

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
 Savings Bond Operations Office, Parkersburg, WV

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

5 TEL EXT
 376-~~4888~~ 4132

LEAVE BLANK	
JOB NO N1-53-91-2	
DATE RECEIVED 5-23-91	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12/30/91 Date	<i>James W. Sycere</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 X 2 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 4-4-90	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Martin French</i> Martin French	E TITLE Assistant Commissioner
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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. (Ref. Item 16 of original and amend No. 1)	<p>Savings bond transactions central name files.</p> <p>A. This is a centralized name file containing correspondence, forms and data. Papers in the file pertain to transactions or involvement related to savings bonds and notes including, but not limited to, claims, interest payments, exchanges and the transmittal of information.</p> <p>Files originating after 1968--previously managed through periodic appraisals of contents, purging files of decreasing significance. (Reference Amendment No. 1 of 2/13/79)</p> <p><u>Destroy when 6 years old.</u> <u>Destroy purged documents annually.</u></p> <p>B. These <u>claims case</u> files are a part of the central name files containing records and documents related to lost bonds. Their longer retention (on microfilm) is deemed necessary to protect the legal and financial rights of the Government.</p> <p><u>Destroy after three years and after microphotographic copies have been made.</u></p> <p>C. Original and Diazo copies of microfilm. <u>Destroy when no longer needed for legal or administrative purposes.</u></p>	NC1-53-83-2 79	

Copies sent to agency, 11/6/92

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>D. These exception case files (Debt Collection, Escheat, Missing Owners, etc.) are considered to possess a greater risk potential to the Government, so require the longest retention of the original documents.</p> <p><u>Destroy when 10 years old.</u></p>		