

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-53-83-2
DATE RECEIVED	8-15-83
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
9/2/83 <small>Date</small>	<i>[Signature]</i> <small>Archivist of the United States</small>

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  
Savings Bond Operations Office, Parkersburg, WV

4. NAME OF PERSON WITH WHOM TO CONFER  
W. M. Gregg

5. TEL. EXT.  
376-0256

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7-13-83	<i>Martin French</i> Martin French	Assistant Commissioner

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Exchange Subscriptions for United States Savings Bonds - Series H (Form PD 3253)</p> <p>These documents, covering the period 1960 thru 1975, record a bondowner's application to a Federal Reserve Bank to exchange Series E Savings Bonds and Savings Notes for bonds of Series H. They are a reference source for determining principal coowners, verifying tax liabilities and satisfying other Series H exchange inquiries.</p> <p>Subscriptions originating since 1976 are destroyed after microphotographic copies have been made. (Reference Parkersburg Comprehensive Schedule No. 4, Item 9).</p> <p>The recommended retention period provides for the extended term to maturity (30 years) plus six years and three months.</p> <p style="text-align: center;"><u>Destroy 36 years and three months after origin.</u></p> <p><b>Further TRANSFER TO ERC NOT AUTHORIZED</b> <i>for conversion of Odie Westfall, Public Debt, Parkersburg WV</i> <i>9/1/83 J. Harwood</i></p>		1 item

*Copies to M. Lundy, B.P.D., 9/18/83 - 9/16/83 Mass Data Change Worksheet Request Attached.*