

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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
	<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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.

is not required, is attached, or has been requested

DATE 9/24/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 CA\$HLINK 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

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)	Permanent Transfer to the National Archives of the United States at the end of each fiscal year	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	Permanent Transfer to the National Archives of the United States at the end of each fiscal year	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	Permanent Transfer to the National Archives of the United States at the end of each fiscal year	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 remail 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								

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 record, keeping 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 NI 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 NI 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 NI 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 NI 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 NI 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			

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Current Schedule NI 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 NI 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 NI 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 NI 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 NI 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 N1 425-05-3	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 N1 425-05-3	2a		Publications													Not a disposition instruction
Current Schedule N1 425-05-3	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 N1 425-05-3	2b		Posters													Not a disposition instruction
Current Schedule N1 425-05-3	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 N1 425-05-3	2b2			All other copies												Stocks of publications for distribution are nonrecord materials
Current Schedule N1 425-05-3	2c		Audio visual records, including videotapes and public service announcements													Not a disposition instruction
Current Schedule N1 425-05-3	2c1			Videotapes or compact disks (CDs) created for marketing, training, or market research purposes												Not a disposition instruction
Current Schedule N1 425-05-3	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 N1 425-05-3	2c2			Public Service Announcements (PSAs)												Not a disposition instruction
Current Schedule N1 425-05-3	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				

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
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							