

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rev 7 Aug 10 77

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

1. FROM (AGENCY OR ESTABLISHMENT)
 Bureau of the Public Debt

2. MAJOR SUBDIVISION
 Division of Financial Management

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Thom Ellis or Deborah Dustin

5. TEL EXT.
 447-9426

LEAVE BLANK	
JOB NO	10 C 1 53 78 13
DATE RECEIVED	AUG 4 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>8-14-78</i> Date	<i>James B. Rhoads</i> 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 _____ 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>sent</i> MAY 9 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>H. M. Muntz</i>	E. TITLE Commissioner
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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 align="center"><u>DIVISION OF FINANCIAL MANAGEMENT</u></p> <p>Develops and prepares Bureau-wide financial plans, policies, and procedures concerning the following: long-range plans; budget formulation and execution; financial and productivity management information systems; and administrative accounting.</p> <p align="center"><u>OFFICE OF THE DIRECTOR</u></p> <p>Formulates and coordinates policies and plans relating to the budget, financial management and administrative accounting programs of the Bureau. Advises the Commissioner and Deputy Commissioner on budgetary, financial management and administrative accounting matters. Assists and guides the Commissioner in presentation of budget requests to the Department, Office of Management and Budget and the Congress. Represents the Bureau in dealing with the Federal Reserve Banks, the Departmental budget staff and the Office of Management and Budget. Directs and coordinates the development of the Bureau's overall long-range and productivity plans. Directs and controls the activities of the Budget Branch and the Administrative Accounts Branch.</p>		

*sent to NAC, NMF Agency 12 ITEMS
 8-17-78 [Signature]*

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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>BUDGET BRANCH</u>		
	<p>Makes recommendations and assists in the formulation of policies and procedures covering the financial administration, budgetary program and funds control of the Bureau. Directs and coordinates the preparation of budget estimates covering all programs and activities of the Bureau. Analyzes projected workloads and resource requirements and recommends budget levels to be requested from the Department, Office of Management and Budget and the Congress. Prepares background materials to assist the Director, the Deputy Commissioner and the Commissioner in supporting the Bureau's budget requests. Continuously analyzes actual workloads, performance, obligations, outlays and employment in the Bureau and Federal Reserve Banks, appraising the significance of variations and recommending reprogramming or other action as required. Apprises the Division Director of developments in the Bureau and in the Federal Government that affect the Bureau's budgetary program or financial management. Prepares various reports and analyses dealing with appropriated funds and budgetary matters. Assists in the preparation of the Bureau's long-range and productivity plans for Departmental review. Acts as field budget office for the Washington Office and the Office of the Commissioner in development and monitoring of resource requirements and usage. Prepares periodic reports of workloads, staff-years and costs of Bureau operations, and prepares quarterly reports and analyses of productivity and performance. Estimates the impact of reductions in budget estimates prepared or applied by the Department, Office of Management and Budget, and the Congress.</p>		
1.	<p>Progress Report - This file reflects the personnel cost, number of employees and number of man hours expended on a monthly basis. PD 2113 - Progress Report DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR.</p>	NN-162-60 Items 3 & 12	
2.	<p>Analysis of Production, Personnel Cost Effectiveness and Status of Work - This file is a cumulative report by organizational unit of accomplished work, backlog, utilization of resources for the quarter and year to date. PD 2199A - Analysis of Production, Personnel Cost Effectiveness and Status of Work DESTROY WHEN 15 YEARS OLD.</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
3.	FRB Comparative Report of Volume and Expenses - This file is a detailed report of costs and volumes of Federal Reserve Bank activities by district. PD 2628 - FRB Comparative Report of Volume and Expenses DESTROY WHEN 25 YEARS OLD.		
4.	FRBs Reimbursable Expenses on Account of Public Debt Transactions - This file reflects the amount, by type of expense, paid to the FRBs for services rendered, and is an input document for PD 2628 above. PD 4668 - FRBs Reimbursable Expenses on Account of Public Debt Transactions DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR COVERED.		
5.	Report of Services Rendered - Corporate Agencies - This file reflects the services rendered by the Bureau of the Public Debt to process corporate agency securities. PD 2498-1 - Report of Services Rendered - Corporate Agencies DESTROY WHEN 10 YEARS OLD.		
6.	Advice of Allotment - This file reflects the allotments of bonds for the appropriation "Administering the Public Debt". PD 3801 - Advice of Allotment DESTROY 2 YEARS AFTER CLOSE OF FISCAL YEAR.		
7.	FRBs Volume Statistics - This file reflects the actual volumes of securities processed and other information regarding FRB activities, and is an input document for PD 2628 above. PD 4669 - FRBs Volume Statistics DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR COVERED.	NN 162- 60 Item 3	
8.	FRBs Productivity Statistics - This file reflects the actual workload volumes and related costs for FRB activities, and is an input document for PD 2628 above. PD 4670 - FRBs Productivity Statistics DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR COVERED.	NN 162- 60 Item 3	
<p><u>ADMINISTRATIVE ACCOUNTS BRANCH</u></p> <p>Assists in the formulation of policies and procedures covering overall funds control, financial management and administrative accounting, travel and payroll matters, in the Bureau. Maintains general ledger and subsidiary accounts of administrative funds. Generates monthly, quarterly and annual financial reports. Maintains records of obligations and controls appropriated</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
	<p>funds. Examines and audits invoices, travel vouchers, and Federal Reserve Bank reimbursement claims and prepares disbursement schedules. Processes charges to the Government Losses in Shipment fund. Maintains general ledger and detailed accounts for deposit fund accounts. Maintains memorandum accounts for miscellaneous receipts. Provides information or analysis of administrative and other accounts upon request from the Commissioner, the division director, the Budget Branch and other organizations within the Bureau. Prepares other special reports and analyses as necessary. Maintains a payroll office for Washington Office employees and the Bureau's Division of Personnel in matters concerning employees' pay, leave and benefits. Apprises the division director of developments in the areas of financial management and accounting which affect the Bureau's programs.</p>		
9.	<p>Subject Files - These files contain documents, directives, laws, etc., pertaining to specifically-defined areas of administrative accounting practices, policies or procedures.</p> <p>PURGE ANNUALLY AND DESTROY 5 YEAR OLD MATERIAL.</p>		
10a.	<p>Public Laws - These files contain copies of public laws, executive orders, etc., and annotative material relating to Bureau policies, appropriations, etc.</p> <p>DESTROY 5 YEARS FOLLOWING REPEAL OR REVOCATION.</p>		
10.b	<p>Designations of Authority - These files contain copies of designations of authority for authorized certifying officers, agents designated to receive checks and savings bonds, officers authorized to certify as to the necessity for long distance toll calls, officers authorized to certify retirement accounts and records, and officials authorized to approve reimbursement for local transportation expenses.</p> <p>DESTROY 5 YEARS FOLLOWING EXPIRATION OR REVOCATION OF AUTHORITY.</p>		
10.c	<p>Operating Procedures - This file contains guidelines and procedural instructions pertaining to the operation and the overall mission of the AAB.</p> <p>DESTROY 3 YEARS FOLLOWING DELETION OR MODIFICATION OF TASK OR FUNCTION.</p>		