

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 SECURITY OPERATIONS

3. MINOR SUBDIVISION
TREASURY SECURITIES ACCOUNTING BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
BRIAN LALLEMONT

5. TELEPHONE
(304) 480-6302

LEAVE BLANK (NARA use only)

JOB NUMBER
71-053-02-16

DATE RECEIVED
8-30-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 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 GRS OR SUPERSEDED JOB CITATION	10.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>cc Agency, NR, NWMLA</i></p>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

8/21/2002

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<p>N1-53-02-A-0003</p>	<p>Title: MONTHLY SERIES AND DENOMINATION COMPARISON Title Memo: These documents consist of EXCEL spreadsheets and SABRE System Table Inquiry listings containing totals of outstanding Savings Bonds for a particular series and denomination by issue date. This is a monthly report used in the process of verifying that the number of accrual Savings Bonds outstanding on the SABRE Bond Identification Table (BDID) agrees to the amount on the SABRE Security Ledger Difference Table. This provides reasonable assurance that the Daily Total Add process is working properly and that the detail records on the BDID agree and support the Security Ledger.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE Computer System: _____ Cost Code: 69500 Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Electronic copies-Destroy after hardcopies are placed in record keeping system. b. Hardcopies-Cut off monthly. Destroy 6 years and 3 months after cut off date.</p>		