

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 6 OCT. 1977	JOB NO. NC1 53 78 1
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 "with-drawn" in column 10.	
<i>11-15-77 James B. Rhoads</i> Date Archivist of the United States	

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Bureau of the Public Debt
2. MAJOR SUBDIVISION
Division of Securities Operations
3. MINOR SUBDIVISION
Securities Transactions Branch
4. NAME OF PERSON WITH WHOM TO CONFER
Thom Ellis, or Sandra Wagasky
5. TEL. EXT.
447-9426
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 ~~12~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

> *Nov. 2, 1977* *Kenneth W. Rath*
 (Date) (Signature of Agency Representative)

Assistant Commissioner
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><u>SECURITIES TRANSACTIONS BRANCH</u></p> <p>The records detailed below are generated and maintained by the Division of Securities Operations, Securities Transactions Branch (STB). STB performs similar functions to those of a Federal Reserve Bank, and provides services to the public related to the issue, reissue and redemption of marketable Treasury securities and U. S. Savings Bonds.</p> <p>Records documenting these activities include but are not limited to:</p> <p align="center"><u>PAYMENT AND REISSUE SECTION</u></p> <p>Redemption and servicing files - These files document transactions concerning the following types of securities: marketable Treasury, Federal Financing Bank, coupon and stamps. Transactions documented by these files include requests for payment or credit of securities, the physical transfer of securities, and/or the redemption or exchange of securities. Because of their closely related function, payment tickets for Savings Bonds are also listed in this item (see 225e).</p> <p>a. Shipping Advices (Registered) --PD 3641 - Description of Retired Registered Securities --PD 3642 - Advice of Shipment</p>		

1. 225

sent to agency and NNF & NCW-11/17/77

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	<p>Shipping Advices (Bearer)</p> <p>--PD 1 - Advice of Shipment of Securities Forwarded for Credit</p> <p>--PD 3 - Schedule of Serial Numbers</p> <p>--PD 4283 - Lot Ticket for Redeemed Securities</p> <p>Shipping Advices (Coupon)</p> <p>--PD 2212 - Advice of Shipment of Redeemed Interest Coupons</p> <p>--PD 4309 - Schedule of U.S. Coupons Submitted to the Bureau of the Public Debt for Payment</p> <p>DESTROY WHEN 3 YEARS OLD.</p> <p>b. Withheld Taxes - These records document the amount of taxes withheld from the interest checks paid to aliens who own U.S. securities.</p> <p>--PD 4305 - Government and Agency Payment Ticket</p> <p>--IRS 1001 - Ownership, Exemption or Reduced Rate Certificate</p> <p>DESTROY WHEN 3 YEARS OLD.</p> <p>Payment Tickets - Items 225c - 225e document the payment of redeemed marketable securities and Savings Bonds noting payment voucher number, owner's name, and security serial number.</p> <p>c. --PD 1668 - Request for Redemption of Registered Securities</p> <p>DESTROY WHEN 3 YEARS OLD.</p> <p>d. --PD 4272 - Affidavit by Owner of Partial Destruction of Mutilated Saving Stamps</p> <p>--PD 4304 - Transfer of Funds (FRB- Richmond)</p> <p>--PD 4305 - Government and Agency Payment Ticket</p> <p>PD 4305 is used as a payment ticket for a variety of miscellaneous payments such as the redemption of bearer securities, savings stamps and coupons.</p> <p>MICROFILM WHEN RECORDS ARE 3 YEARS OLD.* DESTROY FILM WHEN ORIGINAL RECORDS WOULD HAVE BEEN 30 YEARS OLD.</p> <p><i>* Destroy original records after verification of microfilm.</i></p>		

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e.	<p>Savings Bonds Pay Ticket File</p> <p>--PD 4227 - U.S Savings Bond Payment Ticket: Continuation Sheet</p> <p>--PD 4257 - U.S. Savings Bond Payment Ticket</p> <p>--PD 4282 - Letter Regarding Reasons for Withhold- ing Payment of Savings Bond(s)</p> <p>--PD 4387 - Letter - Foreign Address</p> <p>MICROFILM WHEN RECORDS ARE 3 YEARS OLD. DESTROY ORIGINAL RECORDS AFTER VERIFICATION OF MICROFILM. DESTROY MICROFILM WHEN ORIGINAL RECORDS WOULD HAVE BEEN 30 YEARS OLD.</p>		
f.	<p>Payment Vouchers - These records document a request from the Payment and Reissue Section to the Bureau of Govern- ment Financial Operations, Washington Disbursing Center, to issue a check for the payment of a redeemed marketable security or savings bond. It is the only record main- tained by STB which shows that a check has been issued. All other records of specific transactions refer to the voucher number.</p> <p>--SF 1166 - Voucher and Schedule of Payment</p> <p>--SF 1167 - Continuation Sheet</p> <p>DESTROY WHEN 7 YEARS OLD.</p>		
g.	<p>--PD 4605 - Record of U. S. and Agency Coupons Received for Payment</p> <p>DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p>		
2. 226	<p>Supporting documents relating to the issue, reissue and redemption of U.S. Savings Bonds, Savings Notes, Retirement Plan Bonds, and Individual Retirement Plan Bonds. These securities are non-transferrable.</p>		
a.	<p>Applications for purchase.</p> <p>--PD 2507 - Application for United States Savings Bonds - Series E</p> <p>--PD 3550 - Application for and Proof of Purchase of U. S. Retirement Plan Bonds</p> <p>--PD 3700 - Application for United States Savings Bonds - Series H</p> <p>--PD 4293 - Letter Requesting Further Information on U. S. Savings Bonds</p> <p>--PD 4345 - Application for and Proof of Purchase of U. S. Individual Retirement Bonds</p> <p>--Savings Bond Schedules - These schedules are composite listings of applications from employees of private com- panies, who participate in payroll deduction savings plans. DESTROY WHEN 2 YEARS OLD.</p>		

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b.	<p>Addressograph Plates - These address plates are made up for each individual buying a savings bond by the payroll deduction plan. DESTROY WHEN INDIVIDUALS NAME IS REMOVED FROM APPROPRIATE SAVINGS BONDS SCHEDULE.</p>		
3. 227	<p>Safe Accountability Files. These records are kept to account for the movement of securities maintained in the Payment & Reissue Section's safe.</p> <ul style="list-style-type: none"> --PD 846-2 - Authorization for Stock Shipment --PD 1328 - Securities Stock Requisition --PD 2835 - U.S. Savings Bonds/Notes and Retirement Plan Bonds General Stock on Hand --PD 4228 - Requisitions for Bonds --PD 4258 - Requisition for Bonds (Reissue) --PD 4281 - Monthly Stock Balance Report --PD 4606 - Security Assignment Register --PD 4607 - Security Assignment Register (Spoiled & Replacement Bonds) <p>DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p>		
4. 228	<p>Authority Files - These files relate to the redemption of savings bonds by people other than the registered owners, and indicate who is legally appointed as their representative.</p> <p>TRANSFER TO FRC WHEN 5 YEARS OLD. DESTROY 6 YEARS AFTER RELATED SECURITIES HAVE REACHED FINAL MATURITY OR ENTERED THE DEPARTMENT, WHICHEVER IS LATER.</p>		
5. 229	<p>Evidence Files - These files contain the evidence submitted by owners or beneficiaries to properly authorize the payment of a bond. They include such legal documents as death certificates and notarized letters appointing executors of estates or guardians.</p> <p>TRANSFER TO FRC WHEN 5 YEARS OLD. DESTROY 6 YEARS AFTER RELATED SECURITIES HAVE REACHED FINAL MATURITY OR ENTERED THE DEPARTMENT, WHICHEVER IS LATER.</p>		
6. 230	<p>Citizenship Files - These files relate to securities held by aliens or by U.S. citizens living in foreign countries. They concern the question of withholding taxes on the interest, which is decided by the person's citizenship.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
7. 231	<p>General Correspondence Files - DESTROY WHEN 3 YEARS OLD.</p>		

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8. 232	<p>Transcript Blotter - These files show all the daily work such as transfers from Series E to Series H bonds, FET redemptions, etc.</p> <p>--PD 4253 - Worksheet - U.S. Savings Bonds --PD 4255 - Daily Transcript Worksheet --PD 4326 - Worksheet - Savings Bonds</p> <p>DESTROY WHEN 3 YEARS OLD.</p> <p style="text-align: center;"><u>TRUST SECTION</u></p>		
9. 233	<p>Tender and subscription forms for purchase or exchange of marketable Treasury securities and Federal Financing Bank securities received in response to public offerings of new securities.</p> <p>--PD 2531 - Delivery of Securities Against Wire Advice --PD 3641 - Description of Retired Registered Securities --PD 3800 - Securities Transactions Request --PD 3800-1 - Registered Issue Request --PD 3905 - Request for Securities Transaction --PD 4585 - Tender for Treasury Bills</p> <p>DESTROY 3 YEARS AFTER CLOSE OF YEAR IN WHICH APPLICATION IS PROCESSED.</p>		
10. 234	<p>Advice of Shipment Files</p> <p>--PD 2212 - Advice of Shipment of Redeemed Interest Coupons --PD 2475 - Advice of Shipment of Matured Coupons Forwarded for Credit</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
11. 235	<p>Custody and Safekeeping Files - These accounts are maintained by STB as a service for individuals and organizations who wish to allow the Treasury to hold their securities in the vault for safekeeping or in custody. These records include the authorities and requests for deposits and withdrawals and the record of interest coupons detached and paid to a customer or credited to a customer account.</p>		
a.	<p>Mail and Over-the-Counter Cases - These files contain the documentation associated with the withdrawal of savings bonds from safekeeping and copies of any accompanying death, marriage or birth certificates relating to the case.</p>		

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	<p>--PD 4236 - Letter Concerning Withdrawal of U.S. Savings Bonds from Safekeeping</p> <p>--PD 4266 - Request for Release of Savings Bonds</p> <p>--PD 4311 - Preparatory Sheet - Savings Bonds Withdrawal</p> <p>--TUS 5665 - Safekeeping Receipt DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p> <p>Safekeeping Files - These files are maintained primarily for individuals who have Savings Bonds in safekeeping in the STB vault (items 235b - 235e below).</p>		
b.	<p>--Account Cards - These cards show the history of deposits and withdrawals made to safekeeping accounts. (PD 4250-Bond Ledger, old TUS 7043) DESTROY 5 YEARS AFTER ACCOUNT IS CLOSED.</p>		
c.	<p>--Locator Cards - These cards index the account cards and provide a cross reference to the account by owner's name. They facilitate access to the proper account when the account number is unknown. DESTROY WHEN ACCOUNT IS CLOSED.</p>		
d.	<p>--Safekeeping Receipts (TUS 5665) - The original receipt was issued to the customer when the bond was delivered to the vault. They are usually presented to STB when a bond is withdrawn. DESTROY UPON RECEIPT.</p>		
e.	<p>--Safekeeping Jackets (Closed) - These jackets contained the securities and other material related to the account such as deposit and withdrawal tickets. They do not show the serial numbers of the bonds or to whom they were released. DESTROY WHEN ACCOUNT IS CLOSED.</p> <p>Custody Files - These files are maintained primarily for organizations which have securities in custody in the STB vault (items 235f - 235j below).</p>		
f.	<p>--Custody Account Jackets (Closed) - These jackets contained the securities and other material related to the account. They do not show the serial numbers of the bonds or to whom the securities were released. DESTROY WHEN ACCOUNT IS CLOSED.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
g.	--PD 4235 - Deposit Ticket --PD 4259 - Withdrawal Ticket DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.		
h.	--PD 4285 - Receipt of Depository of U.S. Savings Bonds Deposited by Bond Approving Officer --PD 4324 - Custody Receipt DESTROY 3 YEARS AFTER ACCOUNT IS CLOSED.		
i.	--PD 4249 - Account Card --PD 4284 - Coupon Interest Control Cards DESTROY WHEN 3 YEARS OLD.		
j.	--Coupon Letters (PD 4260 - Letter Enclosing Checks for Interest Coupons)- These letters accompany interest checks to organizations or individuals to announce payments of coupons cut from securities held in custody. DESTROY WHEN 3 YEARS OLD.		
k.	--PD 4309 - Schedule of U.S. Coupons Submitted to the Bureau of the Public Debt for Payment This is a listing of the interest coupons paid out to customers by the STB. This schedule is maintained by STB until the permanent receipt of cancelled coupons has been prepared and forwarded to STB from the Interest Coupon Audit Section. DESTROY WHEN PERMANENT RECEIPT IS RECEIVED IN STB.		
l.	--Cutting Letters (Tissues) DESTROY WHEN 1 YEAR OLD.		
m.	Monthly Cases - These are chronological files kept of the daily work done in custody and safekeeping files. They contain cancelled receipts, letters of instruction con- cerning deposit and withdrawals and receipts for securi- ties temporarily removed from the vault. --PD 4264 - Receipt for Temporary Withdrawal --PD 4290 - Letter Forwarding Under Separate Cover Securities Which Have Been Held by Treasury DESTROY WHEN 3 YEARS OLD.		

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12.26	Wire Transfer Files - These files relate to transfers of securities authorized over the wire.		
a.	<p>--PDA Daily Reports - This is a daily report prepared to account for the movement of securities in and out of the vault by piece and dollar amount.</p> <p>--PD 2531 - Delivery of Securities Against Wire-Incoming From Wire</p> <p>--PD 2532 - Wire Transfer of Government Securities-Outgoing to FRB's</p> <p>--PD 2565 - Daily Report of Securities Charges for Public Debt Transactions (Bearer)</p> <p>--PD 2565-1 - Daily Report of Security Charges for Public Debt Transactions (Registered)</p> <p>--PD 2565-2 - Daily Report of Security Charges for Public Debt Transactions (Book Entry)</p> <p>--PD 2566 - Report of Security Credits for Public Debt Transaction (Bearer)</p> <p>--PD 2566-1 - Report of Security Credits for Public Debt Transactions (Registered)</p> <p>--PD 2566-2 - Report of Security Credits for Public Debt Transactions (Book Entry)</p> <p>--PD 4291 - Application for Telegraphic Transfer of U.S. Bearer Securities</p> <p>--PD 4296 - Record of Securities Transactions</p> <p>--PD 4308 - Memo of Security Stock Transaction DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p>		
b.	<p>--PDA Monthly Reports - These reports show the dollar amount of outstanding securities on hand at the end of every month.</p> <p>--PD 2834 - Report of Book Entry Balances Outstanding or Securities on Hand as of the Close of Business _____. DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p>		
c.	<p>Customer Receipts of Securities Delivered</p> <p>--PD 2531 - Delivery of Securities Against Wire Advice DESTROY WHEN 3 YEARS OLD.</p>		
13.257	<p>Authority Files for Custody Blocks F-G DESTROY 6 MONTHS AFTER AUDIT OF CLOSED ACCOUNT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p>		

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14. 238	GFO Servicing Files		
a.	<p>Transcript Files - These files document the sale of securities of original issues and record the daily charges and deposits made to agency accounts which are administered by the Bureau of Government Financial Operations (GFO).</p> <ul style="list-style-type: none"> --PD 2532 - Wire Transfer of Government Securities (Outgoing) --PD 2547 - Daily Report of Public Debt Interest Charges and Credits --PD 2547-1 - Daily Report of Public Debt Interest Charges and Credits (Book Entry) --GFO 17 - Transcript of General Account of U.S. Treasury --GFO 17M - Abstract of Charges --GFO 17C - Abstract of Receipts --GFO 5208C - Debit Voucher --GFO 5388C - Debit Voucher --TFS 12 - Debit Voucher (17-210) --TFS 1201 - Office Copy for Forwarding Depository --TFS 5402 - Debit Voucher (17-866) --TFS 5522 - Debit Voucher (17-860) --TFS 5523 - Credit Voucher --SF 215 - Deposit Ticket --SF 219 - Certificate of Deposit --SF 5515 - Debit Voucher <p style="text-align: center;">DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p>		
b.	<p>GFO Transactions Files - These files record the transcript service performed for GFO, which facilitates their administration of other government agencies investments and payments of debts incurred.</p> <p style="text-align: center;">DESTROY WHEN 3 YEARS OLD.</p>		
15. 239	Vault accountability files - These files are maintained to account for the amounts and types of securities stock transferred in and out of the STB vault.		
a.	<p>Custody Accounts</p> <ul style="list-style-type: none"> --PD 4226 - Daily Report of Collateral and Custody Accounts Transactions <p style="text-align: center;">DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p>		

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b.	<p>Safekeeping Accounts</p> <p>--PD 4252 - Daily Report of Savings Bonds Safekeeping Transactions</p> <p>--PD 4270 - Daily Report of changes in Block Control Vault #7</p> <p>DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p>		
c.	<p>Block M Accountability Files - These files account for movement of general stock securities in and out of the vault by piece, serial number and dollar amount.</p> <p>--PD 1 - Advice of Shipment of Securities Forwarded for Credit</p> <p>--PD 3 - Schedule of Serial Numbers</p> <p>--PD 2565 - Daily Report of Security Charges for Public Debt Transactions</p> <p>--PD 2834 - Report of Book Entry Balances Outstanding or Securities on Hand</p> <p>--Daily Work Ticket File (Vault) (PD 2531, 2532, 3800, 4235, 4259, 4308)</p> <p>DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p>		
d.	<p>--PD 4286 - Record of Security Stock on Hand (Posting Sheets)</p> <p>--PD 4297 - Daily Report of Changes in Low Serial Numbers of Unissued Stock on Hand</p> <p>--PD 4319 - High and Low Serial Numbers of Securities Stock on Hand</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
e.	<p>--PD 4274 - Interim Copy</p> <p>DESTROY AFTER CONFIRMATION OF COUPON EXCHANGE (CX).</p>		
f.	<p>--PD 4297 - Daily Report of Changes in Low Serial Numbers of Unissued Stock on Hand</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
g.	<p>Sign-in Register Sheets for entry into Vault 7.</p> <p>DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p>		

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16. 240	General Correspondence DESTROY WHEN 2 YEARS OLD.		
17. 241	Military Paying Agents for the Redemption of Savings Bonds - These are the files which authorize individuals on military bases overseas to be paying agents for redemption of U.S. Savings Bonds. DESTROY 3 YEARS AFTER SUPERCESSION OR WHEN OTHERWISE INVALIDATED.		
18. 242	Branch Subject Files - These files pertain to those matters concerning the Securities Transactions Branch which are arranged and indexed by their content, rather than by addressee, date or other identifying characteristic. DESTROY WHEN 3 YEARS OLD.		
19. 243	Transmittal and Minor Internal Operating Files (not covered elsewhere in this schedule) - These consist of a variety of internal forms used in STB operations. They include minor facilitating files such as internal receipts, transmittal sheets, temporary informational devices, daily summaries, local controls, reports and the like. They are of short term value because they contain data available elsewhere or are used to expedite procedures.		
a.	--Mail Notifications - (Postal Service Form 3877 - Acceptance of Registered, Insured, COD & Certified Mail) --PD 2531 - Delivery of Securities Against Wire Advice (Bookkeeping) --PD 4286 - Record of Security Stock on Hand DESTROY 6 MONTHS AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.		
b.	--PD 4287 - Lot Ticket for Securities Held in Vault No. 7 DESTROY WHEN CANCELLED AND RECONCILED.		
c.	--PD 2531 - Deliveries of Securities Against Wire Advice --PD 4230 - High and Low Serial Numbers of Treasury Bill Stock on Hand --PD 4308 - Memorandum of Security Stock Transaction --PD 4330 - Account Record of Bonds DESTROY 6 MONTHS AFTER AUDIT OF CLOSED ACCOUNT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.		

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d.	--PD 2532 - Wire Transfer of Government Securities (Bookkeeping) --PD 4279 - Coupon Interest Control Plate Adjustment --Control Ticket Files - (PD 4267 - Routing and Control Ticket) --Daily Work Files - PD 2531 - Delivery of Securities Against Wire Advice PD 2532 - Wire Transfer of Government Securities PD 4308 - Memo of Security Stock Transactions --Transaction Log - (PD 4295 - Securities Transactions Conducted Through Public Debt) --Daily Work Files (Book Entry) DESTROY WHEN 1 YEAR OLD.		