

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

LEAVE BLANK

JOB NO  
N1-56-89-5

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

DATE RECEIVED  
**9/28/89**

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION  
**DEPARTMENT OF THE TREASURY**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION  
**U.S. SAVINGS BONDS DIVISION**

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE  
**12/13/89**

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary.

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

9/27/89

**Jerrold B. Speers**

Executive Director

7  
ITEM  
NO

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9 GRS OR  
SUPERSEDED  
JOB  
CITATION

10 ACTION  
TAKEN  
(NARS USE  
ONLY)

1. RECORDS OF THE OFFICE OF ADMINISTRATION.
- PROMOTIONAL RECORDS OF THE ADVERTISING AND PROMOTIONAL BRANCH, (1936-1961), 8 cubic feet, accession number 056-73A0201, boxes 1-8 located at WNRC. These records consist of posters, brochures, newsletters, press releases, scripts, sheet music, broadsides, ad cuts, and a variety of other publicity-related items, most of which pertain to specific War Loan drives (e.g., Fourth War Loan, Fifth War Loan, etc.). The records document the use of various forms of medium including visual art, music, theatre, radio, and written communications to promote the sale of U.S. Savings Bonds.
- a. Records of archival value.
- DISPOSITION: PERMANENT--TRANSFER TO THE NATIONAL ARCHIVES UPON APPROVAL OF THIS SCHEDULE.

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE . OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>b. Records disposable under current approved agency records disposition authorities; records disposable under items in the General Records Schedule; and non-record, duplicative, or unidentifiable material removed during processing.</p> <p>DISPOSITION: DESTROY IMMEDIATELY.</p>		
2.	<p>RECORDS OF THE OFFICE OF THE EXECUTIVE SECRETARY, (1969-1973), 3 cubic feet, accession 056-73A0205, boxes 1-3 located at WNRC. The records consist of campaign kits, speeches, brochures, press kits, scripts, and one 16 mm motion picture film, "Take Stock in America," that is included in two of the kits. This accession documents the publicity methods used to promote U.S. Saving Bonds in the early 1970s, and reflects increased use of corporate assistance.</p> <p>a. Records of archival value.</p> <p>DISPOSITION: PERMANENT--TRANSFER TO THE NATIONAL ARCHIVES UPON APPROVAL OF THIS SCHEDULE.</p> <p>b. Records disposable under current approved agency records disposition authorities; records disposable under items in the General Records Schedule; and non-record, duplicative, or unidentifiable material removed during processing.</p> <p>DISPOSITION: DESTROY IMMEDIATELY.</p> <p>RECORDS OF THE U.S. SAVINGS BONDS DIVISION THAT CANNOT BE ATTRIBUTED TO A SPECIFIC ADMINISTRATIVE UNIT.</p>		
3.	<p>PUBLICITY RECORDS OF MRS. U.S. SAVINGS BONDS PROGRAM, (1958-1968), 3 cubic feet, accession number 056-69A4477, boxes 1-3 located at WNRC. These records consist of photographs, correspondence, newspaper clippings, press releases, press kits, itineraries, scrapbooks, and other similar material. The records document the selection, function, and activities of Mrs. U.S. Savings Bonds. Most of the photographic prints are black and white and range in size from 5 x 7 and 8 x 10 inches to 3 x 3 inch snapshots.</p>		

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	<p>a. Records of archival value.</p> <p>DISPOSITION: PERMANENT--TRANSFER TO THE NATIONAL ARCHIVES UPON APPROVAL OF THIS SCHEDULE.</p> <p>b. Records disposable under current approved agency records disposition authorities; records disposable under items in the General Records Schedule; and non-record, duplicative, or unidentifiable material removed during processing.</p> <p>DISPOSITION: DESTROY IMMEDIATELY.</p>		
4.	<p>PRESS RELEASES AND HISTORICAL MATERIAL, (1941-1960) 2 cubic feet, accession number 056-63A0150, boxes 11-12 located at WNRC. Box 11 contains six bound volumes of press releases issued by the War Savings Staff between January 1, 1942 and February 15, 1944. Box 12 contains miscellaneous historical material. Although some of these records relate to bonds drives held during World War II, the bulk of these records cover the period between 1946 and 1960. The records include historical files regarding the design and use of the Minute Man symbol; bond endorsements by literary figures such as Pearl Buck, Lillian Hellman, and Ogden Nash; correspondence to and from, and biographical sketches of members of the "Descendants of the Signers of the Declaration of Independence," ca. 1950; reports on Savings Bonds drives in specific cities; and a folder on the life and career of Ted R. Gamble, National Director of the War Finance Division during World War II. In addition there is a considerable amount of material from the 1950s on meetings with labor union leaders and industry leaders to encourage promotion of the payroll savings program throughout U.S. industries and businesses. One other item of interest is a green notebook containing a report on the Treasury Department's projected financing problems in 1945.</p> <p>a. Records of archival value.</p> <p>DISPOSITION: PERMANENT--TRANSFER TO THE NATIONAL ARCHIVES UPON APPROVAL OF THIS SCHEDULE.</p>		

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	<p>b. Records disposable under current approved agency records disposition authorities; records disposable under items in the General Records Schedule; and non-record, duplicative, or unidentifiable material removed during processing.</p> <p>DISPOSITION: DESTROY IMMEDIATELY.</p>		
5.	<p>COMPUTER PRINTOUTS DOCUMENTING PARTICIPATION IN THE U.S. SAVINGS BONDS PROGRAM, (1962-1966), 4 cubic feet, accession 056-68A5209, boxes 1-4 located at WNRC. These records consist of computer printouts of interstate companies reports, state reports, consolidated reports, size group summaries, and similar variations of these reports. The reports are grouped together by state and arranged thereunder by company or industry. Most of the printouts provide the name of the company, its total number of employees, and the number and percentage of employees enrolled in the payroll savings plan.</p> <p>DISPOSITION: DESTROY IMMEDIATELY.</p>		