

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT	
2. MAJOR SUBDIVISION Federal Reserve Bank	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Missv Williamson—Records Specialist	5. TELEPHONE 304-480-6538

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-053-04-3	
DATE RECEIVED 2-4-2004	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 8/30/2004	ARCHIVIST OF THE UNITED STATES <i>Luis Bellard</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 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 1/27/04	SIGNATURE OF AGENCY REPRESENTATIVE Vicki Thorpe <i>Vicki S Thorpe</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 GRS OR SUPERSEDED JOB CITATION	10.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		

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REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

January 27, 2004

7. ITEM NO. NI-53-04-C-	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
0001	<p>Title: Change of Address for Current Income Bonds</p> <p>Title Memo: Hardcopy requests for change of address for mailing current income bond interest statements, etc.</p> <p>Form Number: Form Series: Restrictions: SBU Computer System: Cost Code: FRB Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File alphabetically by bondowner name by transaction date. Cut off files monthly. Destroy 1 year after cutoff.</p>		
0002	<p>Title: Payroll / Promotional Customer Enrollments—Active Agents</p> <p>Title Memo: Original documents defining the arrangement between the Federal Reserve Bank as Fiscal Agent of the United States and organizations offering savings bonds to employees under a payroll savings plan or to the organization's customers as promotions. The documents include, but are not limited to, Payroll and Promotional Savings Bond Customer Profiles and letters of intent on company letterhead.</p> <p>Form Number: Form Series: Restrictions: SBU Computer System: Cost Code: FRB Retention Years: 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File alphabetically by name of institution. Maintain records in active file until payroll / promotional program is terminated then transfer to inactive file. Transfer to a Federal Records Center is NOT authorized.</p>		
0003	<p>Title: Payroll / Promotional Customer Enrollments—Inactive Agents</p> <p>Title Memo: Original documents defining the arrangement between the Federal Reserve Bank as Fiscal Agent of the United States and organizations offering savings bonds to employees under a payroll savings plan or to the organization's customers as promotions. The documents include, but are not limited to, Payroll and Promotional Savings Bond Customer Profiles and letters of intent on company letterhead.</p> <p>Form Number: Form Series: Restrictions: SBU Computer System: Cost Code: FRB Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Remove inactive records from active file when payroll / promotional program is terminated or payroll / promotional customer has been inactive for 1 year, and maintain alphabetically by name of institution. Cut off files annually. Destroy 6 years and 3 months after cutoff.</p>		