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

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 1 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
   Bennett W. Keel

E. TITLE
   Assistant Commissioner (Washington)

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With inclusive dates or Retention Periods)

   1. General Ledger and Monthly Journal Files - These files contain balances and transactions on savings bonds and securities.

   (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.

STANDARD FORM 115
Revised April, 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4