

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Treasury Department, Bureau of the Public Debt

2. MAJOR SUBDIVISION

Division of Public Debt Accounts

3. MINOR SUBDIVISION

Principal Accounts Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Thom Ellis

5. TEL EXT

447-9426

LEAVE BLANK

JOB NO

NCI 53 78 9

DATE RECEIVED

7 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-10-78

Date

Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
	<i>[Signature]</i>	Assistant Commissioner	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Cash Journal</u> - This file contains all cash transactions for a month. These transactions are for treasury bills, notes, bonds and various other treasury securities.  Transfer to FRC when 3 years old and destroy when 50 years old. These files are being converted to microfilm. The last hard copy printed will be for the transaction month of May 1978.	NM162-60, 49	
2.	<u>Treasury Cumulative Journal</u> - These files are a cumulative printout of detail security activity by transaction from the time they are received as stock through destruction.  Transfer all journals except the month ending the FY when 5 years old and destroy when 50 years old. Transfer end of FY journals to FRC when 10 years old and destroy when 50 years old. These files are being converted to microfilm. The last hard copy printed will be for the transaction month of May 1978.	NM162-60, 49	
3.	<u>Agency Cumulative Journals</u> - These files are a cumulative printout of detail security activity by transaction for agency securities from the time they are received as stock through destruction.	NM162-60, 49	

115-707

*Sent to agency. & NAIF - 5/11/78 3 ITEMS  
NCW (MCD 78-158)*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3 (cont.)	Transfer all journals except the month ending the FY to FRC when 5 years old and destroy when 50 years old. Transfer end of FY journals to FRC when 10 years old and destroy when 50 years old. These files are being converted to microfilm. The last hard copy printed will be for the transaction month of May 1978. <i>(See NCI-53-785)</i>		