

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 THE CHIEF COUNSEL

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 BRIAN LALLEMONT

5. TELEPHONE
 (304) 480-6302

LEAVE BLANK (NARA use only)

JOB NUMBER
 71-053-02-15

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 1-6-03

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: 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 GRS OR SUPERSEDED JOB CITATION	10.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>cc Agency NR NWML</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 GRS OR SUPERSEDED JOB CITATION	10.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-JJ-0001	<p>Title: Litigation Case Files</p> <p>Title Memo: These are records of litigation in which the agency and the Department are involved. The case files include, but are not limited to, pleadings, memoranda, and other related items that document the history of litigation to which the Bureau of the Public Debt is a party or otherwise involved. The documents are used as reference material and contain various arguments, analyses, case law, etc., each relating to a particular case.</p> <p>Form Number: Form Series: Restrictions: CONF Computer System: Cost Code: 80000 Retention Years: 8 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off after case is closed. Destroy 8 years after cut off.</p>		
N1-53-02-JJ-0002	<p>Title: Reports to Congress and GAO</p> <p>Title Memo: These are reports submitted to Congress and the General Accounting Office (GAO) notifying them of each regulation that is to be published in the Federal Register. The report includes, but is not limited to, a brief description and a copy of the rule-making document submitted for publication. The reports are used to provide evidence of compliance with the reporting requirements.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 80000 Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at the end of the calendar year. Destroy 2 years after cut off.</p>		
N1-53-02-JJ-0003	<p>Title: Weekly Reports</p> <p>Title Memo: These are reports that are submitted weekly to the Assistant General Counsel (AGC), Banking and Finance, which provide documentation of the activities of the legal staff for the week from both the Washington and Parkersburg offices. These documents include, but are not limited to, summaries and updates of activities for projects a program office has undertaken. They also provide documentation that the Office of the Chief Counsel is providing legal support to the Bureau of the Public Debt and the Department.</p> <p>Form Number: Form Series: Restrictions: CONF Computer System: Cost Code: 80000 Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at the end of the Calendar year. Destroy 2 years after cut off.</p>		

N1-53-02-JJ-0004 Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision or updating is complete.