

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 53 78 10	
DATE RECEIVED 20 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>4-14-78</i> <i>James E. O'Neill</i> Date <i>acting</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 Management Analysis

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 3 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 3-13-78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth W. Root</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
	<u>DIVISION OF MANAGEMENT ANALYSIS</u> The functions of this division relate primarily to the planning, coordinating and directing of administrative and management improvement programs on a Bureau-wide basis. <u>OFFICE OF THE DIRECTOR</u> Plans, directs, and coordinates the Bureau's management analysis program and other programs of the Division. 1. Office Subject Files - These files consist of budget material, copies of all memoranda and other correspondence sent out from the division's branches and other material related to the Director's administrative duties. DESTROY WHEN 3 YEARS OLD. 2. Request for Personnel Action File - This file contains the request for promotions, reassignments, vacancies, resignations and transfers within the Division. --SF 52 - Request for Personnel Action DESTROY WHEN 2 YEARS OLD.	NN162-60, item 4a	

sent to agency, NCW, NRI Fe NNB - 4/17/78

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3.	<p>Management Analysis Project Files - These files contain a copy of all the projects and studies conducted by the Division.</p> <p style="text-align: center;">DESTROY 5 YEARS AFTER COMPLETION OF PROJECT OR STUDY.</p> <p style="text-align: center;"><u>PROGRAMS AND PROCEDURES BRANCH</u></p> <p>Initiates or conducts surveys, studies and projects in the Washington Office which are designed to improve procedures, increase operating effectiveness and reduce costs. Represents the Bureau or Washington Office in surveys, studies and projects of a Fiscal Service or Bureau-wide nature. Coordinates and controls management improvement activities and prepares related reports as required by the Department, Fiscal Assistant Secretary and the Commissioner. Develops and monitors work measurement systems in the Washington Office. Prepares Bureau issuances except those required for personnel, legal and administrative accounting purposes. Coordinates the Bureau's directives system. Conducts or assists other Bureau offices in the conduct of technical studies prior to the rental or purchase of specialized office equipment.</p>		
4.	<p>Directives Background Files - These files contain background information for most issued directives. File material may include pertinent background information obtained when writing a directive, and significant comments from reviewers in the form of memoranda, notes or notations on copies of the draft directive.</p> <p style="text-align: center;">DESTROY 3 YEARS AFTER PUBLICATION OF DIRECTIVE.</p>		
5.	<p>Bureau Organizational Records. These files document the organizational structure and functions of the Bureau.</p> <p>a. Organizational Changes dated 1943 to present. Arranged chronologically. Original, carbon, and photostatic copies of internal memoranda justifying proposed organization changes involving all levels within the Bureau. In many cases, organizational charts reflecting the changes are included.</p> <p>b. Functional Statements dated 1965 to present. Arranged chronologically. Printed copies of organizational charts and functional statements for division and branch level offices. These formal statements are updated on an annual basis.</p> <p>PERMANENT! Offer to NARS when 35 years old.</p>	<p><i>[Item 5 revised with agency concurrence. 8/12 4/4/78]</i></p>	

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	<p style="text-align: center;"><u>PAPERWORK MANAGEMENT BRANCH</u></p> <p>Conduct forms control, records management and reports control programs in the Washington Office. Coordinates printing activities and performs graphics services for the Washington Office. Controls and maintains the Bureau's distribution lists. Coordinates the paperwork management program Bureau-wide and acts as liaison with the Department, other Treasury bureaus and other Federal agencies for all related programs and activities.</p> <p>6. Forms History Files - These files document the history of each Bureau form from its origin to discontinuance. Each file contains a copy of each edition of the form, a copy of each request for authorization or revision, samples of forms, and any other material relating to the generation, revision, or discontinuance of the form. --PD Form 1 through PD Form 4751</p> <p style="padding-left: 40px;">DESTROY 25 YEARS AFTER FORM IS OBSOLETE.</p> <p>7. Reports Control Files - These files contain the case files maintained for each report created, cancelled, or superseded. --PD Form 4598 -Reports Clearance Form --PD Form 4601 -Reports Catalogue Form</p> <p style="padding-left: 40px;">DESTROY 2 YEARS AFTER REPORT IS DISCONTINUED.</p> <p>8. Control Register - This file documents the receipt and processing of printing requests. Information noted on the log includes: the dates requests are received in PMB and forwarded for printing; the date the material is received from the print shop; the name of the requestor and the title of the material to be printed. --PD 4723 -Control Register</p> <p style="padding-left: 40px;">DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR COVERED.</p> <p>9. Distribution Lists - These files show who receives the various publications issued on a regular and ongoing basis. DESTROY WHEN SUPERSEDED.</p>		<p><i>[Disposition instructions for item 6 revised with agency concurrence. EFA. (4/11/78)]</i></p>