

**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  
**OFFICE OF PUBLIC DEBT ACCOUNTING**

3. MINOR SUBDIVISION  
**CUSTOMER SERVICE & CURRENT INCOME BOND BRANCH**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Robert Konz**

5. TELEPHONE  
**(304) 480-6601**

LEAVE BLANK (NARA use only)

JOB NUMBER  
**71-053-02-12**

DATE RECEIVED  
**6-21-2002**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**11-22-02**

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 1 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** *[Signature]*

TITLE  
**Records Officer**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>See the Attached Sheets</b></p> <p><i>cc Agency, NR, NW MWA</i></p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt June 11, 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 GRS OR SUPERSEDED JOB CITATION	10.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-TM-0001	<p>Title: Backup Interest Payment</p> <p>Title Memo: These are listings, reports, and transmittals used for the creation of backup interest payments for Series HH/H savings bonds. These documents are used in the event that unexpected problems prevent the normal processing of the primary interest payments.</p> <p>Form Number:                      Form Series:                      Restrictions: PA  Computer System:                      Cost Code: 69300  Retention Years: 0                      Retention Months: 1                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Cut off monthly. Destroy 1 month after cut off.</p>		
N1-53-02-TM-0002	<p>Title: Bank Error Adjustments &amp; Misc. Accounting Work</p> <p>Title Memo: This is documentation of corrective adjustments to the OCR (Over the Counter Redemptions), securities outstanding, and primary records. These corrective adjustments include a wide variety of situations including, but is not limited to, issue date errors, changes in the effective redemption dates, reopening of bonds on the primary record, etc.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE  Computer System:                      Cost Code: 69300  Retention Years: 2                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Cut off daily. Destroy 2 years after cut off.</p>		
N1-53-02-TM-0003	<p>Title: Work Papers for Interest Payment</p> <p>Title Memo: These are reports used for retroactive issues, retroactive redemptions, miscellaneous activity, and supporting documentation for a specific accounting month for Series HH/H bonds. These records provide a physical representation of on-line posting to accounts for transactions for an interest payment month.</p> <p>Form Number:                      Form Series:                      Restrictions: PA  Computer System:                      Cost Code: 69300  Retention Years: 2                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Cut off yearly. Destroy 2 years after cut off.</p>		