

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
ADMINISTRATIVE RESOURCE CENTER

3. MINOR SUBDIVISION
DIVISION OF ADMINISTRATIVE SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER
BRIAN LALLEMONT

5. TELEPHONE
(304) 480-6302

LEAVE BLANK (NARA use only)

JOB NUMBER
71-053-02-14

DATE RECEIVED
8-26-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **12-18-02** 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 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 **8/21/02** 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 GRS OR SUPERSEDED JOB CITATION	10.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>See the Attached Sheets</p> <p><i>Agency NB NWMLWA</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt

August 21, 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 GRS OR SUPERSEDED JOB CITATION	10.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-WF-0004	<p>Title: WINFINS MONTHLY REPORTS-MANUAL OUTPUTS</p> <p>Title Memo: These reports are printed on a monthly basis and include, but are not limited to, Monthly Duplication Shop Summary Report, OPAC Report, and Listing of All Forms. The forms contain information on printing impressions, GPO print jobs, and current stocks of forms available. These reports are used for tracking the number of impressions printed in the duplication facility, all GPO print jobs by cost code and the number of forms currently stocked in the warehouse in order to better serve our internal customers.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: WinFINS Cost Code: 36000 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Hard copies: Cut off monthly. Destroy 3 years after cut off.</p>		
N1-53-02-WF-0005	<p>Title: WINFINS YEARLY REPORTS-MANUAL OUTPUTS</p> <p>Title Memo: These reports are printed on a yearly basis and include, but are not limited to, Annual Inventory Process/Recount Report (___% Discrepancy), Annual Inventory Final Discrepancy Report, and Zero Usage Report. The reports contain actual physical counts of forms on hand. These reports are used for reconciliation purposes after physical inventories of forms have been taken at the warehouse in order to compare actual counts to what the WinFINS system states is on hand. They also help to determine which forms are not being utilized so that a decision can be made as to whether or not to continue stocking the forms in inventory or to make the form obsolete.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: WinFINS Cost Code: 36000 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Hard copies: Cut off yearly. Destroy 3 years after cut off</p>		
N1-53-02-WF-0006	<p>Title: WINFINS-INPUTS</p> <p>Title Memo: Inputs for the WinFINS system come from the physical inventory of forms stored in the warehouse, the creation of new forms, the number of forms received from the printing facility and the number of forms distributed to the Bureau or the Federal Reserve Banks. The documents that this information comes from are hardcopy documents and/or notes taken during normal operations.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: WinFINS Cost Code: 36000 Retention Years: 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Hard copies: Destroy after verification of entry into the WinFINS system.</p>		