

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 Investor Services	
3. MINOR SUBDIVISION Investor Assistance Center	
4. NAME OF PERSON WITH WHOM TO CONFER Brian Lallemont	5. TELEPHONE (304) 480-6302

LEAVE BLANK (NARA use only)	
JOB NUMBER	NI-053-03-7
DATE RECEIVED	3/25/03
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
9-2-03	<i>[Signature]</i>

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 3/17/03	SIGNATURE OF AGENCY REPRESENTATIVE Vicki Thorpe <i>[Signature]</i>	TITLE Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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		

cc Agency, NR

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-B-0003	<p>Title: BATS – Output Documents</p> <p>Title Memo: There are two groups of output documents.</p> <ol style="list-style-type: none"> 1. Documents that can be recreated—The data for these documents are on the data table and are unaltered until the data is removed according to Item One of this schedule. Hardcopies of these documents are filed in case files or employee's performance file (GRS-1, 18a; GRS-1, 18b; and GRS-1, 23a(5)). 2. Documents that cannot be recreated—These documents are used for tracking the flow of cases and their status on a daily basis similar to GRS 23, item 8 but specific to program records. The documents include but are not limited to CSS Purge, Customer by Place, Physical Customer File Summary, Request by Place, Request Past Due—Assigned Work, Request Past Due—Unassigned Work, and Unassigned Requests by Place. <p>Form Number: _____ Form Series: _____ Restrictions: _____ Computer System: _____ Cost Code: _____ Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cutoff based on creation date. Delete any time after created but not longer than two years after created or when no longer needed for business or legal needs.</p>		<p>Item 3.1 Superseded by: GRS 5.2/020 PAA-GRS- 2017-0003-0002 DATE (MM/DD/YYYY): 05/31/2017</p>
N1-53-03-B-0004	<p>Title: System Documentation</p> <p>Title Memo: The system documentation includes system specifications, file specifications, record layouts, user guides, and output specifications. These are covered under GRS-20, item 11.</p> <p>Form Number: _____ Form Series: _____ Restrictions: _____ Computer System: _____ Cost Code: _____ Retention Years: _____ Retention Months: _____ Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Delete when superseded or system is obsolete.</p>		<p>Item 4 Superseded by: GRS 3.1/051 PAA-GRS- 2013-0005-0003 DATE (MM/DD/YYYY): 06/12/2014</p>