REQUEST FOR RECORDS

(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

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.

7. ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRIS OR SUPERSEDED
   JOB CITATION

10. ACTION TAKEN
    (NARA USE ONLY)

SEE THE ATTACHED SHEETS

Copy to: agency, NWMW, NR 2/15/01 clb
<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
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</tr>
</thead>
</table>
| N1-53-00-11-0001 | Title: ELECTRONIC DATA PROCESSING EQUIPMENT-TROUBLE TICKET  
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 venders.  
Form Number: PD F 4587  
Form Series: A COPY  
Restrictions: NO  
Computer System:  
Cost Code: 740  
Retention Years: 3  
Retention Months: 0  
Vital Records:  
Retention Description: Temporary. Destroy 3 years after corrective action has been taken and cut off file at end of calendar year. |
| N1-53-00-11-0002 | Title: ANALYSIS OF PROCUREMENT REQUEST'S AND REQUIREMENT ANALYSIS  
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.  
Form Number:  
Form Series:  
Restrictions:  
Computer System:  
Cost Code: 740  
Retention Years: 5  
Retention Months: 0  
Vital Records:  
Retention Description: Temporary.  
a. Electronic copies, destroy after hardcopy is placed in a recordkeeping system.  
b. Cut off files at fiscal year end. Maintain files in office for 3 years then transfer to offsite for 2 years. Destroy 5 years after cutoff. |