

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of the Treasury

2. MAJOR SUBDIVISION

Departmental Offices

3 MINOR SUBDIVISION

Office of the Under Secretary (Enforcement)

4 NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Cassandra Williams

622-1462

LEAVE BLANK (NARA use only)

JOB NUMBER

71-056-01-7

DATE RECEIVED

3-2-2001

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2-6-02

John W. Paul

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

Chief, Records Management and Resources Branch

2/28/01

Steve J. Milline

7. ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

OFFICE OF THE UNDER SECRETARY
(ENFORCEMENT)

The office of the Under Secretary for Enforcement was established in 1994 to promote and protect the Treasury Department's enforcement interests, so that there is an equalization across other departmental secretaries as they deal on enforcement issues. This office has precedence over the Office of the Assistant Secretary for Enforcement (formerly the Office of the Assistant Secretary, Enforcements and Operations) which was established in 1969.

All Treasury law enforcement matters are coordinated by the Under Secretary (Enforcement). These issues include formulating enforcement policies; ensuring cooperation of Treasury's participation in law enforcement matters with other government agencies; negotiating international agreements on behalf of the Secretary; and providing oversight and supervision of the Treasury law enforcement bureaus, as well as the Financial Crimes Enforcement Network, the Office of Foreign Assets Control and the Executive Office for Asset Forfeiture.

The records contained in this schedule relate to law enforcement projects and matters from 1980 to the present. They include reports, chron files, correspondence files, appointment books, briefing books, and administrative files.

THIS SCHEDULE SUPERCEDES JOB NO. NC1-56-80-1, DATED 12/14/79

cc: Agency, NR, NWMWA, NWM.D

**Department of Treasury
Enforcement**

Records series common to the offices of the:

**Under Secretary
Assistant Secretaries
Deputy Assistant Secretaries**

1. Subject Files

These files consist of briefing books and files on specific topics, issues or projects. Arranged alphabetically by subject or bureau, with subcategories under the subject or bureau. The subjects relate to specific law enforcement topics under the purview of the official, including policy and general information, particular problems and resolutions, and nationwide or worldwide issues such as terrorism.

Disposition: Permanent. Break files annually. Transfer to the records center when two years old or when no longer needed for agency business, whichever is later, or within one year after a change in administration. Transfer to the National Archives 10 years after break.

[Supersedes NC1-56-80-1, #1a, 1b, 1c, 2a, 2b]

2. Chronological Files, Correspondence Unit

This unit is maintained for the Under Secretary and the Assistant Secretary. Records include copies of outgoing correspondence arranged in chronological order. This file is maintained as a record of the Under Secretary's and Assistant Secretary's responses to Congress, other federal agencies, state and local government agencies, foreign governments, embassies, businesses, and the general public, among others. Some documents are duplicated in the Executive Secretary's automated system as a scanned image.

Disposition: Permanent. Break files annually. Transfer to the records center when two years old or when no longer needed for agency business, whichever is later, or within one year after a change in administration. Transfer to the National Archives 10 years after break.

[Supersedes NC1-56-80-1, #5]

3. Correspondence Files, Correspondence Unit

This unit is maintained for the Under Secretary and the Assistant Secretary. Records include incoming paper communications to the Under Secretary and Assistant Secretary from Congress, other federal agencies, state and local government agencies, foreign governments, embassies, businesses, and the general public, among others. Correspondence files are arranged by source of incoming. Some documents are duplicated in the Executive Secretary's automated system as a scanned image.

Disposition: Permanent. Break files annually. Transfer to the records center when two years old or when no longer needed for agency business, whichever is later, or within one year after a change in administration. Transfer to the National Archives 10 years after break.

4. Chronological Files, Deputy Assistant Secretaries

Records consist of copies of outgoing correspondence, and may include incoming correspondence and background information, arranged in chronological order. This file is maintained as a record of the office's responses to inquiries from Congress, other federal agencies, state and local government agencies, foreign governments, embassies, private industry, interest groups, the general public, and other Treasury offices.

Disposition: Permanent. Break files annually. Transfer to the records center when two years old or when no longer needed for agency business, whichever is later, or within one year after a change in administration. Transfer to the National Archives 10 years after break.

[New]

5. Speeches and Testimonies

Speeches or testimony given by the incumbent during ceremonies, programs, public events, and Congressional hearings. Arranged by event or by subject. The Office of Public Affairs maintains the official copy of speeches by Treasury officials.

Disposition: Temporary. Break files annually. Destroy when 2 years old or no longer needed for reference, whichever is later.

[Supersedes NC1-56-80-1, #1d]

6. Calendars and Schedules of Daily Activities

These records consist of paper or electronic versions of the incumbent's daily appointment calendar indicating date, time and event, plus records of trips and other activities by incumbent while serving in an official capacity.

Disposition: Permanent. Print electronic version to paper weekly. Cut off file at the end of year. Send collection to the records center when two years old or when no longer needed for reference, whichever is later, or within one year after a change in administration. Transfer to the National Archives 10 years after break.

[New]

7. Telephone Logs

Files consist of either carbons of telephone message pads, paper notebooks, or electronic list, printed to paper of incoming telephone messages to the incumbent.

Disposition: Permanent. Print electronic version to paper weekly. Cut off file at the end of year. Send collection to the records center when two years old or when no longer needed for reference, whichever is later, or within one year after a change in administration. Transfer to the National Archives 10 years after break.

[New]

**Records series common to the offices of the:
Directors**

8. Subject Files

These files consist of briefing books and files on specific topics, issues or projects. Arranged alphabetically by subject or bureau, with subcategories under the subject or bureau. The subjects relate to specific law enforcement topics within the Director's program area and general law enforcement policies.

Disposition: Temporary. Break files annually. Destroy when 5 years old or when no longer needed, whichever is later.

[Supersedes NC1-56-80-1, #3a, 3b]

9. Chronological Files

Copies of outgoing correspondence, and may include incoming correspondence and background information, arranged in chronological order. This file is maintained as a record of the office's responses to inquiries from Congress, other federal agencies, private industry, the general public, and other Treasury offices.

Disposition: Temporary. Break files annually. Destroy when 5 years old or when no longer needed, whichever is later.

[New]

10. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary. Destroy/delete within 180 days after the record keeping has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.

[New]