

REQUEST FOR RECORDS DISPOSITION AUTHORITY (see instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT	
2. MAJOR SUBDIVISION OIT/DIVISION OF TECHNICAL SERVICES	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER ROBERT KONZ	5. TELEPHONE (304) 6601

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-053-00-11	
DATE RECEIVED 9-19-00	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column	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 2-5-01	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 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: 6/21/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Debi S. Thorpe</i>	TITLE <i>Records Officer</i>
------------------	---	---------------------------------

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 GRS OR SUPERSEDED JOB CITATION	10.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		

Copy to: agency, NWMW, NR 2/15/01 clb

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

January 17, 2001

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-00-11-0001	<p>Title: ELECTRONIC DATA PROCESSING EQUIPMENT-TROUBLE TICKET</p> <p>Title Memo: This is used to document an equipment problem and to record the corrective action subsequently taken. Computer operation and technical support covers the "IT" functions related to operating systems, maintaining hardware and software, system security, data input services, system backup, tape library operations, job and production control, monitoring system usage, and liaison with hardware and software vendors.</p> <p>Form Number: PD F 4587 Form Series: A COPY Restrictions: NO</p> <p>Computer System: Cost Code: 740</p> <p>Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Destroy 3 years after corrective action has been taken and cut off file at end of calendar year.</p>		
N1-53-00-11-0002	<p>Title: ANALYSIS OF PROCUREMENT REQUESTS AND REQUIREMENT ANALYSIS</p> <p>Title Memo: These are requirement analysis and copies of all ADP equipment analysis. They are unique procurement files needed by the office which is responsible for approving all ADP technical requirements for the public debt. These files were used in litigations like the Wang case.</p> <p>Form Number: Form Series: Restrictions:</p> <p>Computer System: Cost Code: 740</p> <p>Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Electronic copies, destroy after hardcopy is placed in a recordkeeping system.</p> <p>b. Cut off files at fiscal year end. Maintain files in office for 3 years then transfer to offsite for 2 years. <i>Destroy 5 years after cutoff.</i></p>		