Schedule Number: N1-053-03-006

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1 053 06 005 item 81

Date Reported: 8/1/2019
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
MARKETING OFFICE

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Brian Lallemont

5. TELEPHONE
(304) 480-6302

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,

\[X\] is not required; \[\square\] is attached; or \[\square\] has been requested.

DATE 3/19/2003
SIGNATURE OF AGENCY REPRESENTATIVE
Vicki Thorpe,

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 GRS OR SUPERSEDED JOB CITATION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)

See the Attached Sheets
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item and Proposed Disposition</th>
<th>GRS or Superseeded Job Citation</th>
<th>Action Taken</th>
</tr>
</thead>
</table>
| N1-53-03-DD-0001 | Title: Original Film, Film Transfers & Video Copy/Dub-Historical Savings Bonds Film/Video  
Title Memo: These are a variety of original videos and films promoting Savings Bonds including news stories, company produced videos, infomercials, historical (i.e. 50th anniversary), celebrity and government official public service announcements (PSAs), and miscellaneous videos pertaining to the Savings Bonds program.  
Form Number:  
Computer System:  
Retention:  
Retention Description: Permanent. Cut off end of calendar year. Transfer to NARA after cut off. Records accumulate @ 1 cubic foot yearly. |  |  |
| N1-53-03-DD-0002 | Title: Video Master and Video Copies/Dubs-Historical Savings Bonds Videos  
Title Memo: These are copies of a variety of videos and films promoting Savings Bonds including news stories, company produced videos, infomercials, historical (i.e. 50th anniversary), celebrity and government official public service announcements (PSAs), and miscellaneous videos pertaining to the Savings Bonds program.  
Form Number:  
Computer System:  
Retention:  
Retention Description: Temporary. One master will be sent to Parkersburg as the backup to the copy that will be retained in the Savings Bonds Marketing Office. Destroy when 30 years old or when no longer needed for operational purposes, whichever is later. Records accumulate @ 12 tapes per year. |  |  |
| N1-53-03-DD-0003 | Title: Video Master & Video Copies/Dubs-Research/Focus Group  
Title Memo: These are copies of focus groups videos that were conducted for Savings Bonds research.  
Form Number:  
Computer System:  
Retention:  
Retention Description: Temporary. Cut off files after each study. Destroy 15 years after cut off. |  |  |
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
</table>
| N1-53-03-DD-0004 | **Title:** Original Film, Film Transfers & Video Copy/Dub-Savings Bonds Campaign Films  
**Title Memo:** Original film and video transfer masters, and video copy of U.S. Savings Bonds annual campaign films. Campaign films were used to promote payroll savings.  
**Form Number:**  
**Computer System:**  
**Retention Years:** 4  
**Retention Description:** Permanent + BPD Re 4/25/3  
Cut off at the end of the calendar year. Transfer to NARA 4 years after cut off. Records accumulate @ 1 cubic foot yearly. |                                |                            |
| N1-53-03-DD-0005 | **Title:** Video Master and Video Copies/Dubs-Savings Bonds Campaign Films  
**Title Memo:** These are copies of annual campaign films produced for the Savings Bonds program to promote payroll savings.  
**Form Number:**  
**Computer System:**  
**Retention Years:** 30  
**Retention Description:** Temporary. One master will be sent to Parkersburg as the backup to the copy that will be retained in the Savings Bonds Marketing Office. Destroy when 30 years old or when no longer needed for operational purposes, whichever is later. Records accumulate @ 3 tapes per year. |                                |                            |