

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) <b>BUREAU OF THE PUBLIC DEBT</b>	
2. MAJOR SUBDIVISION <b>Division of Financial Management</b>	
3. MINOR SUBDIVISION <b>Performance Reporting and Analysis Branch</b>	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Robert Konz</b>	5. TELEPHONE (304) 480-8106 robert.konz@hnd.treas.gov

LEAVE BLANK (NARA use only)	
JOB NUMBER <b>71-053-06-1</b>	
DATE RECEIVED <b>9-21-2005</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>3/10/06</b>	ARCHIVIST OF THE UNITED STATES <i>Allen [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 <b>8/3/05</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vicki S. Thorpe</i> <b>Vicki Thorpe</b>	TITLE <b>Records Officer</b> Reviewed by Office of the Chief Counsel
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>See the Attached Sheets</b>		

*cc Bequay, NR, NWMD, NWMO, NWET*



## REQUEST FOR RECORDS DISPOSITION AUTHORITY

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<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 sole 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>		