

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT	
2. MAJOR SUBDIVISION Franchise Services	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER	
Robert Konz	5 TELEPHONE (304) 480-8186 Robert.konz@bod.treas.gov

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-053-06-3	
DATE RECEIVED 6-17-2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 3/21/07	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 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 7/11/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vicki S. Thorpe</i> Vicki Thorpe	TITLE Records Officer 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See the Attached Sheets		

2/3/07 Copies sent to Agency, NWMD, NWMTA, NR

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

June 26, 2006

7. ITEM NO N1-53-06-G-	8 DESCRIPTION OF ITEM and PROPOSED DISPOSITION Category No Title and description	Proposed Disposition	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
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5000	Franchise Services			
5100	Administrative Files			
0001	5101.01	<p>Reimbursable Services Agreement With Franchise Customers - These folders include agreements with franchise customers, correspondence during the agreement, billing information, and initial development of services to be provided, and estimated cost.</p>	<p>Disposition Rule # 3310 Cutoff when complete, closed, settled, final payment made expired, or final action is complete Destroy 6 years 3 months after cutoff.</p>	
0002	5102.01	<p>Billing Statements – These are documents relating the charges submitted to customers for franchise services.</p>	<p>Disposition Rule # 1504 Cutoff at end of fiscal year. Destroy 3 years after cutoff.</p>	
0003	5103.01	<p>Labor Statements – These are documents relating to costs associated with providing franchise services.</p>	<p>Disposition Rule # 1504 Cutoff at end of fiscal year. Destroy 3 years after cutoff.</p>	
0004	5104.01	<p>Sales and Promotional Files – These are documents relating to promoting the franchise services. Included are record copies of presentation data, handouts, brochures, advertising data, and other data prepared for a potential customer.</p>	<p>Disposition Rule # 3268 Cut off when created. Destroy 3 years after cutoff.</p>	