

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 BUREAU OF THE PUBLIC DEBT

2. MAJOR SUBDIVISION
 OFFICE OF ADMINISTRATION

3. MINOR SUBDIVISION
 (1) DPM (2) DFM (3) DAS (4) DPRO

4. NAME OF PERSON WITH WHOM TO CONFER
 VICKI S. THORPE

5. TELEPHONE
 (304) 480-6553

LEAVE BLANK (NARA use only)

JOB NUMBER
11-053-97-1

DATE RECEIVED
10-7-96

NOTIFICATION TO AGENCY

In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
4-7-97

ARCHIVIST OF THE UNITED STATES
John W. Paul

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 ___ 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
 10/01/96

SIGNATURE OF AGENCY REPRESENTATIVE
Vicki S. Thorpe

TITLE

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<i>See attached.</i>		

APR 25 1997 *mm* Copy to: Agency
 NWDD
 NR-Scott Roles

Request For Record Disposition Authority

Item No. NI-53-97-01-0001.01 Description of Item EMPLOYEE AWARDS NON SES FILES-1011.5-2: LETTERS OF COMMENDATION AND APPRECIATION. PER 5 CFR 293.404A(I)(II) THESE RECORDS MAY BE RETAINED FOR 4 YRS. Authority NEW-169A GRS-1, 23 a 5

Form No: 4 yrs 0 mths Series No: 326 Org. Abbrev: OA/DPM
 Retain: 4 yrs 0 mths REFERENCE GRS-01, 23 a 5. CUT OFF AT END OF CLENDAR YEAR. TRANSFER TO GRS-01 AS VOLUNTARY WARRANTS. DESTROY 4 YEARS AFTER CUTOFF.

Item No. NI-53-97-01-0001.02 Description of Item EMPLOYEE AWARDS NON SES FILES-1011.5-6: LENGTH OF SERVICE AND SICK LEAVE AWARD FILES. RETENTION OF 4 YEARS IS ALLOWED PER 5 CFR 293.404A(I)(II). Authority NEW-169A GRS-1, 23 a 5

Form No: 4 yrs 0 mths Series No: 326 Org. Abbrev: OA/DPM
 Retain: 4 yrs 0 mths REFERENCE GRS-01, 23 a 5. CUT OFF AT END OF CALENDAR YR. TRANSFER TO GRS-01 AS VOLUNTARY WARRANTS. DESTROY 4 YEARS AFTER CUTOFF.

Request For Record Disposition Authority

Item No. Description of Item Authority
 N1-53-97-01-0001.03 EMPLOYEE AWARDS SES FILES-1011.5-2: LETTERS OF COMMENDATION AND
 APPRECIATION. PER 5 CFR 293.404A(I)(II) THESE RECORDS MAY BE RETAINED 5
 YEARS. ~~NEW 1698~~ GR5-1, 2364

Form No: Series No: Org. Abbrev: OA/DPM
 Retain: 5 yrs 0 mths 0 days
~~REFERENCE GR5-01, 2364-2384(2). CUT OFF END OF CALENDAR YR.
 TRANSFER TO PRG AS VOLUNTARY WARRANTS. DESTROY 5 YRS AFTER CUTOFF.~~

Item No. Description of Item Authority
 N1-53-97-01-0001.04 EMPLOYEE AWARDS SES FILES-1011.5-3: LENGTH OF SERVICE AND SICK LEAVE
 AWARD FILES. PER 5 CFR 293.404A(I)(II) THESE RECORDS MAY BE RETAINED FOR 5
 YEARS. ~~NEW 1698~~ GR5-1, 2364

Form No: Series No: Org. Abbrev: OA/DPM
 Retain: 5 yrs 0 mths 0 days
~~REFERENCE GR5-01, 2364-2384(2). CUT OFF END OF CALENDAR YR. TRANSFER TO
 PRG AS VOLUNTARY WARRANTS. DESTROY 5 YRS AFTER CUTOFF.~~

Request For Record Disposition Authority

Item No.	Description of Item	Authority
NI-53-97-01-0001.05	EMPLOYEE AWARDS SES FILES-1011: CASE FILES INCLUDING RECOMMENDATIONS APPROVED NOMINATIONS, CORRESPONDENCE, REPORTS AND RELATED HANDBOOKS PERTAINING TO AGENCY-SPONSORED CASH AND NON-CASH AWARDS.	NEW-169B 6-25-1, 2364

Form No:	Series No:	Org. Abbrev:
Retain: 5 yrs 0 mths		OA/DPM
REFERENCE GRS-01, 2364 CUT OFF AT END OF CALENDAR YR. TRANSFER TO FRC AS VOLUME WARRANTS. DESTROY 5 YRS AFTER CUTOFF.		

Item No. NI-53-97-01-0002
Description of Item
ABSENCE FROM THE JOB-1015: TO REPRESENT THE UNION

Authority
NEW 39

Form No: PD F 4388-1 Series No: A COPY Org. Abbrev: OA/DPM/ELRB
Retain: 1 yrs 0 mths
CUT OFF END OF CALENDAR YEAR. DESTROY 1 YR AFTER NTEU AGREES WITH FINAL REPORT.

Request For Record Disposition Authority

Item No. Description of Item Authority
 :N1-53-97-01-0004.02 ORGANIZATIONAL LISTINGS-PRE-CONSOLIDSTION/REORG. LISTING-1002: NEW 1991
 THIS LISTS ALL EMPLOYEES PRIOR TO CONSOLIDATION BY ORGANIZATION IN
 DESCENDING GRADE.

Form No: Series No: Org. Abbrev: OA/DFW/ECB
 Retain: 5 yrs 0 mths
 DESTROY 5 YRS AFTER CONSOLIDATION/REORGANIZATION IS COMPLETED.
~~COMPLETION IS SCHEDULED PER 12/97.~~

Item No. Description of Item Authority
 :N1-53-97-01-0005 PAYROLL RECORDS PRIOR TO A NEW PAYROLL SYSTEM-1014.2: NEW 1992
 AN EXAMPLE IS PER-NFC RECORD SYSTEM. PAYROLL MICROFICHE FROM 1982 THROUGH
 1990. NFC STARTED IN 1990. RETAIN MICROFICHE UNTIL YEAR 2020. THIS MAY BE
 MICROFORM OR TEXTUAL RECORDS

Form No: Series No: Org. Abbrev: OA/DPW/PPB
 Retain: 30 yrs 0 mths
 CUT OFF AT THE START OF IMPLEMENTATION A NEW PAYROLL SYSTEM.
~~TRANSFER TO FRC AS VOLUME WARRANTS. DESTROY 30 YRS AFTER CUTOFF.~~

Request for Record Disposition Authority

Item No. N1-53-97-01-0006
 Description of Item ISSUING AGENT AND PAYING AGENT FEE-507.1-1: LISTINGS AUTHORIZING A DISBURSINGS OFFICER TO COMPENSATE. THIS IS A MONTHLY LIST OF FRB'S AND BANKS THAT ARE DUE COMPANSATION FOR ISSUING OR REDEEMED BONDS AS THE GOVT AGENT.
 Authority NCI-53-78-04, 09F *R

Item No. N1-53-97-01-0007
 Form No: Retain: 3 yrs 0 mths
 Series No: Microfilm. CUTOFF YRLY. DESTROY PAPER AFTER VERIFICATION OF FILM, TRANSFER FILM TO FRC AS VOLUME WARRANS
 DESTROY FILM 3 YRS AFTER CUTOFF. TRANSFER TO FRC AS VOL. WARRANS
 Org. Abbrev: OA/DMA
 Description of Item BADGE INVENTORY LOG-615: USED TO TRACK TEMPORARY BADGES
 THIS FORM IS USED TO TRACK TEMPORARY BADGES BEING ISSUED.
 Authority NEW-193- GRS 23, 1

Form No: PD F 5345 Series No: A COPY Org. Abbrev: OA/DAS/PMB
 Retain: 0 yrs 1 mths
 DESTROY RECORDS AFTER BADGE IS RETURNED OR 1 MONTH AFTER MISSING
 BADGE IS DECLARED UNRECOVERABLE.

Request For Record Disposition Authority

Item No. N1-53-97-01-0008

Description of Item
EMPLOYEE EXIT CLEARANCE-1021.1

Authority
NEW ~~249~~

THIS IS A FORM THAT SPECIFIC OFFICES SIGN AND STATES THAT THE EMPLOYEE IS SEPERATING FROM THE BUREAU. THESE OFFICES ARE TO CONFIRM THAT THEY HAVE RECEIVED ALL NEEDED DOCUMENTATION FROM THIS EMPLOYEE.

Form No: PD F 5195 Series No: E COPY Org. Abbrev: OA/DPRO
Retain: 1 yrs 0 mths
CUT OFF AT END OF YEAR. DESTROY 1 YEAR AFTER CUTOFF.