

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

LEAVE BLANK

JOB NO  
**N1-53-89-1**

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

DATE RECEIVED  
**9/13/90**

1 FROM (Agency or establishment)  
**Bureau of Public Debt**

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION  
**Office of Securities and Accounting Services**


In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION  
**Division of Review and Analysis**

A NAME OF PERSON WITH WHOM TO CONFER  
**Mildred L. Linzy**

5 TELEPHONE EXT  
**376-4106**


DATE  
**9/24/90**

ARCHIVIST OF THE UNITED STATES  


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 2 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

B DATE <b>9/31/90</b>	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>Acting, Div Director</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<b>DIVISION OF REVIEW AND ANALYSIS            SYSTEMS DEVELOPMENT AND ANALYSIS BRANCH</b>  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.		

*Copies sent to agency  
 NN-WNT 10/2/90*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
3.	<p>Audit follow-up report for Claims Processing Unit (no longer accumulating).</p> <p>DISPOSITION: DESTROY WHEN 5 YEARS OLD.</p>		
4.	<p>Monthly status reports on projects.</p> <p>DISPOSITION: CUT OFF AT CLOSE OF FISCAL YEAR. DESTROY WHEN 5 YEARS OLD.</p>		
5.	<p>Procedures for OSAS Operational Areas.</p> <p>DISPOSITION: CUT OFF AT CLOSE OF FISCAL YEAR. DESTROY WHEN 5 YEARS OLD.</p>		