REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO:
GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment):
   Bureau of Public Debt

2. MAJOR SUBDIVISION:
   Office of Securities and Accounting Services

3. MINOR SUBDIVISION:
   Division of Review and Analysis

4. NAME OF PERSON WITH WHOM TO CONFER:
   Mildred L. Linzy
   TELEPHONE EXT:
   376-4106

5. DATE:
   9/24/90

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of ___ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence □ is attached, or □ is unnecessary

7. DATE:
   9/13/90

C. SIGNATURE OF AGENCY REPRESENTATIVE:
   J.F. Kettle

D. TITLE:
   Acting Div Director

8. DESCRIPTION OF ITEM:
   (With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DISPOSITION</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>CUT OFF AT CLOSE OF FISCAL YEAR. DESTROY WHEN 5 YEARS OLD.</td>
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<tr>
<td>2.</td>
<td>DESTROY WHEN 5 YEARS OLD.</td>
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DIVISION OF REVIEW AND ANALYSIS
SYSTEMS DEVELOPMENT AND ANALYSIS BRANCH

The Branch leads or participates in projects to review, analyze, design, test, improve, procure or otherwise change equipment; document and train employees in the function of accounting, securities, or management systems or procedures. Program-related records which may result from such projects are retained by responsible units of the Branch.

1. Project files: contain records of project assignment, progress, findings, reports and results.

   DISPOSITION: CUT OFF AT CLOSE OF FISCAL YEAR. DESTROY WHEN 5 YEARS OLD.

2. Audit follow-up report for Expendable Supplies Assessable Unit (no longer accumulating).

   DISPOSITION: DESTROY WHEN 5 YEARS OLD.
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARS USE ONLY)</th>
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<tbody>
<tr>
<td>3.</td>
<td>Audit follow-up report for Claims Processing Unit (no longer accumulating).</td>
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<td>4.</td>
<td>Monthly status reports on projects.</td>
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<td>5.</td>
<td>Procedures for OSAS Operational Areas.</td>
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