

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(see instructions on reverse)

LEAVE BLANK (NARA use only)

NY/ML

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

1 FROM (Agency or establishment)
BUREAU OF THE PUBLIC DEBT

2 MAJOR SUBDIVISION
OSAS, DIVISION OF CUSTOMER SERVICE

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
ROBERT KONZ

5 TELEPHONE
(304)480-6601

JOB NUMBER

71-53-00-4

DATE RECEIVED

6-16-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column

DATE

6-6-01

ARCHIVIST OF THE UNITED STATES

John W. Carl

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 2 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 6/16/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Konz For Vick. Thorpe</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 THE ATTACHED SHEETS		

It sent to Agency, NWSMD, NWSMW, NR

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For the Bureau of the Public Debt

June 14, 2000

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
N1-53-00-05-0001	<p>Title REINVEST DIRECT NOTICE - NONEXCEPTIONS</p> <p>Title Memo MEMO (PD F 5181) A signature is not required on this form. A box is marked for the desired reinvestment. These are supporting documents for transactions other than original issues i.e. reinvestments. The FRB of Philadelphia electronically produces the front of this form. On the front are listed reinvestment options for a maturing Treasury security. An exception is anything other than a routine reinvestment. Any change (address, type of security, amounts) is an exception.</p> <p>Form Number _____ Form Series: _____ Restrictions: _____ Computer System: _____ Cost Code: 530 Retention Years 0 Retention Months 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description DESTROY 5 BUSINESS DAYS AFTER REINVESTMENT</p>		
N1-53-00-05-0002	<p>Title TREASURY DIRECT REINVESTMENT REJECT REPORT</p> <p>Title Memo This report is used to respond to investors who attempted a reinvestment by TDES or by mailing in a reinvest direct notice, and the transaction could not be processed as entered.</p> <p>Form Number _____ Form Series: _____ Restrictions: _____ Computer System: _____ Cost Code: _____ Retention Years 0 Retention Months 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description ACCUMULATE FILES FOR THE MONTH AND DESTROY 3 MONTHS AFTER END OF MONTH</p>		
N1-53-00-05-0003	<p>Title WORD PROCESSING ELECTRONIC FILES</p> <p>Title Memo Electronic copies of records that are created and used to generate a recordkeeping copy of the items in this schedule.</p> <p>Form Number _____ Form Series: _____ Restrictions: _____ Computer System: _____ Cost Code: 530 Retention Years 0 Retention Months 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description DELETE WHEN DISSEMINATED, REVISED OR THERE IS NO ADMINISTRATIVE VALUE</p>		

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N1-53-00-05-0004	<p>Title ELECTRONIC MAIL FILES</p> <p>Title Memo Electronic copies of records that are created and used to generate a recordkeeping copy of the items in this schedule</p> <p>Form Number Form Series: Restrictions: Computer System: Cost Code: 530 Retention Years 0 Retention Months 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description DELETE WITHIN 90 DAYS AFTER CREATED/RECEIVED AND RECORD COPY HAS BEEN FILED IN A RECORDKEEPING SYSTEM</p>		

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	<p>JUSTIFICATION FOR DESTROYING NON-EXCEPTION ITEMS</p> <p>Retention of PD F 5181 more than 5 days is not cost effective and the risk is minimal. The customer is not required to sign the form, only to mark a box for the desired reinvestment. Each individual customer account number and reinvestment options are pre-identified on the form automatically by the Treasury Direct system. For those forms being destroyed after 5 days, the only transaction that can be requested is to schedule a reinvestment. Exceptions are to be retained for 7 years. (Exceptions may include a request to change the address on the account or other request for which the form was not intended.) If a customer later states that the requested reinvestment was not scheduled, it is DCS policy to schedule a retroactive reinvestment without checking the form. If a customer later states that the term was not that which was requested, it is DCS policy to change the term without checking the form. If a customer later states that a scheduled reinvestment was not requested, it is DCS policy to "back-out" the reinvestment without checking the form.</p>		