# REQUEST FOR RECORDS DISPOSITION AUTHORITY

**TO:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  

**JOB NUMBER:** N1-053-05-4  

**DATE RECEIVED:** 10-25-2004  

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**1. FROM (Agency or establishment):**  
Department of the Treasury Bureau of Public Debt  

**2. MAJOR SUBDIVISION:**  
OSAS, Division of Customer Service  

**3. MINOR SUBDIVISION:**  

**4. NAME OF PERSON WITH WHOM TO CONFER:**  
Robert Konz  

**5. TELEPHONE NUMBER DATE:**  
304-460-6601  

**DATE:**  
12/4/03  

**ARCHIVIST OF THE UNITED STATES:**  

**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 needed now for the business for 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:**  
10/19/04  

**SIGNATURE OF AGENCY REPRESENTATIVE:**  

**TITLE:** Records Officer  

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**7. ITEM NO.:**  

**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:**  

**Title:** REINVEST DIRECT NOTICE-NONEXCEPTIONS  

Title Memo: MEMO: (PD F 5181) A signature is not required for this form. A box is marked for the desired reinvestment. These are supporting documents for transactions other than original issues i.e. reinvestments. The FRB of Philadelphia electronically produces the front of this form. On the front are listed reinvestment options for a maturing Treasury Direct Security. An exception is anything other than a routine reinvestment. Any changes such as address, type of security or amounts are types of exceptions.  

Form Number:  

Form Series:  

Restrictions:  

Computer System:  

Cost Code: 530  

Retention years: 0  

Retention months: 6  

Vital Records:  

Retention Description: Destroy 6 months after reinvestment.  

Supersedes N1-053-00-04 Item 1  

**NOTE:**  

Bureau of Public Debt (BPD) request to extend the retention period of these records to accommodate the increased level of customer requests for these records. However, due to court order these and other records of BPD are frozen until further notice.  

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115-109  
PREVIOUS EDITION NOT USABLE  

STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA 36 CFR 1228