

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 Operations (OPE)	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Robert Konz	5 TELEPHONE (304) 480-6601 Robert.konz@bod.treas.gov

LEAVE BLANK (NARA use only)	
JOB NUMBER 701-053-05-3	
DATE RECEIVED 9-21-2004	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 6/15/04	ARCHIVIST OF THE UNITED STATES <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 ___ 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 6/15/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vicki 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>See the Attached Sheets</p>		

cc. Agency NR NWMLA

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt June 16, 2004

7. ITEM NO N1-53-04-K-	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
0001	<p>Title: Mail and Delivery Control Records</p> <p>Title Memo: This series will use the "big bucket" approach to prepare for implement of a Records Management Application. Items from GRS-12, 5; GRS-12, 6 and program specific records including NC1-53-78-04, 03D; NC1-53-80-01, items 69 and 100 are being grouped under this item. These documents are related to shipping mail by private and US mail service; receiving incoming mail; and the delivery process of mail through out Public Debt.</p> <p>Cost Code: OPE Computer System: Retention Years: 1</p> <p>Restrictions: None Vital Records: <input type="checkbox"/> Retention Months: 0</p> <p>Retention Description: Temporary. Cut off files every 6 months and transfer to offsite storage. Destroy 1 year after cut off The record copy is the medium compatible with the office record keeping process. Other copies may be destroyed after the record copy is incorporated into the record keeping system.</p>		
0002	<p>Title: Audit - External Reviews</p> <p>Title Memo: To implement the "big bucket" approach this item includes a broad spectrum of audit documents. Documents retained under this item have been collected during audit processes by sources external to Public Debt. Public Debt or any of the governmental oversight agencies may have initiated the audit. The subject matter will cover program and administrative matters including, but not limited to, saving bonds, marketable securities and special investment programs, information technology, accounting, equal employment opportunity, A-76, personnel, procurement, and emergency planning Authorities currently covering these subjects include N1-53-78-04, item 08; GRS-06, item 01, GRS-16, item 14F, GRS-01, item 25D, and others. The documents include copies of records provided during the audit process, findings or recommendations, responses to the findings, follow up actions, and corrective actions.</p> <p>Cost Code: OPE Computer System: Retention Years: 7</p> <p>Restrictions: Yes Vital Records: <input type="checkbox"/> Retention Months: 0</p> <p>Retention Description: Temporary. Cut off files at the end of the year after completion of audit and transfer to offsite storage. Destroy 7 years after cut off. The record copy is the medium compatible with the office record keeping process. Other copies may be destroyed after the record copy is in the record keeping system.</p>		

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For the Bureau of the Public Debt

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Title: Electronic Mail and Word Processing System Copies</p> <p>Title Memo: Electronic copies of records that are created on electronic and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.</p> <p>Retention Description: Temporary.</p> <p>a. Copies that have no further admin. value after the record copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on disk or network drives that are used only to produce the record copy-- Destroy/delete 180 days after the record copy is produced.</p> <p>b. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy. - Destroy/delete when dissemination, revision, or updating is completed</p>		