

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 53 78 3	
DATE RECEIVED 21 NOV 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>1-4-78</i> Date	<i>James B. Rhodes</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2. MAJOR SUBDIVISION
Bureau of the Public Debt

3. MINOR SUBDIVISION
Division of Internal Audit

4. NAME OF PERSON WITH WHOM TO CONFER
Thom Ellis or Gary Malobisky

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 2 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.

C. DATE <i>11/15/77</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>H. N. White</i>	E. TITLE Commissioner of the Public Debt
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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
1.	<p align="center"><u>DIVISION OF INTERNAL AUDIT</u></p> <p>Directs the Bureau's comprehensive internal audit program. Makes broad financial audits primarily to determine the adequacy of internal accounting procedures, that financial reports of the Bureau are being presented fairly and whether the Bureau has complied with applicable laws and regulations. Makes operational and ADP audits to determine whether resources are being effectively and efficiently utilized and the causes of inefficiencies and uneconomical practices. Makes recommendations and provides alternatives for corrective action.</p> <p>Reports of Audit and Workpapers Files.</p>		
a.	<p>Reports of Audit - This file contains copies of all the audit reports for the Washington and Savings Bond Operations Office.</p> <p>DESTROY 4 YEARS AFTER AUDIT.</p>	NC53-76-3 Item 53a	

sent to agency, NCR, - 1/5/78 JPD 38/ama

Request for Records Disposition Authority - Continuation

JOB NO

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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
b.	Audit Workpapers File - This file contains evidential matter such as analysis, memos and auditor notes pertaining to all reports of audit. DESTROY 4 YEARS AFTER AUDIT.	NC53-76-3 Item 53c	
2.	Unissued Securities Under Seal Files - This file contains information concerning securities located in the Unissued Securities Branch, Division of Securities Operations (DSO), which are under the dual control of the Division of Internal Audit and the DSO for audit purposes. --PD 2496 - Status of Securities Under Seal DESTROY ONE YEAR AFTER AUDIT.	NC53-76-3 Item 53 d (1)	
3. DELETE OFB	 Time and Attendance Records - These files contain leave data for all employees of the Division of Internal Audit. --TUS 430 - Time and Attendance Record TRANSFER TO EMPLOYMENT BRANCH, DIVISION OF PERSONNEL, AT END OF CALENDAR YEAR. 	 WITHDRAWN 	 WITHDRAWN