

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)	
1. FROM (Agency or establishment) <b>BUREAU OF THE PUBLIC DEBT</b>	
2. MAJOR SUBDIVISION SECURITIES OPERATIONS	
3. MINOR SUBDIVISION DIVISION OF SYSTEMS ADMINISTRATION	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Ronda Blake</b>	5. TELEPHONE <b>(304) 480-6019</b>

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-053-02-6</i>	
DATE RECEIVED <i>1-11-2002</i>	
NOTIFICATION TO AGENCY  In accordance with 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>4-15-02</i>	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 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 <i>12/6/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Vicki Thorpe</b> <i>[Signature]</i>	TITLE <b>Records Officer</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>See the Attached Sheets</b>		
	<i>Agency NR NWML</i>		

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

January 25, 2002

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-06-0001	<p>Title: UNISSUED STOCK SYSTEM- MASTERFILE</p> <p>Title Memo: The Unissued Stock System was implemented on April 30, 1991. Its main function is to provide tracking and accounting functions for claims involving the loss, theft, mutilation, or destruction of unissued savings bond stock held by issuing agents. There are two primary data tables: the case table and the rescinded table. The case table data includes, but is not limited to, the identity of banks and issuing agents that have submitted unissued stock claims and the amount of credit extended to them due to the loss. The rescinded table data includes, but is not limited to, the amount of credit rescinded due to a subsequent recovery of unissued stock. There are no word processing, spreadsheet, or e-mail software packages attached to this system.</p> <p>Form Number:                                  Form Series:                                  Restrictions: NONE  Computer System: Unissued Stock    Cost Code: 68000  Retention Years: 6                                  Retention Months: 0                                  Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Cut off when credit is rescinded. Delete 6 years 3 months or when no longer needed for administrative, legal, audit, or other operational purposes after cut off, whichever is later.</p>		
N1-53-02-06-0002	<p>Title: UNISSUED STOCK SYSTEM REPORTS</p> <p>Title Memo: These reports are generated as needed and contain statistical and accounting data that is processed by the Unissued Stock System. They include, but are not limited to, Summary Report, Activity Log Report, Credit Rescinded Accounts Receivable in Process of Collection, Credit Extended, Credit Rescinded Including Adjustment Action Code, History Report Rescinded Activity, Current Status of Credit Extended, Report of Unissued Stock Claims, Pending/Cancelled File Report, Rescinded File Report, and Agent Activity Report.</p> <p>NOTE: The Approved File Report is printed monthly.</p> <p>Form Number:                                  Form Series:                                  Restrictions: NONE  Computer System: Unissued Stock    Cost Code: 68000  Retention Years: 6                                  Retention Months: 3                                  Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Cut off when created. Destroy 6 years 3 months after cut off.</p>		

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N1-53-02-06-0003	<p data-bbox="258 289 901 319">Title: UNISSUED STOCK SYSTEM DOCUMENTATION</p> <p data-bbox="258 352 1209 415">Title Memo: These are electronic and hard copies of the record layouts and user guide for the system.</p> <p data-bbox="258 447 1157 541">           Form Number:                      Form Series:                      Restrictions: NONE            Computer System: Unissued Stock    Cost Code: 68000            Retention Years: n/a                      Retention Months: 0                      Vital Records: <input type="checkbox"/> </p> <p data-bbox="258 573 635 604">Retention Description: Temporary.</p> <p data-bbox="258 604 1216 762">           a. Hard copies: Destroy when superseded, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system, whichever is the latest.            b. Electronic copies: Destroy when record keeping copy is produced or when no longer needed for revision and update, whichever is the later.         </p>		