

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-04-006

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1 053 06 005 item 66

Date Reported: 8/1/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt May 18, 2004

7 ITEM NO NI 53-04-G-	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
0001	<p>Title: Signature / Employee Authorization Form</p> <p>Title Memo: This document is used to allow designated employees to authorize and/or conduct certain securities transactions. The document, which is submitted to Public Debt after approval by a management official, is used to ensure that the designated employees and their signatures are legitimate. The information on the form includes, but is not limited to, the names and/or signatures of the approving officials and the names and/or signatures of the designated employees being authorized along with a listing of transactions that the designated employees are able to conduct. The records accumulate at less than 1 cubic foot per year.</p> <p>Form Number: 5247E Form Series: Restrictions: None Computer System: Cost Code: 573 Retention Years: 10 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary</p> <ul style="list-style-type: none"> a. Hardcopy—File in chronological order in active file for one calendar year, unless superseded. Cut off at the end of the calendar year or when superseded and place in an inactive file. Destroy 10 years after being placed in the inactive file. b. Electronic Copy—Delete after hardcopy has been placed in a record keeping system. c. Copies Maintained by Submitting Office—Destroy when superseded. 		