

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-053-80-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/1/2019

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 19 superseded by N1-053-06-04 / 6
Item 26 superseded by N1-053-06-04 / 11
Item 37 superseded by N1-053-06-04 / 39
Item 69 superseded by N1-053-05-003 / 1
Item 79a superseded by N1-053-06-04 / 31
Item 97 superseded by N1-053-06-04 / 10
Item 100 superseded by N1-053-05-003 / 1
Item 107b superseded by N1-053-06-04 / 2
Item 204 superseded by N1-053-06-04 / 37

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

Req of CO 1/10/80

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JOB NO.

NC1-53-80-1

DATE RECEIVED

3-11-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-28-80
Date *James E. O'Heill*
Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2. MAJOR SUBDIVISION
Bureau of the Public Debt

3. MINOR SUBDIVISION
Office of the Commissioner

4. NAME OF PERSON WITH WHOM TO CONFER

Thom Ellis

5. TEL. EXT.

287-4173

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 53 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 3/10/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>H. Mintz</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
	<p align="center">OFFICE OF THE COMMISSIONER</p> <p>The records described below are generated by the Office of the Commissioner and the Chief Counsel of the Bureau of the Public Debt. Bureau programs, policies and procedures related to the administration and financing of the Public Debt from 1919 to the present are documented in these files. Major programs covered by the Commissioner's files include: 1) the offering of U. S. marketable and non-marketable securities for sale and exchange, 2) the employment of Federal Reserve Banks and Branches (FRB) as Fiscal Agents of the United States, and (3) the servicing of corporate and other government agency securities.</p> <p>To administer these programs the Office of the Commissioner prepares Offering Circulars for each Treasury bill, note and bond issue; directs the handling of subscriptions and allotments; prescribes specifications for and orders securities; formulates regulations governing transactions of securities after issue; and supervises activities of fiscal agents.</p>		

273 items

Copies to NNA, NCA, NNB

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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>The Chief Counsel provides direction on legal matters related to these activities.</p> <p>A majority of the Commissioner's records are arranged in a Dewey Decimal subject classification system subdivided by major program area.</p> <p>The following list describes those currently active record series in the Dewey Decimal system, which are treated in this schedule:</p> <ul style="list-style-type: none"> OA - Marketable Securities GB/GB-EFG - Savings Bonds (non-marketable) AD - Treasury Notes AE - Treasury Bonds AF - Treasury Bills D - Administration SN - Savings Notes <p>Each alpha code is subdivided by subject and assigned a 3 to 6 digit numeric code which aids in grouping related subjects. While these groupings are similar from series to series, they are not strictly consistent, thereby, precluding scheduling by numeric code.</p> <p>One feature of the system which differs from the standard Dewey Decimal arrangement, involves the use of "Important Data Files" (IDF's) for selected subjects. These files contain most of the permanently valuable documentation on important Bureau programs. Material contained in IDF's includes:</p> <ol style="list-style-type: none"> 1. Record copies of official issuances such as regulations, legislation, orders, circulars, manuals and directives which establish and transmit Bureau policy and procedures. 2. Substantive legal opinions and interpretations as well as legal clearances of regulations, legislation, and other official policy or procedural issuances. 		

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	<p>3. Documentation of relations with FRB's and Branches in their capacity as Fiscal Agents of the United States.</p> <p>4. Press releases and publicity material.</p> <p>5. Documentation of Bureau relations with other Treasury subdivisions such as the Office of the Secretary, the General Counsel, Secret Service, Government Financial Operations, IRS, Savings Bonds Division and other government agencies on matters directly affecting Bureau programs of major importance.</p> <p>6. Federal Register clippings of Bureau regulations not contained in the Code of Federal Regulations.</p> <p>7. Material related to the assignment and reassignment of major functions within the Bureau.</p> <p>8. Authority Files - orders which appoint or delegate responsibilities to Bureau officials at the divisional level or higher.</p> <p>9. Documentation of procedures of major programs at the divisional level or higher.</p> <p>10. Correspondence between the Commissioner, the Secretary, FRB officials and others which affects, defines, establishes or changes policy on significant issues.</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>As well as IDF's, the system contains many "Comments/Inquiries" files. These files contain routine correspondence and do not affect policy or procedure; they merely reiterate them. For most subjects these files accumulate slowly and are referenced frequently by the staff when preparing replies to incoming correspondence. Since the system features 5 year file breaks, most files must be held a minimum of 5 years. However, in some instances the Comments/Inquiries" files accumulate very quickly necessitating more frequent file breaks. In these instances shorter retention periods have been assigned, if appropriate. The contents of these files will not be described elsewhere in this schedule except by file number and title.</p> <p>Many subject files are similar to Comments/Inquiries" files in that they contain routine requests for information, complaints and unsolicited comments from the public. As almost 50% of the Commissioner's files are of this type, each piece of correspondence is filed by subject to facilitate retrieval and reference. To aid in review and approval of this schedule, subject files of this nature will be described simply as "correspondence." Retention periods may vary, however, as some files accumulate more slowly than others. In many cases, however, destruction of a file after just 5 years would eliminate a subject completely, thereby hampering the ability of the staff to reply to inquiries in a timely manner.</p> <p>Following is a detailed list of the current subject matter by file number, title and description, and their retention periods.</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
CF 1	<p>CASE FILES OF, TREASURY BILL, NOTE AND BOND OFFERINGS</p> <p>Notes and bonds are marketable securities which offer varied rates of interest that are fixed at the time of issue. Interest is paid semiannually and denominations are usually \$1,000, \$5,000 \$10,000, \$100,000 and \$1,000,000. Bills are marketable securities purchased at a discount with \$10,000 being the minimum purchase. The major difference between bills, notes and bonds is the length of time it takes each type to mature. Bills mature less than one year from issue date (usually 13, 26 or 52 weeks). Notes mature more than one year but less than 10 from issue date, and bonds mature more than 10 years from issue date.</p> <p>Case files contain the offering circular and announcement, allotment instructions, auction or refunding results, subscription figures, announcements of interest rates, specifications of and texts of securities, print orders, telegrams to FRB's and other temporary working papers. Case files are arranged by issue date and title, and are generated at the rate of 10 cubic feet per year.</p> <p>a. SHIP TO FEDERAL RECORD CENTER 5 YEARS AFTER MATURITY OF ISSUE. DESTROY 10 YEARS AFTER MATURITY.</p> <p>b. Subject File/Treasury Bills - Correspondence</p> <p>AF 230 Issue, Tenders AF 290 Issue, Inquiries AF 400 Discount, Yield, etc. AF 600 Lost, Stolen or Destroyed</p> <p>DESTROY WHEN 5 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
D	<p>SERIES D</p> <p>This series is generally administrative in nature. The files reflect procedures established by the Office of the Secretary and Office of Management and Budget; historical data concerning the origin and progress of the Bureau; employee and personnel programs; office procedures; internal directives and directives to the FRB's; Department Circulars for which the Bureau is responsible; reimbursements to FRB's; work status reports; and various administrative statistics.</p>		
2	<p>D 100 - Treasury Department (General)</p> <p>Contains administrative memoranda that affect activities within the Main Treasury Building. DESTROY WHEN 5 YEARS OLD.</p>		
3	<p>D 100.5 - Plans for Contingency Situations</p> <p>Contains monthly report on employee unrest or dissatisfaction, civil threats and disturbances, action plans for bomb threats, work stoppages, and contingency plans for civil disorder and demonstrations. DESTROY WHEN 5 YEARS OLD.</p>		
4	<p>D 100.6 - Protection</p> <p>Contains memoranda concerning security of Government property and buildings. DESTROY WHEN 5 YEARS OLD.</p>		
5	<p>D 100.61 - Admittance to Department of Treasury Buildings</p> <p>Contains memoranda concerning admittance restrictions. DESTROY WHEN 5 YEARS OLD..</p>		

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D 6	D 100.72 - Monthly Progress Reports and Machine Utilization Reports Contains memos and comments concerning the reports. DESTROY WHEN 5 YEARS OLD.		
7	D 100.74 - Fiscal Service Regulations Contains regulations issued by the Fiscal Assistant Secretary which govern the Bureau. DESTROY 5 YEARS AFTER IT HAS BEEN SUPERSEDED.		
8	D 102 - Division of Printing Contains Office of the Secretary printing procedures. DESTROY WHEN SUPERSEDED.		
9	D 109 - Secret Service Contains notices of appointments, resigna- tions and retirements. DESTROY WHEN 5 YEARS OLD.		
10 a. b.	D 110.5 - U. S. Savings Bonds Division Contains notice of appointments, resigna- tions, and retirements, and other general correspondence. DESTROY WHEN 10 YEARS OLD. Also contains legal rulings given by the Bureau for the Savings Bonds Division concerning travel and other matters. DESTROY WHEN 25 YEARS OLD.		
11 a. b.	D 111 - Office of General Counsel Contains notices of appointment and reports to General Counsel's office. DESTROY WHEN 5 YEARS OLD. Also contains special standards of conduct for Treasury attorneys. DESTROY WHEN SUPERSEDED.		

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D 12	D 114 - Superintendent of Treasury Building Contains rates for craft and labor force to be used for any work being performed in the Treasury Building. DESTROY WHEN 2 YEARS OLD.		
13	D 115 - Division of Personnel Contains announcements of appointment, retirement, etc., for the Departmental Personnel Office. DESTROY WHEN 5 YEARS OLD.		
14	D 118 - Disbursing Office Contains notices of personnel changes and changes in procedures. DESTROY WHEN 5 YEARS OLD.		
15	D 120 - Centralized ADP Payroll Operations Contains information about proposed consolidation of payroll systems for the Fiscal Service and the entire Treasury Department. DESTROY WHEN 10 YEARS OLD.		
16	D 120 - UNIVAC 1108 COMPUTER SYSTEM Contains correspondence regarding initial location, installation and site preparation of computer, use of the computer by Office of the Secretary, installation of RJE terminals and additional equipment. Also transfer of computer to Office of the Secretary and reimbursement agreements with them. DESTROY WHEN 15 YEARS OLD.		
17	D 120 - Public Debt Organization - IDF Contains statutory authority and functions of the Bureau, approvals of Secretary and Under Secretary of the Treasury, documents concerning reorganization in 1939, organizational changes and appointments, briefing material for Secretary of Treasury. DESTROY WHEN 30 YEARS OLD		

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D 18	D 120 - Signatures - IDF Contains authorizations and withdrawals of authority to sign various vouchers, requisitions, and instructions to FRB's. These were signed at the Departmental level. DESTROY WHEN SUPERSEDED		
19	D 120 - Delegations of Authority - IDF D 120 - Parkersburg Office Contains delegations of authority from the Secretary of the Treasury to the Commissioner of the Public Debt and Fiscal Assistant Secretary. Also contains changes in delegations of authority, and delegations from the Commissioner to lower levels within the Bureau. These files also deal with the closing of the Chicago Office and the transfer of its functions to Parkersburg. DESTROY WHEN SUPERSEDED		
20	D 120 - Electronic Committee B Study Contains recommendations for updating EDP system in Parkersburg field office to a computerized system. DESTROY WHEN 25 YEARS OLD.		
21	D 120 - Requests Under Freedom of Information Act D 120 - Requests Under Privacy Act a. Contains legislation, description of systems of records and correspondence establishing Bureau policy and procedures relating to the Freedom of Information and Privacy Acts. Also contains requests from the public and Bureau responses. DESTROY WHEN 5 YEARS OLD. b. Contains annual reports to the Department. DESTROY WHEN 25 YEARS OLD.		

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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
D 22	D 120 - Xerox Telecopiers 400 - Study Proposal Contains equipment study. DESTROY WHEN 5 YEARS OLD.		
23	D 120.001 - Public Debt Service - Comments/ Inquiries Contains correspondence regarding office visits by FRB personnel and requests for general information from the public. DESTROY WHEN 5 YEARS OLD.		
24	D 120.4 - Messenger Service Contains memoranda concerning messenger and vehicle schedules. DESTROY WHEN 5 YEARS OLD.		
25	D 120.5 - Protection a. Contains Bureau safety reports and correspondence concerning the Bureau safety program. DESTROY WHEN 15 YEARS OLD. b. Contains printed flyers, bulletins, brochures, notices concerning safety, annual report of safety progress, and minutes of Annual Treasury Safety Council. DESTROY WHEN 5 YEARS OLD.		
26	D 120.8 - Legislation Contains legal comments on proposed legislation. DESTROY WHEN 5 YEARS OLD.		
27	D 120.81 - Compilation of Principal Laws Relating to the Public Debt and Currency Contains background information concerning publication of booklet on subject material. DESTROY WHEN 25 YEARS OLD.		

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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
D 28	D 121 - Office of the Commissioner Contains various correspondence from the public concerning the Commissioner, invitations to various ceremonies and other miscellaneous correspondence. DESTROY WHEN 5 YEARS OLD.		
29	D 121.2 - Administrative Accounts Correspondence relating to Division of Budget and Accounts. DESTROY WHEN 5 YEARS OLD.		
30	D 121.4 - Finance Records and Files a. Contains management studies and procedures for the Office of the Commissioner's files. DESTROY WHEN 20 YEARS OLD. b. Correspondence. DESTROY WHEN 5 YEARS OLD.		
31	D 121.5 - Legal Staff Contains Treasury restrictions on outside activities of attorneys, and policies and procedures for legal staff. DESTROY WHEN SUPERSEDED.		
32	D 121.6 - Administrative Services Office a. The Office of the Secretary conducted an evaluation of Bureau procurement activities in 1973. This file contains the final report. DESTROY WHEN 10 YEARS OLD. b. Correspondence. DESTROY WHEN 5 YEARS OLD.		
33	D 140 - U. S. Treasurer a. Contains information concerning safekeeping of Mexican Pesos in vault. DESTROY 5 YEARS AFTER CASE IS CLOSED. b. Contains announcements of appointments, etc. DESTROY 5 YEARS AFTER CLOSE OF FILE.		

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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
D 34	<p>D 150 - Bureau of Engraving and Printing</p> <p>Contains newspaper clippings, routine correspondence, announcements of appointments, requests for maintenance, etc. DESTROY WHEN 5 YEARS OLD.</p>		
35	<p>D 160 - Internal Revenue (General)</p> <p>Contains announcements of appointments, etc. DESTROY WHEN 5 YEARS OLD.</p>		
36	<p>D 180 - Prohibition, Customs, Coast Guard, and Mint</p> <p>Contains announcements of appointments, etc. DESTROY WHEN 5 YEARS OLD.</p>		
37	<p>D 200 - Public Debt News</p> <p>Contains quarterly issuances of Bureau newsletter. DESTROY WHEN 10 YEARS OLD.</p>		
38	<p>D 200 - Washington Personnel Memos</p> <p>Contains routine notices to supervisors and/or employees concerning ongoing personnel programs. DESTROY WHEN 5 YEARS OLD.</p>		
39	<p>D 200 - Relating to Personnel</p> <p>Contains general correspondence of a non-policy nature, Administrative Circulars, bulletins, etc., relating to personnel programs and employees. DESTROY WHEN 5 YEARS OLD.</p>		
40	<p>D 200 - Labor-Management Relations</p> <p>a. Contains general correspondence concerning union, organization and training. DESTROY WHEN 5 YEARS OLD.</p> <p>b. Also, contains signed union contracts and rulings. DESTROY WHEN 10 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
D 41	D 200 - Relating to Personnel, Salaries and Paydays		
a.	Contains general correspondence related to time and attendance records, training, and waivers of overpayment of salaries. DESTROY WHEN 10 YEARS OLD.		
b.	Contains matters of policy concerning overtime, etc. DESTROY WHEN 20 YEARS OLD.		
42	D 200 - Salary Tables		
	Contains General Schedule salary tables. DESTROY WHEN 5 YEARS OLD.		
43	D 200 - Reports - Full-time Employees		
	Contains reports of full-time employment statistics. DESTROY WHEN 50 YEARS OLD.		
44	D 200.1 - Commendations, Greetings, Etc.		
	Contains correspondence from the Commissioner to retirees and others on special occasions. DESTROY WHEN 5 YEARS OLD.		
45	D 200.2 - Secretary's Annual Awards Program		
a.	Contains documentation for awards, memos and brochures for annual awards ceremony. DESTROY WHEN 10 YEARS OLD.		
b.	Contains Incentive Awards Regulations DESTROY WHEN SUPERSEDED.		
46	D 200.3 - Group Life Insurance		
	Contains memoranda to employees on Life Insurance Program. DESTROY WHEN 5 YEARS OLD.		

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D 47	D 240 - Time and Leave Contains Bureau policy concerning hazardous weather, special approvals for compensatory time and restored annual leave. DESTROY WHEN 10 YEARS OLD.		
48	D 242 - Hours of Work Contains procedures and policies regarding overtime. DESTROY WHEN 5 YEARS OLD.		
49	D 243 - Holidays Contains memoranda concerning observance of certain holidays. DESTROY WHEN 5 YEARS OLD.		
50	D 248 - Passes Contains memoranda concerning issue of passes to the Main Treasury Building and Engraving and Printing Building. DESTROY WHEN 5 YEARS OLD.		
51	D 253 - Travel - Circulars and Information Contains per diem rates for travel to foreign countries, Hawaii and U. S. possessions. DESTROY WHEN 2 YEARS OLD.		
52	D 254 - Travel - Authority to Travel Contains Bureau policies regarding travel, reimbursement for moving expenses, etc. DESTROY WHEN 10 YEARS OLD.		
53	D 285.3 - Federal Credit Union Contains notices concerning Treasury Credit Union, newsletters, assets, etc. DESTROY WHEN 2 YEARS OLD.		

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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
D 54	D 285.4 - Health Benefits Program Contains insurance plan brochures, open season announcements, notices of health tests, etc. DESTROY WHEN 5 YEARS OLD.		
55	D 285.6 - Recreation Association (TDRA) Contains announcements of membership drive, and other notices. DESTROY WHEN 5 YEARS OLD.		
56	D 286 - Cooperative Enterprises Contains notices concerning various benefit programs, i.e., "Clothes for Kids." DESTROY WHEN 5 YEARS OLD.		
57	D 286.1 - American Red Cross a. Contains administrative bulletins and Treasury Department statistics on the Blood Program. DESTROY WHEN 5 YEARS OLD. b. Also contains Bureau policy concerning procedures for donating blood. DESTROY WHEN SUPERSEDED.		
58	D 300 - Luncheon Accommodations Contains administrative bulletins and notices concerning hours, operation and use of cafeteria. DESTROY WHEN 5 YEARS OLD.		
59	D 300 - Paper and Envelopes Contains correspondence concerning paper disposal, weight of paper, letterheads, etc. DESTROY WHEN 10 YEARS OLD.		
60	D 300 - Revolvers Contains correspondence concerning the maintenance and use of revolvers. DESTROY WHEN 15 YEARS OLD.		

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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
D 61	<p>D 300 - Services</p> <p>Contains administrative bulletins on services available through Main Treasury, and discontinued monthly reports on commercial and industrial services rendered to the Bureau. DESTROY WHEN 5 YEARS OLD.</p>		
62	<p>D 300 - Supplies and Equipment</p> <p>a. Contains general correspondence concerning equipment, nameplate orders, etc. DESTROY WHEN 5 YEARS OLD.</p> <p>b. Also contains correspondence with FRB's concerning expendable and non-expendable property from 1948-1962. After procedural change, this material filed in D 830-2.4 & 2.41 (See Item 95). DESTROY WHEN 15 YEARS OLD.</p>		
63	<p>D 300 - Non-Expendable Property Control</p> <p>Contains property justifications and annually updated lists of non-expendable property for the Commissioner's Office. DESTROY WHEN 5 YEARS OLD.</p>		
64	<p>D 300 - Use of Imprest Funds for Small Purchases</p> <p>Contains procedures, signatures, audits and authorities for withdrawal of money from Imprest Fund. DESTROY WHEN 10 YEARS OLD.</p>		
65	<p>D 300 - Government Bills of Lading</p> <p>Contains administrative bulletins and general correspondence. DESTROY WHEN 5 YEARS OLD.</p>		
66	<p>D 300 - Trucks and Automobiles</p> <p>Contains administrative bulletins, memos and reports on use of trucks and autos. DESTROY WHEN 5 YEARS OLD.</p>		

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D 67	<p>D 400 - Space (Printed Material)</p> <p>a. Contains administrative circulars and notices concerning space. DESTROY WHEN 5 YEARS OLD.</p> <p>b. D 400 - Space (Correspondence)</p> <p>Contains correspondence with GSA and others concerning space, parking, and permits. DESTROY WHEN 10 YEARS OLD.</p>		
68	<p>D 600 - Publications (General)</p> <p>a. Contains correspondence concerning subscriptions and requests from the public for pamphlets published by the Bureau. DESTROY WHEN 5 YEARS OLD.</p> <p>b. Also contains clearances for magazine articles published concerning Bureau functions. DESTROY WHEN 25 YEARS OLD.</p>		
69	<p>D 602 - Incoming Mailing List (General)</p> <p>D 603 - Outgoing Mailing List (General)</p> <p>D 603.1 - Outgoing Mailing List (Loans and Currency)</p> <p>D 603.11 - Additions and Removals</p> <p>D 603.2 - Mailing Lists, Outgoing, Mail & Files</p> <p>D 603.21 - Stencils and Supply of Envelopes</p> <p>Contains requests for additions, deletions, and changes to mailing lists. DESTROY WHEN 5 YEARS OLD.</p>		
70	<p>D 605 - Accounting Policy Circulars DESTROY WHEN SUPERSEDED.</p>		
71	<p>D. 606 - Treasury Bulletin</p> <p>a. Contains monthly submission of Public Debt statistics for inclusion in the Treasury Bulletin. DESTROY WHEN 5 YEARS OLD.</p> <p>b. Also contains changes in policy and procedures for submission of data. DESTROY WHEN 25 YEARS OLD.</p>		

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72	<p>D 620 - Forms (General)</p> <p>a. Contains correspondence concerning revision of forms, status of revisions, and requests for forms. DESTROY WHEN 5 YEARS OLD.</p> <p>b. Also contains legal comments on revision of forms. DESTROY WHEN 10 YEARS OLD.</p>		
73	<p>D 623 - Publications (800-B)</p> <p>Contains copies of the pamphlet PD-800-B and routine correspondence relating to it. DESTROY WHEN 30 YEARS OLD.</p>		
74	<p>D 623.1 - List of Forms Used by the FRB's and the Public</p> <p>Contains forms listings and correspondence relating to their use. DESTROY WHEN 15 YEARS OLD.</p>		
75	<p>D 623.2 - Schedule of Forms for Obsolescence</p> <p>Contains list of forms being considered for obsolescence. DESTROY WHEN 5 YEARS OLD.</p>		

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D 76	D 634 - Circular Letters to Heads of Bureaus, Offices, Divisions and Chiefs of Divisions Contains administrative notices distributed from the Department level. DESTROY WHEN 5 YEARS OLD.		
77	D 676 - High Serial Numbers - Manual		
a.	Contains manual of high serial numbers. DESTROY WHEN SUPERSEDED.		
	D 676 - High Serial Numbers		
b.	Also contains transmittal letters for manual and correspondence requesting copies of manual. DESTROY WHEN 5 YEARS OLD.		
c.	Also contains correspondence on changes in procedures and policy. DESTROY WHEN 25 YEARS OLD.		

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D 78	D 710 - Annual Report of the Secretary Contains working papers on submission of data for the Annual Report of the Secretary of the Treasury. DESTROY WHEN 5 YEARS OLD.		
79	D 810 - Budget and Appropriations D 811 - Budget and Appropriations a. Contains OMB and Congressional justifications of expenses and projected budget estimates. DESTROY WHEN 50 YEARS OLD. b. Also contains internal instructions on budget preparation and execution. DESTROY WHEN 5 YEARS OLD.		
80	D 812 - Executive Development Contains correspondence on resources for executive development, Treasury and Bureau programs, and training. DESTROY WHEN 10 YEARS OLD.		
81	D 812 - Improving Public Service Contains reports to and from various levels of Treasury and internal memos on improving service to the public. DESTROY WHEN 5 YEARS OLD.		
82	D 812 - Economy in Administration Contains present and long range space and personnel projections for D.C. Metro area; reports on Long Range Planning Program, Productivity Measurement Reports, Management Review and Improvement Program, Federal Productivity Change, and Financial Management Improvement. DESTROY WHEN 5 YEARS OLD.		
83	D 812 - Presidential Management Initiatives Contains reports and correspondence concerning implementation of various OMB initiatives. DESTROY WHEN 5 YEARS OLD.		

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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
D 84	<p>D 812 - Energy Conservation Program</p> <p>Contains first Energy Conservation Program and subsequential updates, copies of GSA regulations, statistical reports on energy use, reduction of vehicle use and correspondence with Treasury officials. DESTROY WHEN 10 YEARS OLD.</p>		
85	<p>D 812 - Reports Control Program</p> <p>Contains history of reports burden in the Bureau from 1954 through present and general correspondence concerning this program. DESTROY WHEN 50 YEARS OLD.</p>		
86	<p>D 812 - Annual and Quarterly Reports</p> <p>Contains PD 2375, "Completed Management Action" report and Management Improvement reports submitted quarterly and annual summaries of each.</p> <p>a. DESTROY ANNUAL SUMMARIES WHEN 30 YEARS OLD.</p> <p>b. DESTROY QUARTERLY REPORTS WHEN 5 YEARS OLD.</p>		
87	<p>D 812 - Revenue and Expenditure Control Act of 1968</p> <p>Contains Bureau of the Budget instructions on how to comply with instructions which place controls on the filling of vacancies. DESTROY WHEN 10 YEARS OLD.</p>		

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D 88	<p>D 812 - Charges for Government Services and Products (SLUC Fund)</p> <p>Contains arrangements with GSA for charging the public for services rendered as well as charges to the Bureau for use of Government building. DESTROY WHEN 10 YEARS OLD.</p>		
89	<p>D 812 - Federal Executive Board</p> <p>Contains minutes of meetings and annual reports. DESTROY WHEN 5 YEARS OLD.</p>		
90	<p>D 812 - Equal Employment Opportunity Under Executive Order Number 11246</p> <p>Contains correspondence, legal opinions, directives and regulations concerning the application of E. O. 11246 to Bureau activities. E. O. 11246 states that Government contractors must be equal employment opportunity employers. The Justice Department ruled that Government depositories are included under the executive order. Therefore, Bureau policy on eligibility of issuing and paying agents changed to comply with the Executive Order. DESTROY WHEN 3 YEARS OLD, OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE.</p>	GRS 1-26-G	
91	<p>D 812 - ADP Equipment and Personnel Utilization Report</p> <p>Contains a report to Treasury on use of ADP equipment within the Bureau, correspondence, regulations, and instructions on use of ADP equipment. DESTROY WHEN 10 YEARS OLD.</p>		
92	<p>D 812 - Equal Employment Opportunity</p> <p>Contains reports on number of minority groups, regulations, Treasury Directives, Bureau Action Plans and other informational material about the concepts, and progress of EEO. DESTROY WHEN 5 YEARS OLD.</p>		

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D 93	D 820 - Budget Contains internal instructions on budget preparation and OMB issuances. DESTROY WHEN 5 YEARS OLD.		
94	D 820 - Budget - Reports Contains cost code records for Office of the Commissioner. DESTROY WHEN 5 YEARS OLD.		
95	D 830-2.4 - Fiscal Administration, Expenditures, FRB Reimbursables D 830-2.41- Federal Reserve Branch Banks- Reimbursements Contains letters to FRB's and Branches concerning surplus non-expendable property and requests to purchase equipment. Prior to procedural change in 1962, this material was filed under D 300, Supplies and Equipment. DESTROY WHEN 15 YEARS OLD.		
96	D 830-2.4 - FRB - Reimbursements, Functional Expense Reports		
a.	IDF - Arranged chronologically. Correspondence between the Office of the Commissioner and individual Federal Reserve Banks and internal background memoranda concerning the relationship between the Bureau and the banks in their role as fiscal agents of the United States. Primary subjects include the specific services to be provided by the banks and their reimbursement fees. Files date from 1917. PERMANENT. OFFER TO NARS WHEN 30 YEARS OLD.		
b.	Also contains transmittal letters for comparative reports. DESTROY WHEN 5 YEARS OLD.		
97	D 850.1 - Claims - Set off Documents the legal rulings and actions taken in cases where replacement bonds are issued and then the original bonds are subsequently cashed. Set off is the legal means of recovering government losses in these cases. DESTROY WHEN 10 YEARS OLD.		

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98	D 852 - Claims Against the U. S. Contains legal opinions and waivers of over- payment, etc. DESTROY WHEN 10 YEARS OLD.		
D 99	Communications D 921.1 - Fiscal Administration, Correspon- dence, Official Regulations D 921.12 - Correspondence, Congressional Mail D 921.3 - Correspondence - Preparation a. Contains memoranda concerning procedures for handling various types of correspondence, changes in procedure and notices of the absence of key officials. DESTROY PROCEDURES WHEN SUPERSEDED. b. DESTROY CORRESPONDENCE WHEN 5 YEARS OLD.		
100	D 922 - Mail D 922.61 - Zip Codes D 922.61 - Address of Outgoing Mail D 922.62 - General Mail Outgoing D 922.64 - Mail, Foreign D 922.9 - Mail, Schedule of Messenger Service Contains correspondence on the use of zip codes, mail procedures, postal rates, wrapping packages, bulk mailings, use of American Counselates for mail delivery, mail functions performed and services offered in Main Treasury. DESTROY WHEN 5 YEARS OLD.		
101	D 924 - Telephones D 924.1 - Teletypewriter (TWX) Service D 924.2 - Telecommunications D 924.3 - Telecommunications [Federal Infor- mation Processing Standards (FIPS)] a. Contains correspondence concerning changes in operations, formats, directories, equip- ment, FTS symbols, etc. DESTROY WHEN 5 YEARS OLD. b. Also contains FIPS regulations. DESTROY WHEN SUPERSEDED.		

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D 102	<p>D 939 - Disposition of Useless Papers- General</p> <p>Contains routine correspondence, newsletters concerning records disposition management. DESTROY WHEN 5 YEARS OLD.</p>		
GB 103	<p>GB FILES</p> <p>a. IDF - Aranged by subject and thereunder alphabetically by sub-topic or chronologicaly. Correspondence, internal memoranda, Bureau circulars, publicity materials such as posters, radio addresses, and news releases, and other records concerning the origins of the savings bond program during the 1935-40 period when Series A through D bonds were issued. Many of the policies and procedures established during this period are still in effect. Subjects include Circulars, Publicity, Series A, B, C - General, and individual subject areas for each of the bond issues. This group of records documents the significant role of Secretary Morgenthau in starting the savings bond program. PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p> <p>b. All other GB records. DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED.</p>		
EFG	<p>SERIES GB-EFG</p> <p>This series documents the period 1941 to the present and covers Series E, F, G, H, J and K bonds. Presently the savings bond program finances 8 to 10% of the total public debt and has financed as much as 20% of this debt. Currently, Series E bonds are exchangeable for Series H bonds and from May 1951 through April 1959 were exchangeable for Series G and K. Beginning in January 1960, Series F and J bonds were also exchangeable for Series H bonds. Each bond series is differentiated by the terms under which they were issued.</p>		

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104	<p>GB-EFG Files</p> <p>a. IDF - Arranged by subject and thereunder alphabetically by subtopic or chronologically. Correspondence, internal memoranda, Bureau circulars, publicity materials such as posters, radio addresses, and news releases and other records concerning the origin's of the savings bond program since 1941 when Series E, F, G, H, J and K bonds were issued. Many of the policies and procedures established during this period are still in effect. These records document procedures for exchanging one series for another; i.e, currently Series E bonds are exchangeable for Series H bonds and from May 1951 through April 1959 were exchangeable for Series G and K. Beginning in January 1960, Series F and J bonds were also exchangeable for Series H bonds. Each bond series is differentiated by the terms under which they were issued. PERMANENT, OFFER TO NARS WHEN 30 YEARS OLD.</p> <p>b. All other GB-EFG records DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED.</p>		
105	Savings Bond Program - Comments/Inquiries DESTROY WHEN 5 YEARS OLD.		
106	<p>EFG 100 - Promotion</p> <p>a. Contains periodic news releases concerning the progress of bond sales from sources such as the Treasury News and Bond Teller, correspondence from the Commissioner to the Savings Bonds Division regarding the printing of promotional material and other related clearances and comments. DESTROY WHEN 5 YEARS OLD.</p> <p>b. Also contains official pamphlets, texts of speeches and other promotional devices, as well as, news clippings describing trends in sales of savings bonds from selected periods of the program. PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p>		

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107	<p>EFG 110 - Publicity</p> <p>a. Contains correspondence. DESTROY WHEN 5 YEARS OLD.</p> <p>b. Also contains copies of news releases, radio scripts, fliers and envelope stuffers. PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p>		
108	<p>EFG 110.01 - Information from the Records</p> <p>Contains correspondence and legal certifications that copies of records used in court cases are true copies of the original. DESTROY WHEN 5 YEARS OLD.</p>		
EFG 109	<p>EFG 111 - Advertising EFG 112 - Publications</p> <p>a. These files contain copies of approved promotional devices used to sell savings bonds from magazines, newspapers, ad campaigns and other official savings bond sales publications since 1941. PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p> <p>b. Also contains related clearances by the legal staff. DESTROY WHEN 5 YEARS OLD.</p>		
110	<p>EFG 140 - Detriments to Issue - Correspondence DESTROY WHEN 5 YEARS OLD.</p>		
111	<p>EFG 141 - Trafficking in Bonds and Stamps</p> <p>Contains legal opinions offered in criminal cases involving illegal sale of savings bonds and stamps. DESTROY 6 YEARS AFTER MATURITY.</p>		
112	<p>EFG 142 - Criticism of their Dollar Value</p> <p>Correspondence from the public criticizing the value of savings bonds as an investment. DESTROY WHEN 5 YEARS OLD.</p>		
113	<p>EFG 150 - Safekeeping - Correspondence DESTROY WHEN 5 YEARS OLD.</p>		
114	<p>EFG 150.2 - Safekeeping: IDF</p>		

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	<p>Contains documentation of a service offered to savings bond purchasers by the Treasury Department, which involved holding purchasers' savings bonds in safekeeping at the FRB's and Treasury. This service is no longer being offered, but due to recent Congressional interest, an ongoing program to return these bonds to their owners is being conducted.</p> <p>DESTROY 6 YEARS AFTER MATURITY.</p>		
EFG 115	<p>EFG 150.2 - Safekeeping: Comments/Inquiries</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
116	<p>EFG 155 - Book Entry</p> <p>Book entry is a method of selling securities which eliminates the definitive security and relies on a bookkeeping system to keep track of date and amount of purchase.</p> <p>DESTROY 6 YEARS AFTER MATURITY.</p>		
117	<p>EFG 200 - Issue - Correspondence</p> <p>a. DESTROY WHEN 5 YEARS OLD.</p> <p>b. Also contains legal opinions and explanations of the regulations concerning who may purchase savings bonds.</p> <p>DESTROY 6 YEARS AFTER MATURITY.</p>		
118	<p>EFG 200.2 - Limitations on Holdings -</p> <p>a. Correspondence</p> <p>DESTROY WHEN 5 YEARS OLD.</p> <p>b. Because savings bonds are redeemable 60 days after purchase, allowing individuals to purchase them in large amounts could seriously interfere with the debt management system. This file contains press releases, departmental directives and instructions which document the procedure used to set purchase limitations on savings bonds since 1941.</p> <p>PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p>		

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119	EFG 200.22 - Blocked Accounts Contains non-routine correspondence and legal opinions on the delivery or sale of bonds to aliens. DESTROY 6 YEARS AFTER MATURITY.		
EFG 120	a. EPG 201 - Issue Date - Correspondence DESTROY WHEN 5 YEARS OLD. b. Also contains interpretations of the regulations and legal opinions on unusual cases related to the issue of savings bonds to people of questionable eligibility. DESTROY 6 YEARS AFTER MATURITY.		
121	a. EFG 201.1 - Use of Code Numbers - Correspondence DESTROY WHEN 5 YEARS OLD. b. Also contains correspondence between the Commissioner and the FRB's establishing the numerical coding system for all issuing agents. DESTROY 6 YEARS AFTER MATURITY.		
122	EFG 201.2 - Special Stamping Contains policy statements of the Bureau regarding the use of special stamps by issuing agents when issuing bonds; letters from agents and others inquiring about the use or meaning of special stamps. DESTROY 6 YEARS AFTER MATURITY.		
123	a. EFG 202 - Delivery - Correspondence DESTROY WHEN 5 YEARS OLD. b. Also contains policy statements on the delivery of bonds in unusual situations. DESTROY 6 YEARS AFTER MATURITY.		
124	EFG 202.2 - Delay in Delivery - Correspondence DESTROY WHEN 5 YEARS OLD.		
125	EFG 203 - Applications - Correspondence DESTROY WHEN 5 YEARS OLD.		

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EFG 126	EFG 205 - Issuing and Paying Agents Abroad IDF DESTROY 6 YEARS AFTER MATURITY.		
127	EFG 206 - Cost of Floating the Bonds Contains documentation on the cost to U. S. Treasury of issuing savings bonds. DESTROY 6 YEARS AFTER MATURITY.		
128	EFG 206 - Cost of Floating the Bonds - Correspondence DESTROY WHEN 5 YEARS OLD.		
129	EFG 210 - Issue of Stamps by the Treasury Department: Comments/Inquiries DESTROY WHEN 5 YEARS OLD.		
130	EFG 221 - Agents Designated for Sale and Issue of Series E Bonds EFG 221.6 - Postmasters a. Correspondence. DESTROY WHEN 5 YEARS OLD. b. Also contains policy and official qualifications of issuing agents and legal opinions concerning the establishment and uniform enforcement of these policies. DESTROY 6 YEARS AFTER MATURITY.		
131	Agents Designated for Sale & Issue of Series E Bonds EFG 221.1 - Banks EFG 221.11 - Service Charges EFG 221.2 - List of Agents Qualified DESTROY WHEN 5 YEARS OLD.		

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EFG 132	<p>Agents Designated for Sale Con't.</p> <p>EFG 221.4 - Navy EFG 221.7 - War Department (Army) EFG 221.72 - Air Force</p> <p>These files contain documentation of the arrangements made with the armed services for the sale of savings bonds. DESTROY 6 YEARS AFTER MATURITY.</p>		
133	<p>EFG 223.6 - Reports</p> <p>Contains directions to FRB's on reporting statistical information on the sale and redemption of savings bonds. DESTROY 6 YEARS AFTER MATURITY.</p>		
134	<p>EFG 230 - Universal Reissue</p> <p>Prior to 1972, savings bonds were printed with the redemption values in effect at the time. Problems arose later, however, when a previously issued bond had to be reissued, if redemption values had subsequently changed. After 1961, savings bond stock was printed periodically which could be used universally for any type of reissue. This relieved issuing agents of the necessity of holding numerous types of stock on hand with differing redemption tables. DESTROY 6 YEARS AFTER MATURITY.</p>		
135	<p>Reissue of U. S. Savings Bonds</p> <p>EFG 230 - Reissue EFG 230.1 - To Correct Error in Original Issue EFG 230.2 - Change of Name EFG 230.3 - To Adjust Excess Holdings EFG 230.4 - In Name of Trustee of a Living Trust EFG 230.5 - Under Judicial Procedure</p>		

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EFG 135 con't	EFG 231 - Beneficiary Form EFG 231.1 - To a Surviving Beneficiary EFG 231.2 - To Add a Beneficiary EFG 231.3 - From Beneficiary to Coowner EFG 231.4 - Payable on Death to Treasurer of U. S. EFG 232.2 - After Death of One Coowner EFG 232.3 - To Add a Coowner EFG 233 - Fiduciaries EFG 235.3 - In Name of Person Entitled/ Guardianship Estate EFG 236.1 - Corporations, Partnerships, Banks/Successors of EFG 237 - On Death of Owner EFG 239 - Restrictions EFG 239.1 - To Effect Denominational Exchange EFG 239.2 - During Lifetime of Beneficiary EFG 239.21 - During Lifetime of Beneficiary Upon Consent EFG 239.3 - To Change or Name a Coowner EFG 239.33 - To Change or Name a Coowner Within Certain Degrees of Relationship a. Correspondence DESTROY WHEN 5 YEARS OLD. b. In addition to routine correspondence these files contain the results of often intensive research of the regulations by the legal staff on the various aspects of reissue of savings bonds. Many times policies are established or changed as a result of the legal opinions offered in the rare or unusual cases documented in these files. DESTROY 6 YEARS AFTER MATURITY.		
136	EFG 240 - Refund of Purchase Price - Correspondence DESTROY WHEN 25 YEARS OLD.		
137	EFG 251 - Payment - By Installments- Correspondence DESTROY WHEN 5 YEARS OLD.		

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EFG 138	Installment Plan for U.S. Savings Bonds EFG 251.2 - Corporations EFG 251.25 - Undeliverable Bonds & Funds EFG 251.27 - Defalcation by an Employer EFG 251.4 - Government Departments & Agency EFG 251.41 - Payroll Allotment Plan EFG 251.42 - Average Dating a. Correspondence DESTROY WHEN 5 YEARS OLD. b. Also contains general documentation of the installment plan which is used to buy over 55% of all savings bonds purchased. DESTROY 6 YEARS AFTER MATURITY.		
139	EFG 253 - Bank Draft Contains information and policy statements on the acceptability of personal checks as payment for savings bonds. DESTROY WHEN 10 YEARS OLD.		
140	Registration of U.S. Savings Bonds EFG 270 - Registration (General) EFG 270.1 - In Name of Trust EFG 270.141- In Name of Trustee of Employee Savings Plan (General) EFG 270.4 - Guardians, Executors, Agents, etc. EFG 270.6 - In Names of Minors EFG 270.8 - In Names of Coowners or Bene- ficiaries EFG 270.81 - Coowners or Beneficiaries - Institutions EFG 270.84 - Coowners or Beneficiaries - (Non-Resident) EFG 271 - Irregularities EFG 273 - Corporations or Unincorporated Associations EFG 273.2 - Corporations or Unincorporated Associations, Churches, etc.		

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EFG 140 con't	<p>a. Correspondence DESTROY WHEN 5 YEARS OLD. EXCEPT EFG 270.81 - DESTROY WHEN 10 YEARS OLD.</p>		
	<p>b. In addition these files contain the results of often intensive research by the legal staff on the various aspects of registration of savings bonds. Policies are sometimes established or changed as a result of the legal opinions offered in the rare or unusual cases documented in these files. DESTROY 6 YEARS AFTER MATURITY.</p>		
141	<p>EFG 270.141 - Registration of Series E bonds in Name of Trustee of Employee Savings Plan EFG 270.142 - In Name of Trustees of Employee Savings and Vacation Plans</p> <p>Contains documentation of ways in which savings bonds are used by investors to save for the future. Because of the unusual nature of Thrift Plans, trustees are allowed to purchase savings bonds in excess of the annual limitation on holdings from the funds paid into these plans by employees of various companies. Each participating company must submit its proposal to the Bureau defining the policies and procedures associated with their plan. DESTROY WHEN PLANS HAVE BEEN TERMINATED FOR 10 YEARS.</p>		

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EFG 142	EFG 300 - Redemption - Comments/Inquiries DESTROY WHEN 5 YEARS OLD.		
143	Redemption of U. S. Savings Bonds EFG 300.01 - Coowners and Beneficiaries EFG 300.5 - By Agents, Banks, Trust Cos.,/ Official EFG 300.51 - Service Charges EFG 300.54 - Redemption Tables EFG 300.6 - Redemption by Agents Other Than Banks EFG 310.1 - Use of Detached Request EFG 310.4 - Request for Payment/ Discrepancies in Inscription EFG 310.5 - Representative Capacity EFG 310.6 - Request for Payment/Fraudulent EFG 312 - Request for Payment in Foreign Countries EFG 314 - Request for Payment Prior to 60 Day Period EFG 330 - Redemption Before Maturity EFG 340 - Redemption/Deceased Owners EFG 341 - Deceased Owners/Coowners or Beneficiaries a. Correspondence DESTROY WHEN 5 YEARS OLD. EFG 370 - Guardians EFG 380 - Other Than Owner EFG 381 - Other Than Owner Through Power of Attorney EFG 381.1 - Undeliverable Gift Bonds d. Correspondence DESTROY WHEN 10 YEARS OLD. EFG 340 - Deceased Owners/Without Administration EFG 341.4 - Deceased Owners/Coowners or Beneficiaries EFG 342 - Fiduciaries EFG 343 - Proof of Death EFG 360 - In Case of Minors c. Correspondence DESTROY WHEN 15 YEARS OLD.		

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EFG 143 con't	<p>In addition to routine correspondence these files contain the results of often intensive research of the regulations by the legal staff on the various aspects of redemption of savings bonds. Many times policies are established or changed as a result of the legal opinions offered in the rare or unusual cases documented in these files.</p> <p>DESTROY 6 YEARS AFTER MATURITY.</p>		
144	<p>EFG 300.1 - Redemption of Stamps EFG 300.1A - Termination of Savings Stamp Program</p> <p>a. The savings stamp program began during World War II and spanned three decades. Even though discontinued as too costly to administer, there are occasional revivals of interest in the program as a means to teach children thrift.</p> <p>PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p> <p>b. Correspondence DESTROY WHEN 10 YEARS OLD.</p>		
145	<p>EFG 300.5 - Redemption By Agents, Banks, Trust Cos., etc.- IDF</p> <p>This file contains directives to FRBs and commercial banks and documents the policies and procedures used in the redemption of savings bonds.</p> <p>PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p>		
146	<p>Erroneous Payments</p> <p>These document payments made by authorized paying agents to owners of savings bonds or others in which an error was made. Overpayments, as well as, underpayments occur for various reasons such as fraud, forgery, or clerical error. Each erroneous payment is handled individually and a case file is established in the Savings Bond Operations Office located in Parkersburg, West Virginia. All of the following files are duplicated in Parkersburg and are held as reference material. Each file is broken annually.</p>		

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EFG 146 con't	<p>EFG 300.53 - Erroneous Payments Charged to Banks</p> <p>EFG 300.53 - Erroneous Payments (Misc.)</p> <p>EFG 300.53 - Erroneous Payments (Alpha)</p> <p>EFG 300.531- Erroneous Payments Charged to GLS Fund</p> <p>DESTROY WHEN 3 YEARS OLD.</p> <p>EFG 300.532- Report of Potential Liability Letters</p> <p>EFG 300.533- Report of Erroneous Redemptions</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
147	<p>EFG 310.1 - Detached Request</p> <p>EFG 315.1 - Attestation by Government Officials</p> <p>EFG 315.2 - Attestation by Court Officials</p> <p>EFG 315.4 - Attestation by Bank, Trust, Companies, etc.</p> <p>These files pertain to individuals who wish to redeem bonds but are unable to have their signatures certified by a qualified certifying agent. For instance, people who have been incarcerated or hospitalized and wish to redeem bonds are usually unable to acquire certification of their signatures in the normal fashion. The Bureau will accept certification from wardens or hospital attendants in these cases.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
148	<p>EFG 332 - Exchange Offering of H Bonds for E, F, and J - IDF</p> <p>This file contains department circulars, directives, press releases and instructions to banks and documents the exchange of Series E for Series H bonds. This feature is a unique facet of the savings bond program.</p> <p>PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p>		
149	<p>EFG 340 - U. S. Soldiers Home</p> <p>Contains legal opinions on the disposition of savings bonds left to the estate of deceased soldiers who resided in the U.S. Soldiers Home prior to their death.</p> <p>DESTROY 6 YEARS AFTER MATURITY.</p>		

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EFG 150	<p>EFG 344 - Escheat to States</p> <p>Contains legal determinations of applicability of state escheat laws in the case of savings bonds. Escheat laws deal with the acquisition of estates by the states of deceased persons for whom no heirs can be found.</p> <p>DESTROY 6 YEARS AFTER MATURITY.</p>		
151	<p>EFG 390 - Redemption at Maturity/Series D, E, H, J and K - IDF</p> <p>PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p>		
152	<p>EFG 390 - Redemption at Maturity - Comments/Inquiries - Series D, E, F, G, H, J and K</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
153	<p>EFG 390 - Redemption at Maturity - Official Series D</p> <p>DESTROY 6 YEARS AFTER MATURITY.</p>		
154	<p>EFG 410.8 - Payment of Interest on Current Income Bonds - Use of Identifying Number</p> <p>Contains documentation on use of social security number on the face of savings bonds. The use of the SSN in registering bonds is a necessary administrative tool used to research and identify bond records.</p> <p>DESTROY 6 YEARS AFTER MATURITY.</p>		
155	<p>EFG 410.8 - Use of Identifying Number - Comments/Inquiries</p> <p>DESTROY WHEN 25 YEARS OLD.</p>		
156	<p>EFG 410.64 - Payment of Interest on Current Income Bonds/Forged Endorsements, etc. - Correspondence</p> <p>DESTROY WHEN 25 YEARS OLD.</p>		

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EFG 157	EFG 413 - Payment of Interest on Current Income Bonds to Owners or Bene- ficiaries - Correspondence DESTROY WHEN 5 YEARS OLD.		
158	EFG 414 - Investment Yields: Interest Payment Dates EFG 414.1 - Investment Yields: Bonds Redeem- ed Prior to Maturity Correspondence DESTROY WHEN 10 YEARS OLD.		
159	EFG 416 - Delivery of Checks: Current Income Bonds - Correspondence DESTROY WHEN 5 YEARS OLD.		
160	EFG 416.1 - Holders Living Abroad: Blocked Accounts Since the United States does not maintain diplomatic relations with many communist satellite nations, interest checks to owners of savings bonds living in those countries will not be delivered. This file documents the policy and procedures established when dealing with bond owners in this situation. PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.		
161	EFG 416.2 - Delivery of Interest Checks: Wrong Address - Correspondence DESTROY WHEN 5 YEARS OLD.		
162	EFG 420 - Investment Yields: Rates of Interest - Correspondence DESTROY WHEN 5 YEARS OLD.		

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EFG 163	EFG 440.1 - Investment Yields - Interest Computation and Tables - Appreciation Bonds EFG 440.2 - Interest Computation and Tables Current Income Bonds Correspondence DESTROY WHEN 5 YEARS OLD.		
164	EFG 600 - U. S. Savings Bonds - Lost, Stolen, Destroyed Contains the directives, regulations, related clearances and correspondence between the Commissioner, the Secretary and the FRB's, which establishes Bureau policy on lost, stolen, destroyed or mutilated bonds. PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.		
165	EFG 603 - Liability for Stock in Hands of Agents Documents cases where savings bond stock was lost while in the possession of issuing agent - Correspondence. DESTROY 6 YEARS AFTER MATURITY.		
166	EFG 603.01 - Erroneous Issue Cards EFG 604 - Issue of Duplicate Bond EFG 604.1 - Issue of Duplicate Bond Under Bond of Indemnity Correspondence DESTROY WHEN 10 YEARS OLD.		
167	EFG 606 - Missing While in U.S. Custody EFG 606.1 - Cancelled Stamp Albums Contains procedures and instructions to FRB's concerning the loss of savings bonds while in U. S. custody. DESTROY 6 YEARS AFTER MATURITY.		

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EFG 168	EFG 614 - Lost, Stolen, Destroyed - Comments/Inquiries DESTROY WHEN 5 YEARS OLD.		
169	EFG 616 - After Redemption by Paying Bank - Correspondence DESTROY WHEN 15 YEARS OLD.		
170	EFG 632 - Counterfeit, Defaced, Imperfect, Destroyed EFG 640 - Stolen Stamps or Bonds EFG 640.1 - Stolen Stamps or Bonds Comments/Inquiries Correspondence DESTROY WHEN 5 YEARS OLD.		
171	EFG 717 - Serial Numbers Contains information on the physical characteristics of savings bond serial numbers, as well as discrepancies found in bond serial numbers. DESTROY 6 YEARS AFTER MATURITY.		
172	EFG 718 - Description and Properties, Physical Characteristics, Denominations a. Correspondence DESTROY WHEN 5 YEARS OLD. b. Policy Statements and back-up correspondence that determines what denominations will be authorized. DESTROY 6 YEARS AFTER MATURITY.		
173	EFG 730 - Description and Properties/Various Uses Contains suggestions from the public on investment schemes using U. S. Savings Bonds. DESTROY WHEN 5 YEARS OLD.		

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EG 174	EFG 731.4 - Description and Properties Various Uses - as Philatetic Terms		
	Requests for information on savings stamps from stamps collectors. DESTROY WHEN 5 YEARS OLD.		
175	EFG 733 - Uses as Premiums, Prizes, etc. EFG 733 - Chain Letter Schemes EFG 734 - Uses as Collateral EFG 760 - Attachability EFG 771 - Applicability of Estate or In- heritance Taxes on savings bonds EFG 771.1 - Estate or Inheritance Taxes Coowners or Beneficiaries EFG 773 - State Tax		
a.	These files contain documentation on some of the legal aspects of savings bonds such as their taxable status or use in promotional schemes. DESTROY 6 YEARS AFTER MATURITY.		
b.	Correspondence DESTROY WHEN 5 YEARS OLD.		
176	EFG 770 - Taxation - Comments/Inquiries DESTROY WHEN 5 YEARS OLD.		
177	EFG 775 - Income Tax Under Public Debt Act of 1941 - Comments/Inquiries DESTROY WHEN 5 YEARS OLD.		
178	EFG 775.1 - Check Bond - IDF This file documents a suggestion that all income tax refunds be issued via checks which, if not redeemed, immediately became savings bonds and started to accrue interest. The idea was never instituted. DESTROY 6 YEARS AFTER MATURITY.		

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EFG 179	EFG 802 - Procedure for Disposition of Savings Bond Receipts, Registration Stubs, Albums, etc. DESTROY 6 YEARS AFTER MATURITY.		
180 a.	EFG 803 - Accounts and Expenses/Reimbursement to Agents - Correspondence DESTROY WHEN 25 YEARS OLD.		
b.	Contains correspondence and internal memoranda which describes those services by fiscal agents which are reimbursable, which are not, and the reasons behind the policy for each. PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.		
181	EFG 804.1 - Method of Handling Accounts for Stamp Audit and Destruction Documents the procedure by which savings stamps were audited and destroyed. DESTROY 6 YEARS AFTER MATURITY.		
182 a.	EFG 902 - Suggestions for Issue/Lotteries Correspondence DESTROY WHEN 5 YEARS OLD.		
b.	Also contains legal research material on the eligibility of savings bonds for use as prizes in the lottery. DESTROY WHEN 25 YEARS OLD.		
183	EFG 902.2 - Miscellaneous Suggestions/Special Names for Bonds and Stamps - Correspondence DESTROY WHEN 5 YEARS OLD.		
184	EFG 931.1 - Franking Privileges & Manner of Shipment - Comments/Inquiries DESTROY WHEN 5 YEARS OLD.		
185	EFG 950 - Statistics - PD 3812:"U.S. Savings Bonds Issued and Redeemed Through" In addition to PD 3812 this file contains one-time statistical data collected on the savings bond program to respond to correspondence. DESTROY WHEN 5 YEARS OLD.		

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SN 186	<p>SERIES SN - U. S. SAVINGS NOTES (Freedom Shares)</p> <p>This files contains correspondence, directives, press releases, and publicity material and primarily documents the period 1967-1970 when savings notes were offered for sale in conjunction with Series E savings bonds. Savings notes had a shorter maturity period and paid a higher interest rate. While the regulations governing savings notes are very similar to those governing Series E savings bonds the terms and conditions connected with the offerings were slightly different.</p> <p>The majority of these records establish and define the policies, regulations and procedures for the issuance and redemption of savings notes. This series contains 1 cubic foot of records.</p> <p>PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p>		
187	<p>OA FILES - U. S. SECURITIES IN GENERAL</p> <p>Arranged by subject and thereunder alphabetically by sub-topic or chronologically. Correspondence, internal memoranda, Bureau circulars, news releases, and other records concerning the marketable securities program since 1920 when marketable securities were issued. Many of the policies and procedures established during the period are still in effect and apply to current offerings of Treasury bills, notes and bonds. These records distinguish between bills, notes and bonds as well as between registered and bearer securities. They also reflect the method of payment for interest earned by each type of marketable security.</p> <p>PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p>		

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188	OA 160 - Value: Questions - Correspondence DESTROY WHEN 15 YEARS OLD.		
189	OA 204 - Delivery OA 220.7 - Foreign Holders OA 223 - Information from the Records OA 336.2 - Attestation/Court Officials OA 380 - Redemption OA 400 - Interest OA 420 - Interest Rate OA 610 - Lost, Stolen, Destroyed, Coupon Securities OA 735 - In Payment of Taxes OA 775.1 - Taxation Under Public Debt Act of 1941 OA 902.1 - Suggestions for Issue: Comments/Inquiries OA 903 - Questions Regarding Investments OA 950 - Statistics OA 980 - Use of Money Received by Government Correspondence DESTROY WHEN 5 YEARS OLD.		
190	OA 380 - Payment or Redemption: Caveat and High Serial Number Listings These lists show which marketable securities have been reported lost, stolen or mutilated by their owners, and as a result have had a caveat placed against them. Securities with caveats against them are not to be redeemed if presented for payment after maturity. DESTROY WHEN 1 YEAR OLD.		
191	OA 602 - Disasters Contains notifications from the White House of areas that have been declared disaster areas. DESTROY WHEN 1 YEAR OLD.		

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192	OA 770.1 - Taxation - Comments/Inquiries DESTROY WHEN 20 YEARS OLD.		
RPB	U. S. RETIREMENT PLAN BONDS These bonds are sold to self-employed persons wishing to establish a retirement plan and to selected pension and profit sharing plans as allowed in the Internal Revenue Code of 1954. These bonds may be redeemed when the registered owner attains the age of 59-1/2 years, or is disabled. Interest on the bonds, which will be paid only upon redemption, continues to accrue until the bonds have been redeemed or have reached maturity whichever is earlier.		
193	<u>U. S. Retirement Plan Bonds - IDF</u> This file contains department circulars, background data, directives, press releases and publicity material and documents the policies and procedures for the issue and redemption of the Individual Retirement Plan Bonds. PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.		
194	This file contains department circulars, background data, directives, press releases and publicity material and documents the policies and procedures for the issue and redemption of the Individual Retirement Plan Bonds PERMANENT-OFFER TO NARS WHEN 30 YEARS OLD.		
195	<u>Inquiries</u> a. Routine correspondence DESTROY WHEN 5 YEARS OLD. b. Correspondence involving individual cases DESTROY WHEN 10 YEARS OLD.		

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IRPB	<p>U. S. INDIVIDUAL RETIREMENT BONDS</p> <p>These bonds are sold to persons not covered by any other retirement plan during the taxable year or under an annuity contract purchased for them by selected organizations. Interest on Individual Retirement Bonds accrues every six months and is paid with the principal upon redemption. No interest will be paid, however, if the bonds are redeemed within twelve months of their issue date.</p>		
196	<p>U. S. Individual Retirement Bonds- IDF</p> <p>This file contains department circulars, background data, directives, press releases and publicity material and documents the policies and procedures for the issue and redemptions of the Individual Retirement Bonds.</p> <p>PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.</p>		
197	<p><u>Inquiries</u></p> <p>a. Routine correspondence DESTROY WHEN 5 YEARS OLD.</p> <p>b. Correspondence involving individual cases DESTROY WHEN 10 YEARS OLD.</p>		
CA 198	<p>CORPORATE AND AGENCY FILES</p> <p>Many government agencies such as the Federal Home Loan Banks, Federal National Mortgage Association, Tennessee Valley Authority and others have issued securities to raise money for various public projects. Because of the administrative costs involved in establishing an independent securities accounting system, the Bureau's existing system was made available to them on a reimbursable basis.</p> <p>a. Offering Case Files of Security Issues DESTROY 10 YEARS AFTER FINAL MATURITY OF SECURITY.</p>		

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b.	<p>This file contains press releases, directives and instructions to agents which serve as documentation of policy and procedures between the agency and the Bureau</p> <p>PERMANENT - OFFER TO NARS 25 YEARS AFTER SERVICE IS DISCONTINUED.</p> <p>ALPHA SUBJECT</p>		
AS 199	<p><u>Checks</u></p>		
a.	<p>Contains policy, regulations and procedures for the issuance of government checks.</p> <p>DESTROY WHEN 25 YEARS OLD.</p>		
b.	<p>Also contains general correspondence.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
200	<p><u>Contracts</u></p>		
a.	<p>Contains legal opinions concerning contracts.</p> <p>DESTROY WHEN 25 YEARS OLD.</p>		
b.	<p>Also contains general correspondence.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
201	<p><u>Federal Reserve Bank - Time, Holidays, Hours of Business</u></p>		
	<p>Contains notices from FRB's on above subject.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
202	<p><u>FRB - Miscellaneous</u></p>		
	<p>Contains FRB regulations, notices, and changes in procedure.</p> <p>DESTROY WHEN 15 YEARS OLD.</p>		
203	<p><u>Fiscal Agency Conferences</u></p>		
	<p>Contains minutes and briefing books for major conferences held between the FRB's, Fiscal Assistant Secretary and bureaus within the Fiscal Service of the Treasury Department. These conferences cover subjects, which are frequently delicate in nature, and are of major importance to the operations of the Fiscal Service.</p> <p>DESTROY WHEN 20 YEARS OLD.</p>		

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AS 204	<u>Miscellaneous</u> Contains correspondence from the public for which there is no other appropriate file. DESTROY WHEN 5 YEARS OLD.		
205	<u>Public Debt - Misc</u> Contains correspondence from the public concerning questions about the National debt or the Bureau. DESTROY WHEN 5 YEARS OLD.		
206	<u>Procedure for New Issue</u> This file contains press releases, directives and correspondence which document changes in procedures for issuing securities and the history behind these changes. PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.		
207	<u>Changes in FRB Officers</u> Contains notices of changes in FRB officers. DESTROY WHEN 5 YEARS OLD.		
208	<u>FRB - Fiscal Agency Relations with Treasury Department</u> Documents agreements with FRB's and minutes of Fiscal Agency Subcommittee meetings. PERMANENT - OFFER TO NARS WHEN 30 YEARS OLD.		
209	<u>FRB - Fiscal Agency Relations with Treasury Department - By Branch</u> Contains announcements of appointments, telephone directories and general correspondence. DESTROY WHEN 5 YEARS OLD.		
210	<u>FRB - Facsimile Signatures</u> Contains notices from FRB's with authorized signatures for various transactions. DESTROY WHEN 25 YEARS OLD.		

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R 211	<p>RECURRING REPORTS</p> <p><u>PD 2315 - U. S. Savings Bonds Sales, Accruals, Redemptions and Outstanding</u></p> <p>This is a monthly statistical report which shows the status of the savings bond program by dollar value and month of issue. This information can be reconstituted from records in Parkersburg, if necessary.</p> <p><u>PD 2296A - U. S. Savings Bonds Quarterly Statement of New Issues, Reissues and Outstanding.</u></p> <p>This is a quarterly statistical report which shows the status of the savings bond program by piece and denomination. This information can be reconstituted from records in Parkersburg, if necessary.</p> <p>DESTROY ALL BUT END OF FISCAL YEAR REPORT WHEN 10 YEARS OLD. DESTROY END OF FISCAL YEAR REPORT WHEN 50 YEARS OLD.</p>		
212	<p><u>PD 2199A - Analysis of Production, Personnel Cost Effectiveness and Status of Work.</u></p> <p>This is a monthly statistical report which shows the details of work produced, man-months, and personnel cost.</p> <p><u>FRB Comparative Report of Volume and Expense.</u></p> <p>This is a monthly statistical report of the number and type of transactions handled by the FRB's in their capacity as Fiscal Agents.</p> <p>DESTROY END OF FISCAL YEAR REPORT WHEN REPORT IS 30 YEARS OLD. DESTROY ALL OTHER REPORTS WHEN 15 YEARS OLD.</p>		
213	<p><u>D 120 - "U. S. Savings Bonds Report of Interest Checks Mailed on Schedule".</u></p> <p>DESTROY WHEN 5 YEARS OLD.</p>		

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R 214	<p><u>D 120.002 - PD 4437-1 - "Status of Series E Savings Bond Issues - Punch Card and Magnetic Tape Statistical Summary".</u></p> <p>Prior to 1971, a comprehensive narrative report which shows changes in procedures and work force was submitted which provides a good history of the work of the Chicago Office. After 1971, a simple statistical report was required in its place.</p> <p>a. RETAIN PERMANENTLY PRIOR TO 1971. OFFER TO NARS WHEN 30 YEARS OLD.</p> <p>b. AFTER 1971, DESTROY WHEN 10 YEARS OLD.</p>		
215	<p><u>D 710 - "Reports to Congress"</u></p> <p>This is an annual report required by Congress which shows the number of recurring reports submitted to it by the Bureau. DESTROY WHEN 5 YEARS OLD.</p>		
216	<p><u>GB/EFG - PD 3464-1 - "Quarterly Report of Number of Issuing and Paying Agents Qualified".</u></p> <p>This report is submitted quarterly by each FRB; a summary report is then prepared. DESTROY WHEN 5 YEARS OLD.</p>		
217	<p><u>Agents Monthly Reports</u></p> <ol style="list-style-type: none"> 1. Sales/Redemptions of Series E bonds by piece and denomination (GB/EFG 223.32 & 223.6). 2. Sales/Redemptions of Savings Notes by piece and denomination. 3. Sales/Redemptions Book Entry. 4. Sales/Redemptions of Retirement Plan Bonds by piece and denomination. 5. Sales/Redemptions of U. S. Individual Retirement Bond by piece and denomination. <p>DESTROY ORIGINAL AND COPIES WHEN 2 YEARS OLD.</p>		

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R 218	<u>GB/EFG 300.5 - PD 4057 - "Monthly Inventory of Claims and Reports of Loss from Erroneous Payments".</u> DESTROY WHEN 5 YEARS OLD.		
219	<u>GB/EFG 300.5 - PD 3344 - "Losses to Government Losses in Shipment Fund".</u> DESTROY WHEN 5 YEARS OLD.		
220	<u>GB/EFG 300.533 - PD 2993 - "Savings Bond Monthly Statement Showing Erroneous Redemptions of Savings Bonds Determined, Recoveries Effected, and the Balance of Unrecovered Erroneous Payments".</u> DESTROY WHEN 5 YEARS OLD.		
221	<u>GB/EFG 332 - PD 4077 - "Report of Series H Savings Bonds Issued on Exchange Where Owner States Increment to be Declared in Tax Year to IRS".</u> This report is part of a program of cooperation between the IRS and the Bureau. DESTROY WHEN 5 YEARS OLD.		
222	<u>GB/EFG 405 - "Accounts Receivable: Under and Overissue of Interest - Series G"</u> This is a monthly report which shows the number of erroneous interest payments, their amounts and the bondowner involved. DESTROY WHEN 2 YEARS OLD.		

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R 223	<p><u>GB/EFG 950.2 - PD 3812 - "U. S. Savings Bonds Issued and Redeemed"</u></p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
224	<p><u>Account 34</u></p> <p>This is a quarterly comprehensive report on all outstanding securities which are part of the Bureau accounting system.</p> <p>DESTROY WHEN 30 YEARS OLD.</p>		

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96	<p>D 830-2.4 - FRB - Reimbursements, Functional Expense Reports</p> <p>a. IDF - Arranged chronologically. Correspondence between the Office of the Commissioner and individual Federal Reserve Banks and internal background memoranda concerning the relationship between the Bureau and the banks in their role as fiscal agents of the United States. Primary subjects include the specific services to be provided by the banks and their reimbursement fees. Files date from 1917.</p> <p>PERMANENT. OFFER TO NARS WHEN 30 YEARS OLD.</p> <p>b. Also contains transmittal letters for comparative reports.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
103	<p>GB FILES</p> <p>a. IDF - Arranged by subject and thereunder alphabetically by sub-topic or chronologically. Correspondence, internal memoranda, Bureau circulars, publicity materials such as posters, radio addresses, and news releases, and other records concerning the origins of the savings bond program during the 1935-40 period when Series A through D bonds were issued. Many of the policies and procedures established during this period are still in effect. Subjects include Circulars, Publicity, Series A, B, C - General, and individual subject areas for each of the bond issues. This group of records documents the significant role of Secretary Morgenthau in starting the savings bond program.</p> <p>PERMANENT. OFFER TO NARS WHEN 30 YEARS OLD.</p> <p>b. All other GB records.</p> <p>DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED.</p>		