Schedule Number: NC1-053-81-03

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1 053 86 001 items 110 and 111a

Date Reported: 8/1/2019
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
Division of Investor Accounts

4. NAME OF PERSON WITH WHOM TO CONFER
Mildred L. Linzy

5 TEL. EXT.
287-6529

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
10/21/81

D. SIGNATURE OF AGENCY REPRESENTATIVE
Carl Locken

E. TITLE
Acting Assistant Commissioner (Washington)

7 ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
The records described below are records that are covered in DIA's Retention Schedule. These records have been identified as records that have been microfilmed and the hard copy is now ready for destruction.

1. Tender Forms
These are tenders (or applications) for purchases of U.S. Treasury bills held in book-entry accounts.
PD 4632-1 52 Week bill Tender
PD 4632-2 26 Week bill Tender
PD 4632-3 13 Week bill Tender
PD 4632-4 FRB N.Y. Tender
DESTROY TENDERS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. MICROFILM WILL NOT BE DESTROYED UNTIL AT LEAST SIX YEARS AND THREE MONTHS AFTER THE MATURITY DATE OR AFTER THE DATE THE BILL WAS PAID, WHICHEVER IS LATER. RETIREMENT TO FEDERAL ARCHIVES AND RECORDS CENTER IS NOT AUTHORIZED.

2. Transaction Request
Depositors are required to submit the following in order to request that a change be made to a book-entry account.
PD 4633 Request for Transaction
PD 4633-1 Reinvestment/Rollover Request
PD 4633-2 Reinvestment Request Punch Card

9. SAMPLE OR JOB NO

10. ACTION TAKEN

115-107

STANDARD FORM 115
Revised April 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
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<tbody>
<tr>
<td></td>
<td>DESTROY TRANSACTION REQUEST WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. MICROFILM WILL NOT BE DESTROYED UNTIL AT LEAST SIX YEARS AND THREE MONTHS AFTER THE MATURITY DATE OR AFTER THE DATE THE BILL WAS PAID, WHICHERVER IS LATER. RETIREMENT TO FEDERAL ARCHIVES AND RECORDS CENTER IS NOT AUTHORIZED. This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. Storage conditions shall adhere to the standards of 101-11.507 and 101-11.508.</td>
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Retirement process added per conversation between Mr. Hing and James Hovsand. 9/12-4-81