

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 Public Debt Accounts

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

5. TEL. EXT.
634-5290

LEAVE BLANK	
JOB NO.	NCI-53-83-1
DATE RECEIVED	7-22-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-31-83 Date	<i>[Signature]</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 3-9-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Assistant Commissioner (Washington)
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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
1.	<p>The Ledgers and Journals described below are covered in PDA's Retention Schedule. These records are 5 and 10 years old and are ready to be transferred to the Federal Records Center.</p> <p>General Ledger and Monthly Journal Files - These files contain balances and transactions on savings bonds and securities.</p> <p>(A) TRANSFER ALL LEDGERS EXCEPT MONTH ENDING THE FY TO FRC WHEN 5 YEARS OLD AND DESTROY WHEN 20 YEARS OLD. (B) TRANSFER END OF FY LEDGERS TO FRC WHEN 10 YEARS OLD AND DESTROY WHEN 20 YEARS OLD. (C) TRANSFER ALL JOURNALS TO FRC WHEN 5 YEARS OLD AND DESTROY WHEN 20 YEARS OLD.</p>		

Mass Data Cleanup Sheet Not Required

3 items

115-107
*Agency copy delivered to
Mikoyin 9/8/83, B.E.P. Annex
JH 9/6/83*

NCW sent 9-12-83 by DMW.