

ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent - item with permanent disposition

(T) Temporary - item with temporary disposition

ITEM	STATUS	WHY INACTIVE
001	Active (P)	
002	Active (P)	
003	Inactive (T)	Obsolete process
004	Inactive (T)	Superseded by GRS 5.1 / 020 (DAA-GRS-2016-0016-0002)
005	Active (P)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY (see instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT	
2 MAJOR SUBDIVISION OFFICE OF COMMISSIONER STAFF	
3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER ROBERT KONZ	5 TELEPHONE (304) 480-6601

HAVE BLANK (NARA use only)	
JOB NUMBER NI-53-00-3	
DATE RECEIVED 1.31.00	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column	
DATE 6-15-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 1/25/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Licki S. Thorpe</i>	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">SEE THE ATTACHED SHEETS</p> <p align="center"><i>Agency, number, NR, number</i></p>		

7 ITEM-NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
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N1-53-00-03-0001

Title SB SERIES - SAVINGS BONDS (Important Data Files)

Title Memo THESE ARE SAVINGS BOND FILES IN THE COMMISSIONERS OFFICE THESE FILES CONTAIN MOST OF THE PERMANENTLY VALUABLE DOCUMENTATION ON IMPORTANT BUREAU PROGRAMS THESE INCLUDE RECORD COPIES OF OFFICIAL ISSUANCES, LEGAL OPINIONS DOCUMENTATION OF RELATIONS WITH FRBs AND BRANCHES IN THEIR CAPACITY AS FISCAL AGENTS OF THE UNITED STATES PRESS RELEASE, FEDERAL REGISTER CLIPPINGS OF BUREAU REGULATIONS NOT CONTAINED IN THE CODE OF FEDERAL REGULATIONS

Form Num	Form Series	Restrictions	NO
Computer System	Cost Code 100	Vital Record	<input type="checkbox"/>
Retention Years 30	Retention Months 0		
Retention Description	PERMANENT Transfer to NARA when no longer needed for operations but not later than 30 years from latest date in file		

N1-53-00-03-0002

Title SB SERIES - SAVINGS BONDS (All other Files)

Title Memo These files describe various general aspects of the Savings Bond Program These are other than IDF's files THESE INCLUDES CORRESPONDENCE, INTERNAL MEMORANDAS, BUREAU CIRCULARS, PUBLICITY MATERIALS CONCERNING THE SAVINGS BONDS PROGRAM
 * SEE ITEM N1-53-00-03-0005 FOR PERMANENT FILES WITHIN THIS SERIES.

Form Num	Form Series	Restrictions	NO
Computer System	Cost Code 100	Vital Record	<input type="checkbox"/>
Retention Years 20	Retention Months 0		
Retention Description	Destroy when no longer needed for operations but not later than 20 years from latest date in file		

N1-53-00-03-0003

Title SPECIMEN SECURITY RECEIPT

Title Memo THIS FORM IS FILLED OUT WHEN A SECURITY IS TAKEN OUT OF THE SAFE THE FORM IS PLACE IN THE FOLDER WHERE THE SECURITY USED TO BE

Form Num PD F 3825	Form Series A COPY	Restrictions	NO
Computer System	Cost Code 100	Vital Record	<input type="checkbox"/>
Retention Years 3	Retention Months 0		
Retention Description	WHEN THE SECURITY IS RETURNED TO FILE, THIS FORM IS PULLED OUT AND HELD IN A FOLDER FOR 3 YEARS OR UNTIL AN AUDIT IS COMPLETE WHICH EVER IS SOONER		

Item N1-53-00-03-004

Electronic versions of records created by electronic and word processing applications covered by items 1, 2, and 5 of this schedule

Disposition: Temporary. Delete when recordkeeping copy is produced.

Item N1-53-00-03-005

SB-Series – Savings Bonds (All Other Files) marked “U.S. Savings Bonds – Promotion, Publishing, and Advertising.”

Disposition: PERMANENT. Transfer to NARA when no longer needed for operations, but no later than 20 years from latest date in file.

*Additions made
per phone conversation
with BPD's Bob
Kang on March 7, 2000
M. Donovan.*