfiche of these transactions is created by STAR or GOALS. Paper documents.	Cutoff at the end of each fiscal year. Destroy 7 years after cutoff.						X						
Current Schedule N1-425-01-4	<u>12(2)</u>	PM CRD AB	Accounting Records	Accounting documents are created, or received, to document the flow of funds into and out of TRACS or other systems, including GOALS and STAR. These documents include, but are not limited to documents used by Federal Reserve Banks to process credits to FMS, documents used by FMS to process debits to Federal Program Agencies and documents in support of accounting transactions. Microfiche of these transactions is created by STAR or GOALS. Microfiche.	Cutoff at the end of each fiscal year. Destroy 20 years after cutoff.						X						
Current Schedule N1-425-01-4	<u>11B</u>	PM CRD CCB	Check Claims Records	Trace actions, to initiate a claim, are received from agencies in hard copy form. Once received, the information is captured in electronic form for processing into the CP&R system. Case folders are created to maintain control of all paper documents associated with the processing of an active claim on a U.S. Government check. Once the final actions have been taken, the paper in the case folders is captured on microfiche for retention and future reference, if needed. The paper claim form is retained for a short period of time prior to destruction. Paper case file.	Destroy after case has been microfilmed and verified.						X						

	Current Schedule N1- 425-01-4	<u>11C</u>	PM CRD CCB	Check Claims Records	Trace actions, to initiate a claim, are received from agencies in hard copy form Once received, the information is captured in electronic form for processing into the CP&R system Case folders are created to maintain control of all paper documents associated with the processing of an active claim on a U S Government check Once the final actions have been taken, the paper in the case folders is captured on microfiche for retention and future reference, if needed The paper claim form is retained for a short period of time prior to destruction Claim form associated with paper case file	Cutoff at the end of each month Destroy 6 months after cutoff				X								
	Current Schedule N1- 425-01-4	<u>11D</u>	PM CRD CCB	Check Claims Records	Trace actions, to initiate a claim, are received from agencies in hard copy form Once received, the information is captured in electronic form for processing into the CP&R system Case folders are created to maintain control of all paper documents associated with the processing of an active claim on a U S Government check Once the final actions have been taken, the paper in the case folders is captured on microfiche for retention and future reference, if needed The paper claim form is retained for a short period of time prior to destruction Microfiche of closed claims cases	Destroy 7 years after closure				X								
	Current Schedule N1- 425-01-4	<u>8A</u>	PM CRD CRB	Paid and Reconciled U S Government Checks	Physical U S Government checks that have been processed through banking channels and the Federal Reserve System (FRS) After the checks have been negotiated, they eventually end up at one of the FRS processing sites There, the accounting information is collected and forwarded to FMS for processing At the same time, the Federal Reserve Bank (FRB) captures digital images of the physical checks The physical checks are shipped to the Federal Records Center (FRC) designated to receive checks from each FRB The checks are stored at the FRC until they are retrieved by FMS for check aftermath processing or are destroyed per disposition schedules Retrieved checks are maintained by date of receipt from FRC Checks sent by FRBs to Federal Records Centers (undifferentiated records)	Cutoff at end of month from date of payment Destroy 7 years after cutoff				X								
	Current Schedule N1- 425-01-4	<u>8B</u>	PM CRD CRB	Paid and Reconciled U S Government Checks	Physical U S Government checks that have been processed through banking channels and the Federal Reserve System (FRS) After the checks have been negotiated, they eventually end up at one of the FRS processing sites There, the accounting information is collected and forwarded to FMS for processing At the same time, the Federal Reserve Bank (FRB) captures digital images of the physical checks The physical checks are shipped to the Federal Records Center (FRC) designated to receive checks from each FRB The checks are stored at the FRC until they are retrieved by FMS for check aftermath processing or are destroyed per disposition schedules Retrieved checks are maintained by date of receipt from FRC Checks retrieved from Federal Records Centers	Cutoff at end of month from date of receipt Store retrieved checks at FMS only Destroy 7 years after cutoff				X								

Current Schedule N1- 425-01-4	<u>9A</u>	PM CRD CRB	Images of Paid and Reconciled U S Government Checks	Images of physical U S Government checks that have been processed through banking channels and the Federal Reserve Banks (FRBs) Beginning in 1977 the FRBs created microfilm of negotiated U S Government checks In April 1997 the Federal Reserve System began a phased replacement of microfilm images of negotiated U S Government checks with digital images The roll-out of the imaging in all FRBs was completed in August 1998 The images are stored on electronic media in the National Image Archive which is located at the FRB in Boston, MA When images are needed for check aftermath processing, they are requested and retained temporarily at FMS in Hyattsville, MD Microfilm images of all negotiated U S Government check (undifferentiated records)	Cutoff daily by Julian date Destroy when 7 years old				X								
Current Schedule N1- 425-01-4	<u>9B</u>	PM CRD CRB	Images of Paid and Reconciled U S Government Checks	Images of physical U S Government checks that have been processed through banking channels and the Federal Reserve Banks (FRBs) Beginning in 1977 the FRBs created microfilm of negotiated U S Government checks In April 1997 the Federal Reserve System began a phased replacement of microfilm images of negotiated U S Government checks with digital images The roll-out of the imaging in all FRBs was completed in August 1998 The images are stored on electronic media in the National Image Archive which is located at the FRB in Boston, MA When images are needed for check aftermath processing, they are requested and retained temporarily at FMS in Hyattsville, MD Digital images of all negotiated U S Government checks	Cutoff daily by Julian date Destroy when 7 years old				X								
Current Schedule N1- 425-01-4	<u>10A</u>	PM CRD CRB	Disbursing Office Records	Records in Check Reconciliation Branch including correspondence on the establishment or closure of a disbursing symbol, orders for additional check stock, letters pertaining to procedural matters and adjustment requests, a manual log of all symbol numbers assigned and available for assignment, and documentation related to the closure of a Disbursing Office Disbursing Office Folder	Cutoff when disbursing office symbol is closed out Destroy when 20 years old or when no longer needed for agency business, whichever is later							X					
Current Schedule N1- 425-01-4	<u>10B</u>	PM CRD CRB	Disbursing Office Records	Records in Check Reconciliation Branch including correspondence on the establishment or closure of a disbursing symbol, orders for additional check stock, letters pertaining to procedural matters and adjustment requests, a manual log of all symbol numbers assigned and available for assignment, and documentation related to the closure of a Disbursing Office Symbol Assignment Log	Update as needed Destroy when 20 years old or when no longer needed for agency business, whichever is later								X				

	Current Schedule N1-425-01-4	<u>10C</u>	PM CRD CRB	Disbursing Office Records	Records in Check Reconciliation Branch including correspondence on the establishment or closure of a disbursing symbol, orders for additional check stock, letters pertaining to procedural matters and adjustment requests, a manual log of all symbol numbers assigned and available for assignment, and documentation related to the closure of a Disbursing Office Correspondence	Cutoff at the end of each Fiscal Year Destroy two years after cutoff							X				
	Current Schedule N1-425-01-4	<u>10D</u>	PM CRD CRB	Disbursing Office Records	Records in Check Reconciliation Branch including correspondence on the establishment or closure of a disbursing symbol, orders for additional check stock, letters pertaining to procedural matters and adjustment requests, a manual log of all symbol numbers assigned and available for assignment, and documentation related to the closure of a Disbursing Office PNI Closed D O Symbol Files	Cutoff file at close out of disbursing office symbol Destroy when 20 years old or when no longer needed for agency business, whichever is later							X				
	Current Schedule N1-425-01-4	<u>10E</u>	PM CRD CRB	Disbursing Office Records	Records in Check Reconciliation Branch including correspondence on the establishment or closure of a disbursing symbol, orders for additional check stock, letters pertaining to procedural matters and adjustment requests, a manual log of all symbol numbers assigned and available for assignment, and documentation related to the closure of a Disbursing Office Records of Outstanding Liabilities Ledgers and forms submitted by Disbursing Officers requesting a dollar amount to be credited to the Outstanding Liabilities account representing Treasury checks that were outstanding and unpaid for more than one full fiscal year	Cutoff after date submitted Destroy six months after cutoff						X					
	Current Schedule N1-425-01-4	<u>13A</u>	PM CRD QDB	Questioned Document Records	The Questioned Documents Branch uses PC-based software to maintain databases of information on the results of examinations of documents that are not part of check claims case processing, including altered or counterfeit checks identified by the CP&R system and claims on checks greater than 18 months old that are sent in by agencies (limited payability cases) These databases are maintained primarily to record receipt of a document for examination, and of the results of that examination The information from the databases is moved to floppy discs at the end of each calendar year The Branch also maintains paper copies of the handwriting opinions returned to agencies Altered Counterfeit Check Database	Cut off at the end of each calendar year Delete records 7 years after cutoff				X							

[illegible]

[illegible]

NEW		PM	Regional Operations Payment	Information on federal agency account activity excluding Department of Interior accounts				X						
NEW		PM	Regional Operations Payment	Information on Treasury account activity					X					

FEDERAL FINANCE XWALK																	
RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Policy Records, Permanent, item 1.a	Policy Records, Temporary, item 1.b	FPA Operations Records, item 2	Treasury Operations Records, item 3	Consolidated Reports, Temporary, item 4.b	Consolidated Reports, Permanent, item 4.a	Program / Project Management Records, item 5.a	Program / Management Records, item 5.b	Program / Management Records, item 5.c	General Records Schedule	Comments	
Current Schedule N1-425-04-2	1	FF AMD PAD	Central Correspondence Files of the Domestic Banking Staff and the Foreign Banking Staff	Correspondence, memorandums, copies of legislation, publications of other Federal agencies, reports, studies, and other records documenting all phases of the work of these two separate staffs. The records deal with Foreign Currency Histories, the application of P I 480, the Food for Peace Program, and various subject files on foreign currency matters. The files are primarily arranged by major topic, for example, foreign currency histories, and alphabetically thereunder by name of country. Some are also described as miscellaneous subject files and arranged as such. The records contain national security- classified material up to and including "Secret". Inclusive dates range from April 1941 through February 1976.	Permanent Transfer to the National Archives of the United States immediately upon approval of this schedule. WNRC Accession 425-79-0004, Boxes 1 thru 18, inclusive.											Let original schedule stand. Have these records been transferred to the National Archives?	
Current Schedule N1-425-04-2	2	FF AMD PAD	Lend, Lease, and Surplus Property Files	The records consist of correspondence, memorandums, agreements, reports, and related records concerning the Lend Lease program and the disposition of surplus property. The files are primarily arranged alphabetically by name of country, with subsidiary subject headings related to country-specific topics, for example, "Guatemala Agreements" and "Guatemala Correspondence". The files contain national security-classified material up to and including "Secret". Inclusive dates range from January 1941 through December 1952. NOTE: The Bureau of Government Financial Operations proposed the disposition of the records described in item 1 of this Schedule in Job No. NCI-425-78-1, items 1c(1) and 1c(2). Those items were withdrawn from that job.	Permanent Transfer to the National Archives of the United States immediately upon approval of this schedule. WNRC Accession 039-68A2757, Boxes 1 through 6, inclusive.											Let original schedule stand. Have these records been transferred to the National Archives?	
Current Schedule N1-425-91-1	72	FF CMD		Files relating to routine operations, exclusive of policy files.	Destroy when 5 years old.								X				
Current Schedule N1-425-91-1	73	FF CMD		SF-1193, Letter of Credit, and various in lieu of forms, such as Department of State Form DS-1603-B, including amendments - COPIES	Destroy 3 years after the end of the fiscal year in which revoked.							X					
Current Schedule N1-425-91-1	74	FF CMD		Correspondence between Treasury Department and Federal Reserve Banks (includes transmittal letters) - COPIES and correspondence between Treasury Department and agencies.	Destroy 18 months after fiscal year in which correspondence is dated.								X				Retain one recordkeeping copy. Reference copies are nonrecord materials.
Current Schedule N1-425-91-1	75	FF CMD		Correspondence files (subject case files) concerning agencies, including semiannual reports, work papers, and general materials.	Destroy 6 years after the end of the fiscal year in which material is dated.								X				

RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Policy Records, Permanent, item 1 a	Policy Records, Temporary, item 1.b	FPA Operations Records, item 2	Treasury Operations Records, item 3	Consolidated Reports, Temporary, item 4.b	Consolidated Reports, Permanent, item 4 a	Program / Project Management Records, item 5 a	Program / Management Records, item 5.b	Program / Management Records, item 5 c	General Records Schedule	Comments
Current Schedule N1 425-91-1	77	FF FFD	Bank Folders	Record/Subject Content - a separate folder will be made up for each bank, for example, if we have a TGA account with XYZ bank, Anchorage Alaska, and also have a lockbox and TLD with the same bank, the same folder would contain all information for all three systems. The file will include requests to designate the bank as a depository, the actual designation of the bank as a depository, Memorandums of Understanding, letters of agreement, contracts, notice letter, Placement of Time Balance Accounts, Transcripts of Account of U S Depository (TUS-18), Receipt for forwarding Depository (TFS-16), Revocation of Authority to Maintain Account, TFS-5911, Monthly Analysis Deposits, general correspondence, and bank review report (depository review analysis)	Arrangement - Alphabetically by State, City, and bank. Transfer to inactive file upon termination of agreement. Keep in office one additional year, then transfer to the Federal Records Center. Destroy 10 years after terminated agreement.							X				
Current Schedule N1 425-91-1	78	FF FFD	Bank Collateral Folders	Record/Subject Content - Collateral Agreement (BA 5902), Request to Bank to pledge Collateral (BA 5900), FRB acceptance or release of securities as collateral (Form 439), and collateral correspondence, and Placement of Time Balance Accounts letter	Arrangement - Alphabetically by State, City and bank. Transfer to inactive file upon termination of depository agreement. Keep in office one additional year, then transfer to the Federal Records Center. Destroy 10 years after termination of agreement.								X			
Current Schedule N1 425-91-1	79	FF FFD	Foreign Bank Folders	Records/Subject Content - Request to handle banking at or for a U S Government installation or facility, resolution of problems or clarification of misunderstanding, Authorization to Maintain Accounts, reports on condition of services, Revocation of Authority to Maintain Account, Statement of Activity in Treasury General Account (TFS 5907)	Arrangement - Alphabetically by Country, Name of Bank, City, base, Installation, or Agency. Transfer to inactive file upon termination of banking service. Keep in office one additional year, then transfer to the Federal Records Center. Destroy 10 years after termination of agreement.							X				
Current Schedule N1 425-91-1	80	FF FFD	Domestic Government Facility - Operations Files	Record/Subject Content - Correspondence with Government installation officials and local banks relative to the establishment and operation of base banking facilities. Arrangement - Alphabetically by State, then name of base.	Transfer to inactive file upon termination of banking service. Keep in office one additional year, then transfer to the Federal Records Center. Destroy 10 years after termination of agreement.								X			
Current Schedule N1 425-91-1	81	FF FFD	Rate Letters	Record/Subject Content - Semi-annual standard form letter - Rate on TGA Account Balance/Time Balance (used in TFS 5901). Earning rate to be used in computing the value of balances to compensate banks. Bank mailing lists.	Arrangement - By year, month of release. Break file at the end of each year. Retain in office. Destroy six (6) years after file break.								X			

RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Policy Records, Permanent, item 1.a	Policy Records, Temporary, item 1.b	FPA Operations Records, item 2	Treasury Operations Records, item 3	Consolidated Reports, Temporary, item 4 b	Consolidated Reports, Permanent, item 4 a	Program / Project Management Records, item 5 a	Program / Management Records, item 5 b	Program / Management Records, item 5.c	General Records Schedule	Comments
Current Schedule N1 425-91-1	82	FF FFD	Deposit Reconciliations - TGA Transaction File	Record/Subject Content - Monthly printout by trace date, bank number, lot, symbol, TC confirm date, trans date, CD number, amount	Arrangement - By year, then month Break file at the end of the year Keep in office one additional year, then transfer to the Federal Records Center Destroy 5 years after file break			X								
Current Schedule N1 425-91-1	83	FF FFD	Deposit Reconciliations - Preliminary Register	Record/Subject Content - Monthly printout by trace date, bank ABA, transtype, lot, symbol, TC, confirm date, CD number, amount	Arrangement By year, then month Break file at the end of the year Keep in office one additional year, then transfer to the Federal Records Center Destroy six (6) years after file break			X								
Current Schedule N1 425-91-1	85, continues below	FF FFD	Treasury Automated Compensation System Analysis	Information on federal agency account activity Record/Subject Content - Printout of Treasury Limited Account Analysis Statement, Compensation Summary Report, Depository Daily Activity Listing All records relating to this system are maintained and retained by the concentrator bank or sub-contractor Statements are mailed monthly to account bank Discrepancies are reported to concentrator banks within 45 days and resolved within an additional 45 days by the concentrator	Break file at the end of each year Destroy 5 years after file break			X								
Current Schedule N1 425-91-1	85, continued	FF FFD	Treasury Automated Compensation System Analysis	Information on FMS' activities to manage relationships with and compensate banks Depository Compensation History Report, Management Information Summary Report	Break file at the end of each year Destroy 5 years after file break								X			
Current Schedule N1 425-05-3	1		Payment Products and Services Marketing Project Files	The Debt Collection Improvement Act of 1996 (DCIA) required that most Federal payments, except tax refunds be made by electronic funds transfer (EFT) after January 1, 1999 "EFT 99" was the Financial Management Service's initiative to convert most of its nearly 1 billion annual payments from paper checks to electronic payments This initiative is supported by conducting market research and a pilot marketing campaign - Go Direct The Division develops fact sheets, brochures, take-one cards, tent cards, posters, public service announcements, videotapes, compact disks and other types of marketing materials to be used in the promotion of direct deposit and the ETA for Federal benefit payments The Division also promotes direct deposit for tax refunds and vendor payments, and develops similar promotional materials for these types of payments	Cut off files at the conclusion of the marketing campaign or specific marketing effort to which they relate Transfer to the Washington National Records Center (WNRC) 1 year after cutoff Destroy 6 years after cutoff								X			

RECORDS SCHEDULE	ITEM	ORGANIZATION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Policy Records, Permanent, item 1.a	Policy Records, Temporary, item 1.b	FPA Operations Records, item 2	Treasury Operations Records, item 3	Consolidated Reports, Temporary, item 4.b	Consolidated Reports, Permanent, item 4.a	Program / Project Management Records, item 5.a	Program / Management Records, item 5.b	Program / Management Records, item 5.c	General Records Schedule	Comments
Current Schedule 425-05-3	N1	2	Payment Products and Services Marketing Records	Brochures, pamphlets, flyers, binders, posters, inserts, charts, videotapes, public service announcements and similar records developed and used to market Financial Management Service payment services to Federal agencies, financial institutions and the public. The records date from 1998 to the present.												Not a disposition instruction
Current Schedule 425-05-3	N1	2a	Publications													Not a disposition instruction
Current Schedule 425-05-3	N1	2a1		Record set of publications (one copy), of each brochure, pamphlet, etc.)	Permanent Transfer to the National Archives of the United States when one cubic foot accumulates											Let original schedule stand
Current Schedule 425-05-3	N1	2b	Posters													Not a disposition instruction
Current Schedule 425-05-3	N1	2b1		Record set of posters (2 copies of each poster)	Permanent Transfer to the National Archives of the United States at the end of each fiscal year											Let original schedule stand
Current Schedule 425-05-3	N1	2b2		All other copies												Stocks of publications for distribution are nonrecord materials
Current Schedule 425-05-3	N1	2c	Audio visual records, including videotapes and public service announcements													Not a disposition instruction
Current Schedule 425-05-3	N1	2c1		Videotapes or compact disks (CDs) created for marketing, training, or market research purposes												Not a disposition instruction
Current Schedule 425-05-3	N1	2c1a		The original tape or CD (or the earliest generation if the original is not available) and a dubbing or copy	Permanent Transfer to the National Archives of the United States at the end of each fiscal year											Let original schedule stand
Current Schedule 425-05-3	N1	2c2		Public Service Announcements (PSAs)												Not a disposition instruction
Current Schedule 425-05-3	N1	2c2a		The original tape or compact disk (CD) (or earliest if the original is not available) and a dubbing or copy	Permanent Transfer to the National Archives of the United States at the end of each fiscal year											Let original schedule stand

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Pending Schedule N1 425-01-2	1A	FF	Bank Records Bank Master Records	Records on banks and the financial services they perform for Treasury and Federal agencies Federal Reserve Banks acts as Treasury's fiscal agent Commercial financial institutions act as Treasury's financial agent These records are found in designated divisions in Federal Finance Financial agent agreements and related records These records include, but are not limited to, the following Financial Agent Agreements (FAA) signed by a bank and the Treasury, Records describing the services performed by a bank These include lockbox depositary agreements (LDAs), memorandums of understanding (MOUs), statements of work (SOWs), and pricing documents Depending on the terms of the LDA, MOU, or SOW, services may be performed exclusively for a Federal agency Bank payment records – these include records on placing, increasing, decreasing, and withdrawing compensating balances, Treasury Time Balance accounting records, and records on fees paid to banks Records on a bank's pledge or release of collateral used to secure Federal funds Correspondence which amends or interprets bank master records	Arrangement The designated divisions will determine the arrangement for records pertaining to a class of financial services (for example, lockbox services), as specified in the division file plan Cut off file at the end of the Financial Agent Agreement Transfer to Federal Records Center (FRC) 2 years after cutoff Destroy 11 years after cutoff							X				
Pending Schedule N1 425-01-2	1B	FF	Bank Records Bank Operating Records	Bank statements, general correspondence, and other general records on the operation of financial services performed by banks These records include, but are not limited to Monthly account analysis statements and related records that summarize the volume and dollar value of transactions for an account A monthly account analysis statement (MAAS) is prepared by a bank and submitted to Treasury A monthly account activity report (MAAR) is prepared by a bank and submitted to the Federal agency for which services were performed Depending on the terms of the MOU or SOW, a copy of the MAAR may be submitted to Treasury Interest rate letters and related records on interest calculations for Federal funds invested under the Treasury Tax and Loan Program General correspondence relating to fiscal and financial agents, including agency requests to Treasury for financial services Correspondence which amends or interprets bank master records is excluded (See item "A" of this series) This item does not include records for accounts pertaining to Individual Indian Monies (See item "C" of this series)	Arrangement The designated divisions will determine the arrangement for records pertaining to a class of financial services (for example, lockbox services), as specified in the division file plan The division file plan will identify any records requiring reconciliation, such as monthly account analysis statements Cutoff file at the end of each fiscal year Transfer records not requiring reconciliation to FRC 1 year after cutoff Transfer records requiring reconciliation to FRC 1 year after the end of the fiscal year during which reconciliation is performed Destroy 7 years after cutoff							X				

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Pending Schedule N1 425-01-2	2A	FF	Cash and Asset Management Records - Master Records	Records that are used throughout the duration of a program or project, or until superseded by a new version. These records may include, but are not limited to, copies of authorizing legislation, regulations, and other directives, handbooks and other guidance materials, and major studies or reports. Arrangement: Each division will determine the arrangement for records pertaining to a program or project, as specified in the division file plan.	Cutoff file at the end of the program or project, or when superseded by a new version. Transfer to FRC 2 years after cutoff. Destroy 7 years after cutoff.							X				
Pending Schedule N1 425-01-2	2B	FF	Cash and Asset Management Records - Operating Records	Records that pertain to a program or project activities during a specific period, to a specific issue, or to a specific program or project participant. These records may include, but are not limited to, analyses of specific issues, correspondence with Federal agencies or other program or project participants, and interim reports. Arrangement: Each division will determine the arrangement for records pertaining to a program or project, as specified in the division file plan.	Cutoff files at the end of each fiscal year. For recurring programs which do not operate on a fiscal year basis, cutoff files at the beginning of a new program cycle. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff.								X			
Pending Schedule N1 425-01-2	3	FF	Rough Drafts and Working Papers	Rough drafts maintained by individuals in personal files that do not document substantive revisions and are no longer needed once the draft is superseded by a newer version. Working papers maintained by individuals in personal files that do not document substantive revisions and are no longer needed once the information is incorporated in a recordkeeping copy or becomes obsolete.	Destroy when superseded by a newer version or information is incorporated in a recordkeeping copy or becomes obsolete.											N1-425-91-1, item 3, Working Papers
FF INFORMATION SYSTEMS																
NEW		FF	Bank Management Service	The Bank Management Service (BMS) is a module in the Federal Reserve Bank's Customer Account Receivable System (CARS), which will assist the Financial Management Service of the U.S. Treasury in collecting expense information from its financial agents, analyzing those expenses and approving the payments online to those banks. BMS also serves as a repository of historical expenses for research purposes.												
NEW		FF	Bank Management Service, cont	Information on Treasury account activity					X							

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NEW		FF	CASHLINK II	Cash concentration and information system used to manage the collection of U S Government funds throughout the world and provide deposit information to Federal agencies. Receives deposit information, initiates fund transfers, and concentrates daily deposits made through multiple collection mechanisms into the Treasury's account at the Federal Reserve Bank, provides federal agencies with information, via the Internet, to verify deposits, ACH and Fedwire transfers, as well as adjustment information used to reconcile their accounts, and assists the Treasury in managing depository services provided by financial institutions and monitoring the cash position of the U S government												
NEW		FF	CASHLINK II, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW		FF	Card Acquiring Service	The Card Acquiring Service enables federal agencies to collect obligations via credit or debit card transactions. The Card Acquiring Service replaced the Plastic Card Network												
NEW		FF	Card Acquiring Service, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW		FF	Card Gateway	The Card Gateway system will receive credit card transactions and, after reformatting, forward the transactions to Card Acquiring Service												
NEW		FF	Card Gateway, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW		FF	CCC Network	The Commodity Credit Corporation (CCC) is a Government-owned and operated entity that was created to stabilize, support, and protect farm income and prices. CCC also helps maintain balanced and adequate supplies of agricultural commodities and aids in their orderly distribution. On July 1, 1939, CCC was transferred to the United States Department of Agriculture (USDA). It was reincorporated on July 1, 1948, as a Federal corporation within USDA by the Commodity Credit Corporation Charter Act (62 Stat 1070, 15 U S C 714). As amended through P L 110-246, Effective May 22, 2008												
NEW		FF	CCC Network, cont	Information on federal agency account activity excluding Department of Interior accounts				X								

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NEW		FF	CMIAS	CMIA provides the general rules and procedures for the efficient transfer of federal financial assistance between the federal government and the states (including the District of Columbia, Puerto Rico, and the Territories of American Samoa, Commonwealth of the Northern Mariana Islands, Guam, and the Virgin Islands) 1999 FMS introduces the Internet-based Cash Management Improvement Act System (CMIAS) for the collection and review of Annual Report information, eliminating the paper-intensive Annual Report reporting and review process On June 10, 2003, FMS deployed the Internet-based Cash Management Improvement Act System (CMIAS) TSA Module for the transmission, review and negotiation of Treasury-State Agreements												
NEW		FF	CMIAS, cont	Information content in the Cash Management Improvement Act System (CMIAS)					X							
NEW		FF	CMIAS, cont	Information on Treasury account activity					X							
NEW		FF	Credit Gateway	Deposit program for the receipt of federal agency Fedwire and Automated Clearing House (ACH) credit transactions A commercial bank designated as a financial agent processes transactions using its own infrastructure and commercial software, but the transactions settle at Federal Reserve Banks, rather than at the commercial bank As collections are processed, detail transaction information is sent to the Transaction Reporting System (TRS)												
		FF	Credit Gateway, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW		FF	Debit Gateway	Debit Gateway Receive check and ACH transaction data from multiple collection channel applications Determine whether to present the transaction as an ACH entry, or as an image check, Create payment mechanism formatted entries and presentment/origination files, Deliver entry image cash letters and ACH origination files												
NEW		FF	Debit Gateway, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW		FF	Electronic Check Processing (ECP)	The ECP streamlines the check clearing processes with the General Lockbox Network Checks written to the government will be electronically converted or truncated via paper and settled by FRB Cleveland												
NEW		FF	ECP, cont	Information on federal agency account activity excluding Department of Interior accounts				X								

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NEW		FF	Electronic Federal Tax Payment System (EFTPS)	EFTPS enables business and individual taxpayers to pay federal taxes electronically												
NEW		FF	EFTPS, cont	Information on federal agency account activity				X								
NEW		FF	Electronic Lockbox	The lockbox mechanism provides a method for accelerating the deposit of payments mailed to Federal agencies. A lockbox is a post office box established by a financial institution (FI) for receipt of payments to an agency. Lockboxes provide an excellent system for paper-based collections. An electronic lockbox accommodates both paper remittances and electronic transactions. The electronic lockbox process for ACH credit transactions. The Federal agency advises the consumer or corporation of the obligation due the Government and provides the consumer or corporation with the appropriate information to include in the transaction. The consumer or corporation provides the detailed payment instructions to its FI to authorize the ACH credit transaction to the designated financial agent (FA) in FMS' network. The designated FA collects and deposits the funds for credit to the Treasury's account at the Federal Reserve Bank of New York. The designated FA forwards the deposit data to the Treasury and the agency via CASH-LINK/CASHLINK II.												
		FF	Electronic Lockbox, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW		FF	FDS	The Fedwire Deposit System (FDS) enabled federal agencies to collect obligations via wire transfers to the Treasury's General Account at the Federal Reserve Bank of New York. Replaced by the Credit Gateway.												Replaced by Credit Gateway
NEW		FF	FDS, cont	Information on federal agency account activity excluding Department of Interior accounts				X								Replaced by Credit Gateway
NEW		FF	Fed Tax II	Fed Tax II enabled federal agencies to make electronic federal tax payments and filings. Fed Tax II users have been transitioned to the Electronic Federal Tax Payment System.												
NEW		FF	Fed Tax II, cont	Information on federal agency account activity				X								

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NEW		FF	FRB CASHLINK	FRB CASH-LINK is a deposit reporting and cash concentration system that expedites the flow of funds into the Treasury's General Account (TGA). Deposits and payments include, but are not limited to government checks, reclamations and declinations, ACH, Treasury Issues, Savings Bonds, TT&L, and cash transaction items. The system supplies information directly, as well as through other resources (CASH TRACK, Public Debt, Federal Tax Deposit, TRS, etc.), to enable the U.S. Treasury to produce the Daily Treasury Statement and make accurate investment decisions.												
NEW		FF	FRB CASHLINK, cont	Information on Treasury account activity					X							
NEW		FF	Federal Reserve-Electronic Tax Application (FR-ETA)	A same-day payment mechanism for tax payments operated by the Federal Reserve. Replaced by the Credit Gateway.												Replaced by Credit Gateway
NEW		FF	FR-ETA, cont	Information on Treasury account activity					X							Replaced by Credit Gateway
NEW		FF	General Lockbox/EDI	FMS' General Lockbox Financial Agents. This section focuses on the electronic lockbox. An electronic lockbox accommodates both paper remittances and electronic transactions. The retail and wholesale lockboxes are described on pages 37 and 38. The financial agents in the General Lockbox Network are designated by FMS to maintain accounts for Federal agencies for the purpose of collecting and transferring funds to the Treasury's account at FRBNY. The Electronic-The Electronic Lockbox for ACH Debit Transactions. There are two types of preauthorized debit (PAD) applications that the Federal agency may use: (1) recurring and (2) customer-initiated entries. 1. Recurring PADs/Direct Payments. Recurring PADs/Direct Payments are authorized by the remitter in writing, in advance, to occur at regular intervals. For the life of the agreement with the remitter, only one authorization is needed unless the terms of the agreement change. Recurring PADs/Direct Payments permit Federal agencies to collect payments automatically on a predetermined date from remitters. Since the agency initiates the transaction, it can predict when payments will be received and the amount of funds to be collected on a given day.												
NEW		FF	General Lockbox/EDI, cont	Information on federal agency account activity excluding Department of Interior accounts				X								

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NEW		FF	Investment System	Treasury's operating cash balance is maintained in a portfolio of four separate investment vehicles under investment authority codified at Title 31 U.S.C. Section 323. Currently, only financial institutions that are designated as Treasury Tax and Loan (TT&L) depositories are eligible to participate in Treasury's investment program.												
NEW		FF	Investment System, cont	Information on Treasury account activity in the Investment system.					X							
NEW		FF	IRS Lockbox	The Internal Revenue Service (IRS) Lockbox Network is a network of commercial banks across the United States that serve as collection points for various IRS taxes, primarily individual taxes. The lockbox process the tax receipts and transmit information to the IRS. The depository also sends the IRS the original tax forms that accompanied the tax payments.												
NEW		FF	IRS Lockbox, cont	Information on Treasury account activity.					X							
NEW		FF	OTCnet	The Over the Counter Application (OTCnet) replaced the Paper Check Conversion Over the Counter (PCC OTC) and Treasury General Account Deposit Reporting Network (TGAnet) systems. OTCnet enables federal agencies to convert personal paper checks into electronic funds transfer (EFT) debit transactions against the check writer's account, and to make over-the-counter deposits at financial institutions authorized as Treasury General Account (TGA) depositories.												Replaces PCC-OTC and TGAnet
NEW		FF	OTCnet, cont	Information on federal agency account activity excluding Department of Interior accounts.				X								Replaces PCC-OTC and TGAnet
N		FF	PAD	FMS' General Lockbox Financial Agents – The Electronic Lockbox for ACH Debit Transactions. There are two types of preauthorized debit (PAD) applications that the Federal agency may use: (1) recurring and (2) customer-initiated entries. 1. Recurring PADs/Direct Payments. Recurring PADs/Direct Payments are authorized by the remitter in writing, in advance, to occur at regular intervals. For the life of the agreement with the remitter, only one authorization is needed unless the terms of the agreement change. Recurring PADs/Direct Payments permit Federal agencies to collect payments automatically on a predetermined date from remitters. Since the agency initiates the transaction, it can predict when payments will be received and the amount of funds to be collected on a given day. Recurring.												
NEW		FF	PAD, cont	Information on federal agency account activity excluding Department of Interior accounts.				X								

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NEW		FF	PATAX	Paper Tax System (PATAX) collects, adjusts, and reports Advances of Credit representing paper FTD coupons and reports into TIP for investment purposes												
NEW		FF	PATAX, cont	Information on Treasury account activity					X							
NEW		FF	Pay gov	Pay gov has been developed to meet the FMS commitment to process collections electronically using Internet technologies. Pay gov satisfies agencies and consumers demands for electronic alternatives by providing the ability to complete forms, make payments and submit queries 24 hours a day electronically. Launched in October 2000, Pay gov is a secure government-wide collection portal. The application is web based allowing customers to access their accounts from any computer with Internet access. Pay gov provides a suite of services allowing agencies to obtain and process collections in an efficient and timely manner. The Pay gov application is comprised of 4 services: Collections (ACH and Credit Card), Forms, Billing/Notification, and Reporting.												
NEW		FF	Pay gov, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW		FF	PCC OTC	The Paper Check Conversion Over the Counter (PCC OTC) system enabled federal agencies, at the point of sale, to convert personal paper checks into electronic funds transfer (EFT) debit transactions against the check writer's account. PCC OTC was replaced by OTCnet.												
NEW		FF	PCC OTC, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW		FF	PCN	The Plastic Card Network (PCN) enabled federal agencies to collect obligations via credit or debit card transactions. PCN was replaced by the Card Acquiring Service.												
NEW		FF	PCN, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW		FF	REX	Remittance Express (REX) allowed the Federal Government to receive ACH credits directly into the Treasury General Account from the private sector for payments to a Federal agency. Replaced by the Credit Gateway.												Replaced by Credit Gateway
NEW		FF	REX, cont	Information on federal agency account activity excluding Department of Interior accounts				X								Replaced by Credit Gateway
NEW		FF	RRB-Link	RRB-LINK enables railroad companies to schedule benefit and tax payments electronically.												Replaced by EFTPS and Pay gov
NEW		FF	RRB-Link, cont	Information on federal agency account activity				X								Replaced by EFTPS and Pay gov

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NEW		FF	SCCN	Seized Cash and Currency Network (SCCN) The Seized Currency Collection Network is a nationwide collections network specifically designed in support of federal law enforcement agencies that must process seized currency. The Seized Currency Collections Network leverages the expertise of service providers that specialize in the processing of currency, and the infrastructure, technology and security that supports such processing. Special procedures relative to the unique requirements of federal law enforcement agencies have been negotiated and implemented in the Seized Currency Collections Network in order to provide the best possible experience in terms of accuracy, customer service, and other factors, for our customers. There are deposit locations in 70 cities around the nation that are trained and able to accept deposits from federal law enforcement agencies, with the additional benefit of participating agencies not having to perform a manual count of seized currency prior to the official deposit.												
NEW		FF	SCCN, cont	Information on federal agency account activity				X								
NEW		FF	TCMM	On December 12, 2011, Treasury Collateral Management and Monitoring (TCMM) will replace TT&L Plus and TIP for agency and financial institution collateral needs. All current agency users of TT&L Plus will automatically be converted to TCMM users. Financial institution users must complete a new enrollment form, to be made available soon.												Replaces TT&L Plus and TIP
NEW		FF	TCMM, cont	Information on Treasury account activity					X							Replaces TT&L Plus and TIP
NEW		FF	TCMS	Treasury Cash Management System is the FMS application managing the settlement of inflows to and outflows from the Treasury's operating cash account at the Federal Reserve. TCMS will modernize, streamline, and improve the processes and IT systems currently supporting collections business line by eliminating the duplicative cash concentration processes within the current CASHLINK II and FRB CASHLINK systems.												
NEW		FF	TCMS, cont	Information on Treasury account activity					X							

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NEW		FF	TGA Network	Treasury General Account (TGA) depositaries are financial institutions (FIs) authorized to receive over-the-counter deposits from Federal agencies General Lockbox Network FMS has designated a network of commercial banks to serve as lockbox collection points for other Federal agencies These collections include fees, dues, loan payments, and purchases												
NEW		FF	TGA Network, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
N		FF	TGAnet	TGAnet enables Federal Program Agency (FPA) users to report over-the-counter (OTC) receipts in a secure, web-based system The Treasury General Account Deposit Reporting Network (TGAnet) system was replaced by OTCnet												
NEW		FF	TGAnet, cont	Information on federal agency account activity excluding Department of Interior accounts				X								
NEW		FF	TIP	The Treasury Investment Program (TIP) is a centralized application used to collect and report corporate tax payments remitted electronically or through PATAX TIP also invests excess Treasury funds with participating financial institutions and provides collateral monitoring for Treasury's collateral programs (31 CFR 202, 31 CFR 203, 31 CFR 225)												
NEW		FF	TIP, cont	Information on Treasury account activity					X							
NEW		FF	TIO	Term Investment Option is an investment option offered to TT&L participants (financial institutions) Treasury periodically auctions excess operating funds to participants for a fixed term at a rate determined through a competitive bidding process FMS owns the TIO system and has authorized the Federal Reserve Bank to operate the system on behalf of the Treasury												
			TIO, cont	Information on Treasury account activity					X							
NEW		FF	TRS	Transaction Reporting System provides a centralized data repository containing detailed and summarized records of all revenue collection transactions of the Federal government TRS also provides the capability for FMS and FPA users to access check images via the Enterprise Image Platform												Will be renamed Collections Information Repository (CIR) in 2013
NEW		FF	TRS	Information on federal agency account activity excluding Department of Interior accounts				X								Will be renamed Collections Information Repository (CIR) in 2013

RECORDS SCHEDULE	ITEM	ORGANIZ A-TION	RECORD SERIES	DESCRIPTION	CURRENT DISPOSITION	Policy Records, Permanent, item 1.a	Policy Records, Temporary, item 1.b	FPA Operations Records, item 2	Treasury Operations Records, item 3	Consolidated Reports, Temporary, item 4.b	Consolidated Reports, Permanent, item 4.a	Program / Project Management Records, item 5.a	Program / Management Records, item 5.b	Program / Management Records, item 5.c	General Records Schedule	Comments
NEW		FF	TT&L Plus	<p>Treasury Tax and Loan Program Treasury Investment Program/Paper Tax System The Treasury Tax and Loan (TT&L) program enables participating financial institutions (FIs) to collect Federal tax payments from its customers and/or retain these funds (provided all funds retained for any period are fully collateralized) at a competitive rate of interest. These funds can provide an FI with a ready source of liquidity. The TT&L program has three major functions: tax collection/settlement, withdrawals/investments, and collateral monitoring. Two TT&L system enhancements, the Treasury Investment Program (TIP) and the Paper Tax System (PATAX), assist in the tax collection and investment process for both FIs and the Treasury. TIP and PATAX are applications centralized at the Federal Reserve Bank of St. Louis. TIP is the TT&L enhancement used to collect and report business tax payments (remitted electronically through EFTPS or through PATAX) and invest Treasury funds with participating FIs.</p>												
				<p>(Continued from above) The PATAX enhancement collects, adjusts, and reports all Advices of Credit (AOC) representing paper Federal Tax Deposits (FTDs). These systems provide timely information to the Treasury and interface on an hourly basis with the Federal Reserve systems, resulting in hourly debits and/or credits to an FI's Federal Reserve account. TT&L statements are delivered electronically to FIs to provide timely access to TT&L account information. Participants in Treasury Tax and Loan Plus Development System is a front-end that connects to PATAX and TIP which are FRIT.</p>												
NEW		FF	TT&L Plus, cont	Information on federal agency account activity excluding Department of Interior accounts				X								Will be renamed Collections Information Repository (CIR) in 2013
NEW		FF	TT&L Plus, cont	Information on Treasury account activity					X							