

RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only) JOB NUMBER 71-425-02-2	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED 8-9-02	
1. FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Financial Management Service		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 Adisposition not approved or Awithdrawn in column 10.	
3. MINOR SUBDIVISION Financial Operations			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon M. King, FMS Records Officer	5. TELEPHONE 202-874-6960	DATE 11-22-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 <u>1</u> 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 3/15/03	SIGNATURE OF AGENCY REPRESENTATIVE Sharon M. King <i>[Signature]</i>	TITLE Director, Administrative Programs Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Financial Operations (FO) FO is one of eight major program areas in FMS. Its mission is to provide a financial infrastructure for Federal payments, claims, collections, as well as other transactions. FO accomplishes its mission by providing financial services, operating financial systems, and overseeing Treasury Managed Accounts and central agency functions.</p> <p>(1) Foreign Claim Files</p> <p>Records consist of awards certified to the Department of Treasury by the Foreign Claims Settlement Commission of the Department of Justice, and related documents, including by not limited to, correspondence and payment information.</p> <p>A. Closed Claim Files. Closed claims consist of those claims that have been paid in full or where the claimant has elected not to be paid by the Department of Treasury. <u>Disposition:</u> Close file at end of fiscal/calendar year. Destroy 10 years after file is closed.</p> <p>B. Inactive Claim Files. Foreign claim files that are not closed. <u>Disposition:</u> Close file at end of fiscal/calendar year. Disposal not authorized at this time.</p>	N1-425-91-1, item 61(a-e) Revised	

cc Agency, NR, NAWMW

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER PAGE
OF

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>(2) Closed Court Files (Question Documents Branch)</p> <p>Case files maintained by the Question Documents Branch that pertain to cases developed into court actions requiring testimony and/or the preparing of exhibits. The records support the government's claim of check forgery or alteration. Files are arranged alphabetically by name and date 1936 to present.</p> <p><i>Cutoff when case is closed.</i></p> <p><u>Disposition:</u> Retire to the Federal Records Center when two years old. Destroy when 5 years old.</p>	<p>NI-425-91-1, item 268 Revised</p>	

(3) 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.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

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