

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON DC 20408	
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT	
2. MAJOR SUBDIVISION SAVINGS BOND MARKETING OFFICE	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Robert Konz	5. TELEPHONE (304) 480-6601

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-053-02-10	
DATE RECEIVED	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 12-18-02	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 5 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 06/04/2002	SIGNATURE OF AGENCY REPRESENTATIVE Vicki Thorpe <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 GRS OR SUPERSEDED JOB CITATION	10.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 the Attached Sheets		

cc Agency NWMD NWMLWA

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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 GRS OR SUPERSEDED JOB CITATION	10.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)
N1-53-02-10-0001	<p>Title: Payroll Savings Participation (PSP)-Input Reports</p> <p>Title Memo: Various paper reports used to update the PSP master file. The reports include, but are not limited to, SB-60, SB-60A, and SB-66. The data includes employment and payroll savings participation at a single location, number of company branches which have their payroll prepared at a central location, and requests from field offices to make changes to the PSP system master file.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE Computer System: PSP Cost Code: 90000 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. b. Hardcopies, cut off at the end of the fiscal year. Destroy 5 year after cutoff.</p>		
N1-53-02-10-0002	<p>Title: Payroll Savings Participation (PSP)-Output Reports</p> <p>Title Memo: Various lists and reports produced semiannually from the Payroll Savings Participation System (N1-53-96-04, 0180) and contain information relating to the Savings Bonds Marketing Office. These reports and lists include, but are not limited to, National Proof List, National Alpha List, HQ Multi Location Report, Position County, and Blue Ribbon/Prime Target, which contain information relating to the Savings Bonds Marketing Office. They are used by the District Offices to verify accounts and what action has taken place on each account. The reports and lists data includes, but is not limited to, company number (PSP#), promotional representative who handles the account, county located in, number of employees participating in the program, target/release date, industry type, company code numbers, and company name and mailing address.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE Computer System: PSP Cost Code: 90000 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>Computer Output to Microfilm (COM) semiannually. Cut off after creation and verification of microfilm. Destroy microfilm 7 years after cut off.</p>		

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N1-53-02-10-0003	<p>Title: Monthly Goal Progress Report (SB-10)</p> <p>Title Memo: Reports reflecting goals and progress made towards Savings Bonds Awareness Programs by Bond Sales Promotional Representatives. These reports are entered into the Call and Progress Summary System (CAPS) (N1-53-96-04, 0178) and the data includes, but is not limited to, how many ads, leaflets, and letters companies and banks sent out to their customers/employees concerning savings bonds. It is used to document the banking community's and the public's awareness of the Savings Bond Program.</p> <p>Form Number: SB-10 Form Series: Restrictions: NONE Computer System: CAPS Cost Code: 90000 Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off and the end of the fiscal year. Destroy one year after cutoff.</p>		
N1-53-02-10-0004	<p>Title: Call Report (SB-133)</p> <p>Title Memo: The Call Report is generated monthly and annually by the CAPS System and reports sales activity of the field offices. The information contained in the report includes, but is not limited to, employee, account, company code, branch code, and size. There is no electronic file because the date is pulled from the database.</p> <p>Form Number: SB-133 Form Series: Restrictions: NONE Computer System: CAPS Cost Code: 90000 Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at the end of the fiscal year. Destroy 1 year after cutoff.</p>		
N1-53-02-10-0005	<p>Title: Payroll Savings Promotion Report (SB-72)</p> <p>Title Memo: Reports providing statistical data to be used by the district offices to report promotion actions, contact information, and follow-up data on completed payroll savings campaigns. The statistical data provided by this report includes, but is not limited to, activities, sustaining programs, special promotions, sew savers, increased allotments, special promotion participants, and new accounts. There are no electronic e-mails or word processing documents associated with these items.</p> <p>Form Number: SB-72 Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.</p>		

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N1-53-02-10-0006	<p>Title: Payroll Savings Statistical Report (SB-73)</p> <p>Title Memo: Reports providing accurate statistical data to headquarters about branch payroll savings accounts with a hundred or more employees and are used to update the master file of the Call and Progress Summary System. The statistical data provided by this report includes, but is not limited to, activities, sustaining programs, special promotions, new savers, increased allotments, special promotion participants, and new accounts. There are no electronic e-mails or word processing documents associated with these items.</p> <p>Form Number: SB-73 Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at the end of the fiscal year. Destroy 1 year after cutoff.</p>		
N1-53-02-10-0007	<p>Title: Area Volunteer</p> <p>Title Memo: Various documents relating to committee members that are volunteering to help promote savings bonds and gather campaign data. These documents include, but are not limited to, newspaper clippings, campaign plans, public appearance fact sheets, and schedules.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at the end of the fiscal year. Destroy 5 years after cutoff.</p>		
N1-53-02-10-0008	<p>Title: Field Information Letter (FIL)</p> <p>Title Memo: Letters sent to the Savings Bond Marketing Offices field offices that contain information on various policies used to market savings bonds. The field offices use them as guides for the various events that are to occur during the campaign season and as reference for what resources are available to them.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 20 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ol style="list-style-type: none"> a. Hardcopies-Cut off at the end of the fiscal year. Destroy 20 years after cutoff. b. Electronic copy-Destroy after hardcopy has been entered into a recordkeeping system. 		

