

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 53 78 7	
DATE RECEIVED 31 JAN 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-21-78 <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

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 Management Services	
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 4 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 1/20/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth A. Ratt</i>	E. TITLE Assistant 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
	<p><u>DIVISION OF MANAGEMENT SERVICES</u></p> <p>The functions of this division relate primarily to the planning, coordinating and directing of administrative programs and providing administrative services in the Washington Office.</p> <p><u>OFFICE OF THE DIRECTOR</u></p> <p>Directs the activities of the Division, coordinating certain operations with Bureau and Treasury offices. Conducts and evaluates programs on safety, telecommunications, space utilization and property management on a Bureau-wide basis.</p>		
1.	<p>Office Subject Report Files - These files contain copies of all periodic reports relevant to the Division.</p> <p>--GSA 9 - Fire Report</p> <p>--GSA 1473 - Supply Activity Report</p> <p>--GSA 2973 - Energy Conservation Reports</p> <p>--Highlight Report</p> <p>--Management Improvement Report</p> <p>--Penalty Mail Estimate Report</p>	NN162-60, item 4b	

115-107
sent to agency, NNF & NCW - 2/22/78 H. Stema

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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
2.	<p style="text-align: center;">DESTROY WHEN 2 YEARS OLD.</p> <p>Office Subject Safety Report Files - These files contain copies of all periodic safety reports relevant to the Division.</p> <p>--SF 92 - Supervisors Report of Accident --SF 92A - Report of Accident Other than Motor Vehicle --TD 70-09.1 - Quarterly Accident Report --OSHA 100F - Log of Federal Occupational Injuries and Illnesses --OSHA 102 - Federal Occupational Injuries and Illnesses Survey --Form CA-1 - Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation --Form CA-2 - Federal Employee's Notice of Occupational Disease and Claim for Compensation</p> <p style="text-align: center;">DESTROY WHEN 5 YEARS OLD.</p>	NN162-60. item 4b	
3.	<p>Correspondence File - This file contains the memorandum relevant to the operations of the Division.</p> <p style="text-align: center;">DESTROY WHEN 2 YEARS OLD.</p> <p style="text-align: center;"><u>DESTRUCTION COMMITTEE BRANCH</u></p> <p>Administers Department Regulations governing the destruction of security items. Receives security items such as currency, securities, interest coupons, etc., from various components of the Department of the Treasury and other Government agencies for destruction. Verifies that all items described on destruction schedules are received. Witnesses and certifies to the physical destruction of all items.</p>	NN162-60. item 4a	
4.	<p>Destruction Schedule Files - These files contain the various schedules used in the destruction of savings stamps, securities, coupons, savings bonds, mutilated paper, etc.</p> <p>--PD 1784 - Schedule of Redeemed Savings Stamps Delivered for Destruction --PD 2141-C - Schedule of United States Savings and Retirement Plan Bonds Delivered for Destruction --PD 3420 - Schedule of Canceled Securities/Coupons Delivered for Destruction --PD 3752 - Register of Material Destroyed</p>	NN162-60. item 56b	

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	<p>--TUS 6 - Blank Check Destruction Schedule and Certificate</p> <p>--TUS 2019 - Schedule of Discontinued Issues of United States Currency Redeemed and Destroyed</p> <p>--TUS 3114 - Destruction Schedule for Spoiled D.C. Checks</p> <p>--TUS 5133 - Redeemed United States Paper Currency</p> <p>--TUS 9001 - Advice of New Series Federal Reserve Notes Redeemed</p> <p>--TUS 9034 - Schedule of New Series Federal Reserve Notes Redeemed</p> <p>--FRI 15 - Certificate of Destruction</p> <p>--FCA 701 - Schedule of Canceled Joint Stock Land Bank Bonds</p> <p>--8455 - Schedule of Canceled Plate Stock Delivered for Destruction</p> <p>DESTROY WHEN 10 YEARS OLD.</p>		
5.	<p>Progress Report File - This file contains a copy of the monthly progress report giving the man hours available, used and lost due to sick leave, annual leave, AWOL etc.</p> <p>--PD 2113 - Progress Report</p> <p>DESTROY WHEN 3 YEARS OLD.</p>	NW162-60, item 56c	
6.	<p>Report of Employees Detailed In File - This file contains a copy of the subject form giving the name, cost code and hours worked of any employees detailed into the branch.</p> <p>--PD 2175 - Report of Employee Details In</p> <p>DESTROY WHEN 3 YEARS OLD.</p>	NW162-60, item 56c	
7.	<p>Individual Report of Time Spent in Activities Relating to Corporate Agency Securities.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>	NW162-60, item 56c	
8.	<p>Personnel Organization Schedule File - This file contains a monthly computer generated listing by division, branch, section and unit of all employees assigned to the Bureau in the Washington Office.</p> <p>--PD 2187 - Personnel Organizational Schedule</p> <p>DESTROY WHEN 3 YEARS OLD.</p> <p style="text-align: center;"><u>BUILDING SERVICES BRANCH</u></p> <p>Performs building services for the Washington Office which includes maintaining and issuing supplies, non-</p>	NW162-60, item 56c	

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	<p>expendable personal property and printed matter, furnishing messenger, transportation, telephone and bulk mailing services, supervising the maintenance and repair of office equipment and stocking and issuing Public Debt forms to the Federal Reserve Banks and Branches. Assists in planning facilities requirements for new or altered office space.</p> <p>9. Administrative Management Records - These files contain the record copy with the supporting papers which document the inception, scope and purpose of management projects.</p> <p style="padding-left: 40px;">DESTROY WHEN 3 YEARS OLD.</p> <p>10. Investigation Files.</p> <p>a. Investigation of Theft, Loss, Missing Personal Property Files - These files contain all documents generated during the investigation.</p> <p style="padding-left: 40px;">DESTROY 3 YEARS AFTER CLOSE OF INVESTIGATION.</p> <p>b. Investigation of Theft, Loss, Missing Government Property Files - These files contain all documents generated by such investigations.</p> <p style="padding-left: 40px;">DESTROY 3 YEARS AFTER CLOSE OF INVESTIGATION.</p>	<p>NN162-60, item 13b</p>	