
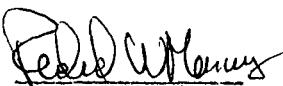
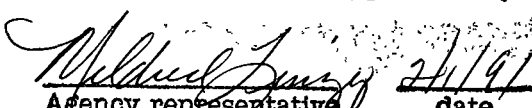


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-53-89-2	DATE RECEIVED 10-23-90
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of the Public Debt		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Office of the Commissioner			
4 NAME OF PERSON WITH WHOM TO CONFER Mildred L. Linzy	5 TELEPHONE EXT. 376-4106	DATE 2/11/91	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 13 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 10/22/89	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Records Maintenance and Disposition Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>OFFICE OF THE COMMISSIONER FINANCE RECORDS AND FILES SECTION</p> <p>The records described below were created or received by the Finance Records and Files Section, Office of the Commissioner, Bureau of the Public Debt. The records generally fall into three types of series, with some exceptions. These series are: "Important Data Files" (IDF), "Subject Files", and "Comments and Inquiries Files". All the records of the Office of the Commissioner, except the IDF's, are arranged in an alpha-numeric subject classification scheme. The IDF's, which are separate from the regular filing system, group together the circulars, memoranda, procedural instructions, correspondence, and other documents used in the administration of various programs. Subject files contain documentation of the administration of Bureau programs and therefore include some of the same types of materials as the IDF's. However, the subject file tends to contain more correspondence than does the IDF. The subject</p> <p>All changes to this proposed schedule have been approved by:</p> <p> 2/1/91 NARA appraiser date</p> <p> 2/1/91 Agency representative date</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO N1-53-89-2	PAGE 2 OF 13
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>files are arranged by the alpha-numeric subject classification system. The "Comments and Inquiries" files are correspondence in response to inquiries from the general public. These, too, are arranged according to the alpha-numeric subject classification system. All records are located at the Washington National Records Center.</p> <p>Certificates of Indebtedness, 1917 - 1966 (053-88-01)</p> <p>a. <u>Important Data Files (1931 - 1966)</u></p> <p>Files include official issuances such as circulars, regulations, orders and numbered memoranda which establish and transmit Bureau policy and procedures related to several series of certificates of indebtedness. Files also include inter-departmental correspondence, and correspondence with the Federal Reserve Banks in their capacity as fiscal agents of the United states. These records directly affected, defined, established or changed policy on issues relating to certificates of indebtedness. Also included are press releases. Arranged by subject, and thereunder chronologically.</p> <p>VOLUME: 2 cu. ft. PERMANENT. Transfer to NARA in 1995.</p> <p>b. <u>Subject Files, 1917 - 1963.</u></p> <p>These files relate to each series of certificates of indebtedness, Bond Anticipation Gifts and the Tax Anticipation Certificate Series. Types of records in these files are similar to the IDF's in that they include department circulars, approved text of certificates, orders to print, authority for issue of a series, statistics showing issuances, accounting instructions, computation of interest, the date of maturity and interest rates, announcement of the terms of issue, press releases, and charts monitoring the subscriptions and allotments. These files also include correspondence between the Office of the Commissioner and the FRB's, and correspondence</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO

11-53-89-2

PAGE

3 OF 13

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2.	<p>relating to the taking over of Liberty Bonds by the Bureau of the Public Debt from the War Finance Corporation. Files also include correspondence from the public inquiring into redemption of certificates of indebtedness, Liberty Loans and use of bonds as souvenirs. Arranged by subject.</p> <p>VOLUME: 7 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>Administrative Files, 1917 - 1981 (053-88-02)</p> <p>a. <u>Important Data Files, 1955 - 1979.</u></p> <p>Files include departmental memoranda and circulars relating to payroll, personnel, productivity management projects, reports on conserving resources in time and manpower, reorganization project of administrative services, anti-inflation activities and pollution-control activities, studies requested by the Hoover Commission concerning manhours used in producing reports, and correspondence relating to cost reduction.</p> <p>Arranged by subject and thereunder chronologically.</p> <p>VOLUME: 1 cu. ft. DESTROY in 1995.</p> <p>b. <u>Subject Files, 1917 - 1981.</u></p> <p>These files include circulars, correspondence, reports, financial statements, statistics and copies of legislation relating to the administration and redemption of Liberty Loans and Victory Loans, as well as the annual report of FY 1980. Also included are reports of cash</p>		

Request for Records Disposition Authority—Continuation

JOB NO

N1-53-89-2

PAGE OF 1

4 of 13

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>transactions abroad relating to the War Finance Committee, regulations and circulars relating to appropriations, and Reimbursable expenses of War Loans, and a Report of Work on Liberty Loans, 1919. Included is a folder containing copies of legislation relating to Liberty Loans.</p> <p>VOLUME: 1.75 cu. ft. DESTROY in 1995</p> <p>c. Arthur Andersen Report on Productivity Management, Department of the Treasury, 1976.</p> <p>Copy of report commissioned by the Department of the Treasury on that Department's productivity management. Report includes study of the Bureau of the Public Debt.</p> <p>VOLUME: .25 cu. ft. DESTROY in 1995.</p> <p>3. Savings Bonds, 1941 - 1981. (53-88-03)</p> <p>a. <u>Important Data Files, 1941 - 1981.</u></p> <p>Arranged by subject and thereunder chronologically. Correspondence, internal memoranda, Bureau circulars, promotion materials such as posters, radio addresses, and press releases concerning the issuance of savings bonds, the interest rate problems with E-bonds, various payroll plans and other plans to sell savings bonds to the public, and a survey on how to make the savings bond a more attractive investment.</p> <p>VOLUME: 2.75 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p>		

Request for Records Disposition Authority—Continuation

JOB NO

N1-53-84-2

PAGE OF

5 of 13

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. <u>Subject Files, 1940 - 1982.</u></p> <p>These are files which describe the publicity, advertising and promotion of savings bonds, as well as the publication of the Quick Reference Guide, designed for the use of officers and tellers in answering questions asked about savings bonds.</p> <p>VOLUME: 1 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>c. <u>Information from the records, 1979 - 1982.</u></p> <p>Records are similar to "Comments and Inquiries" in Item 1 (c) above. This is information from the records that was supplied to the public upon request. Records reiterate policy of the Bureau of the Public Debt that is documented in the IDF's and subject files.</p> <p>VOLUME: .25 cu. ft. DESTROY during archival processing.</p> <p>4. <u>Armed Forces Leave Bonds, 1946 - 1960. (53-88-04)</u></p> <p>a. <u>Important Data Files, 1946 - 1977.</u></p> <p>Arranged by subject and thereunder chronologically. Records include circulars, instructions, press releases and regulations concerning the administration and processing of Armed Forces Leave Bonds, and records concerning the physical characteristics of the bond, publicity and redemption.</p> <p>VOLUME: 1 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>b. <u>Subject Files, 1946 - 1952.</u></p> <p>Records include inter-departmental correspondence and reports concerning such topics as erroneous payments made by the government, redemption, lost, stolen and destroyed bonds, legislation, forms used, statistics, and a report on the processing</p>		

Request for Records Disposition Authority—Continuation

JOB NO

N1-53-89-2

PAGE OF 1

6 of 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5.	<p>of retired Armed Forces Leave Bonds and the maintenance of the related numerical records card file. Arranged by subject.</p> <p>VOLUME: 1 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>c. <u>Comments and Inquiries, 1947 - 1962.</u></p> <p>Correspondence from the public requesting information on redemption and service changes.</p> <p>VOLUME: 1 cu. ft. REMOVE AND DESTROY during archival processing.</p> <p><u>Loans, 1937 - 1968. (53-88-06)</u></p> <p>a. <u>Reports, no date.</u></p> <p>Two reports concerning loan office certificates issued for the purpose of financing the Revolutionary War.</p> <p>VOLUME: .10 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>b. <u>Case Files, 1949 - 1968.</u></p> <p>One case file of heirs demanding payment of a loan made by their ancestor to the Continental Congress. Correspondence, 1949 - 1968.</p> <p>VOLUME: .10 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p>		

Request for Records Disposition Authority—Continuation

JOB NO

N1-53-89-2

PAGE OF

7 of 13

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>c. <u>Subject Files, 1861 - 1983.</u></p> <p>Correspondence from the public requesting information on Treasury Notes, Revolutionary War Loans, the Oregon War Debt, the Pacific Railroad Bonds of 1862 through 1864, and Postal Savings Bonds of 1879, including several sheet of Postal Savings Stamps. Arranged by subject.</p> <p>VOLUME: .8 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p>		
6.	<p><u>Distinctive Papers, 1915 - 1951. (53-88-07)</u></p> <p>a. <u>Orders to Manufacture Paper, 1915 - 1950.</u></p> <p>Orders issued by the Bureau of the Public Debt to manufacture distinctive paper for currency, U.S. securities, Federal Reserve notes.</p> <p>VOLUME: .5 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>b. <u>Correspondence, 1915 - 1951.</u></p> <p>Correspondence and memoranda discussing tests of output procedure, and mutilated, defaced or imperfect paper.</p> <p>VOLUME: .25 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p>		
7.	<p><u>Adjusted Service Bonds, 1936 - 1945. (53-88-08)</u></p> <p>a. <u>Important Data Files, 1924 - 1936.</u></p> <p>Circulars, statutes, and correspondence relating to the World War Adjusted Compensation Act, 1924, and the Adjusted Compensation Act, 1936. Also included are official administrative records relating to the adjusted service bonds, including statutes, the text of the bond, correspondence with the Veterans Administration, and with the</p>		

Request for Records Disposition Authority—Continuation

JOB NO

N1-53-89-2

PAGE OF

8 of 13

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8.	<p>Federal Reserve Banks. Also included are instructions on redemption and reports on the number of veterans receiving bonds and the number of bonds issued. Two volumes of records titled "Adjusted Service Bonds, Volumes I and II" contain the same information as the IDF's but are not called such.</p> <p>VOLUME: 1 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>b. <u>Subject Files, 1936 - 1945.</u></p> <p>Official files, correspondence files and files of department circulars related to certification by government officials, forms, numbering plans, regulations regarding deceased owners, redemption, and statistics.</p> <p>VOLUME: 2.5 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>c. <u>Comments and Inquiries, 1936 - 1983.</u></p> <p>Correspondence with the public concerning information on redemption of Adjusted Service Bonds. Arranged by subject, and thereunder chronologically.</p> <p>VOLUME: .5 cu. ft. REMOVE AND DESTROY during archival processing.</p> <p><u>Loans, 1917 - 1980. (53-88-09)</u></p> <p>a. <u>Important Data File, 1917 - 1961.</u></p> <p>Correspondence, memoranda, and circulars relating to the issuance of the Panama Canal Bonds (1906), Postal Savings Bonds, and war loans. Also included are tables computing interest for one-year Treasury notes.</p> <p>VOLUME: .1 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p>		

Request for Records Disposition Authority—Continuation

JOB NO

N1-53-89-2

PAGE OF

9 of 13

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. <u>Subject Files, 1917 - 1980.</u></p> <p>Regulations, circulars, memos, correspondence relating to authorization for issue, redemption, pre-World War I loans, circulation privilege, accounts and audits, statistics, taxation, issue, interest, physical description, and attachability. Also included in the correspondence and responses to inquiries from the public. Arranged by series of loan, thereunder by sub-topic, and thereunder chronologically.</p> <p>VOLUME: 1.9 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>9. <u>Bureau of Engraving and Printing, 1917 - 1942.</u> (53-88-10)</p> <p><u>Subject Files, 1917 - 1942.</u></p> <p>Orders to print, and correspondence between the Bureau of the Public Debt and Treasury regarding printing, delivery and models of Liberty Loan Bonds, War Savings Bonds and Certificates of Indebtedness. Also included are records concerning printing, cost of preparing stamps, Panama Canal Bonds, Federal Farm Loan Bonds, and Postal Savings Bonds.</p> <p>VOLUME: 3 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>10. <u>Liberty Loan, 1918 - 1943.</u> (53-88-11)</p> <p><u>Subject Files, 1917 - 1968.</u></p> <p>Records relating to Liberty Loan Bonds and the 1918-1924 Series of War Savings Certificates that include circulars, authority for issue and correspondence with Federal Reserve Banks, within the agency and with private citizens clarifying various topics relating to Liberty Loan Bonds and War Savings Certificates. Subjects include advertising, publicity and promotion, posters,</p>		

Request for Records Disposition Authority—Continuation

JOB NO

N1-53-89-2

PAGE OF

10 of 13

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
11.	<p>redemption, and recommendations on policies for redemption of bonds.</p> <p>VOLUME: 6 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>Treasury Note Tax Series, 1945 - 1953 (53-88-12)</p> <p>a. <u>Important Data Files, 1943 - 1953.</u></p> <p>Correspondence, circulars sent to the Federal Reserve Banks, wires requesting requisitions for stock, memoranda, press releases and instructions regarding the issue of Treasury Notes, arranged by separate tax series. Also included are reports of sales, text of notes, orders to print. Memoranda and circulars outlining regulations and procedures of administering the tax series, memoranda regarding a conference between IRS and Treasury that proposed the tax series to help taxpayers meet their tax liabilities. Also included are three IDF's relating to Armed Forces Leave Bonds, which include copies of legislation pertaining to Armed Forces Leave Bonds, approval of text and other physical characteristics of the bonds, press releases, procedures for handling and redemption, issuance of bonds, printing requirements and production control.</p> <p>VOLUME: 2 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>b. <u>Subject Files, 1941 - 1953.</u></p> <p>Files relating to each Tax Series, including records concerning promotion and advertising, circulars, accounts, correspondence with Federal Reserve Banks, printing and models, redemption, procedures for payment and for exchange for another tax series in payment of</p>		

Request for Records Disposition Authority—Continuation

JOB NO. NJ
53-89-2PAGE OF
11 of 13

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
12.	<p>Federal tax, receipts by collectors, numbering plans, physical description and properties, statistics, reports of sales, and suggestions for issue. Arranged by subject and thereunder chronologically.</p> <p>VOLUME: 2 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>c. <u>Comments and Inquiries, 1941 - 1954.</u></p> <p>Correspondence with the general public concerning the tax series, authority for issue, and printing and models.</p> <p>VOLUME: 1 cu. ft. REMOVE AND DESTROY during archival processing.</p> <p>U.S. Savings Bonds, 1935 - 1959. (53-88-13)</p> <p>a. <u>Important Data Files, 1935 - 1938.</u></p> <p>Two IDF files, one with documents relating to series A and one with documents relating to series B. Includes authority for issue, copies of legislation, text, circulars correspondence with the Federal Reserve Banks, instructions to the Post Office Department, press releases and publicity. (Note: The IDF's do not have folders holding the material together and therefore are not labelled IDF's. The material is bound with fasteners and can be found at the back of box 6.)</p> <p>VOLUME: .5 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>b. <u>Subject Files, 1935 - 1958.</u></p> <p>Files include correspondence relating to redemption or reissue under judicial proceedings and other circumstances in which to redeem savings bonds, counterfeit securities, numbering and text of securities, procedures and regulations concerning reproduction of savings bonds, correspondence and regulations concerning</p>		

Request for Records Disposition Authority—Continuation

JOB NO

41-53-89-2

PAGE OF

12 of 13

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>taxation, suggestions for issue, statistics of monthly purchases and average per capita investment, statements showing sales and other statistics of U.S. Savings Bonds, and compilation tables on subscriptions, 1936 to 1941.</p> <p>VOLUME: 4 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>c. <u>Comments and Inquiries, 1935 - 1941.</u></p> <p>Correspondence with the general public relating to statistics, questions concerning redemption, taxation and lost or stolen bonds.</p> <p>VOLUME: 1.5 cu. ft. REMOVE AND DESTROY during archival processing.</p> <p>d. <u>Report to the Commissioner of the Public Debt on promotion of U.S. Savings Bonds, 1940.</u></p> <p>A report on the "direct-by-mail" advertising and promotion campaign for U.S. Savings Bonds including copies of each pamphlet published and mailed to the public with statistics on the cost of production, mailing, and the average "cash mail return" for each mailing.</p> <p>VOLUME: .25 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>13. <u>Paper Currency of the United States, 1913 - 1976.</u> (53-88-14)</p> <p>a. <u>Subject Files, 1913 - 1976.</u></p> <p>Includes report on the coining and printing of U.S. money (1940), a report on currency designs and text for U.S. paper currency, National Bank Notes, Federal Reserve Currency and early issues</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO. 11-53-89-2	PAGE 13 OF 13
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>of Treasury Notes. Also included is information on signatures, numbering plans, and denominational markings.</p> <p>VOLUME: 1 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p> <p>b. <u>Comments and Inquiries, 1913 - 1951.</u></p> <p>Correspondence with the general public answering inquiries relating to portraits, size and color of bills, design of bills, text, signatures, series numbering plans, issuance of money, exchange, replacement, and redemption.</p> <p>VOLUME: 2 cu. ft. PERMANENT. Transfer to the National Archives in 1995.</p>		