Schedule Number: N1-053-91-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/1/2019

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1b Claims case files are a part of the central name files containing records and documents related to lost bonds.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1a superseded by N1-053-06-005 / 17
Item 1c superseded by N1-053-06-005 / 67
Item 1d superseded by N1-053-06-005 / 66
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM [AGENCY OR ESTABLISHMENT]
Department of the Treasury

MAJOR SUBDIVISION
Bureau of the Public Debt

MINOR SUBDIVISION
Savings Bond Operations Office, Parkersburg, WV

NAME OF PERSON WITH WHOM TO CONFER
Mildred L. Lanzy

DATE RECEIVED
5/23/91

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

 LEAVE BLANK

N1-53-91-2

DATE RECEIVED
5/23/91

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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.

☐ A Request for immediate disposal.

☐ B Request for disposal after a specified period of time or request for permanent retention

4-4-90

Martin French

Assistant Commissioner

Savings bond transactions central name files.

A. This is a centralized name file containing correspondence, forms and data. Papers in the file pertain to transactions or involvement related to savings bonds and notes including, but not limited to, claims, interest payments, exchanges and the transmittal of information.

Files originating after 1986—previously managed through periodic appraisals of contents, purging files of decreasing significance.

(Reference Amendment No. 1 of 2/13/79)

Destroy when 6 years old.

Destroy purged documents annually.

B. These claims case files are a part of the central name files containing records and documents related to lost bonds. Their longer retention (on microfilm) is deemed necessary to protect the legal and financial rights of the Government.

Destroy after three years and after microphotographic copies have been made.

C. Original and Dazo copies of microfilm.

Destroy when no longer needed for legal or administrative purposes.

STANDARD FORM 115
Rev.sed April, 1975
Prescribed by General Services Administration
FFMR (41 CFR) 101-11 4

Copies sent to agency, 11/6/92
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.</td>
<td>These exception case files (Debt Collection, Escheat, Missing Owners, etc.) are considered to possess a greater risk potential to the Government, so require the longest retention of the original documents.</td>
</tr>
<tr>
<td></td>
<td>Destroy when 10 years old.</td>
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</tbody>
</table>