

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 These items, unless subsequently superseded, may be used by the agency to disposition records.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 They are superseded or obsolete.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.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.

For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition

(T) Temporary - item with temporary disposition

ITEM	STATUS	WHY INACTIVE
0001.01	NA	lined off prior to approval
0001.02	NA	lined off prior to approval
0001.03	NA	lined off prior to approval
0001.04	NA	lined off prior to approval
0001.05	NA	lined off prior to approval
0002	Inactive (T)	superseded by GRS 2.3 / 010 (DAA-FRS-2022-0001-0001)
0003	Inactive (T)	superseded by GRS 2.5 / 020 (DAA-GRS-2017-0004-0003)
0004.01	Inactive (T)	superseded by GRS 2.4 / 061 (DAA-GRS-2023-0004-0001)
0004.02	Inactive (T)	superseded by GRS 2.4 / 061 (DAA-GRS-2023-0004-0001)
0005	Active (T)	
0006	Active (T)	
0007	NA	lined off prior to approval
0008	Inactive (T)	superseded by GRS 2.5 / 020 (DAA-GRS-2017-0004-0003)

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>11-053-97-1</i>	DATE RECEIVED <i>10-7-96</i>
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION OFFICE OF ADMINISTRATION			
3. MINOR SUBDIVISION (1) DPM (2) DFM (3) DAS (4) DPRO			
4. NAME OF PERSON WITH WHOM TO CONFER VICKI S. THORPE	5. TELEPHONE (304) 480-6553	DATE <i>4-7-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 ___ 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 10/01/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vicki S. Thorpe</i>	TITLE
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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)
	<i>See attached.</i>		

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-01-0001.03	EMPLOYEE AWARDS SES FILES-1011.5-2: LETTERS OF COMMENDATION AND APPRECIATION. PER 5 CFR 293.404A(I)(II) THESE RECORDS MAY BE RETAINED 5 YEARS.	NEW 169B GRS-1, 2364

Form No: Series No: Org. Abbrev: OA/DPM
Retain: 5 yrs 0 mths ²³⁶⁴
~~REFERENCE GRS 01, 12C G 23B(2). CUT OFF END OF CALENDAR YR.~~
~~TRANSFER TO FRC AS VOLUME WARRANTS. DESTROY 5 YRS AFTER CUTOFF.~~

Item No.	Description of Item	Authority
N1-53-97-01-0001.04	EMPLOYEE AWARDS SES FILES-1011.5-3: LENGTH OF SERVICE AND SICK LEAVE AWARD FILES. PER 5 CFR 293.404A(I)(II) THESE RECORDS MAY BE RETAINED FOR 5 YEARS.	NEW 169B GRS-1, 2364

Form No: Series No: Org. Abbrev: OA/DPM
Retain: 5 yrs 0 mths ²³⁶⁴
~~REFERENCE GRS 01, 12C G 23B(2). CUT OFF END OF CALENDAR YR. TRANSFER TO~~
~~FRC AS VOLUME WARRANTS. DESTROY 5 YRS AFTER CUTOFF.~~

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-01-0001.05	EMPLOYEE AWARDS SES FILES-1011: CASE FILES INCLUDING RECOMMENDATIONS APPROVED NOMINATIONS, CORRESPONDENCE, REPORTS AND RELATED HANDBOOKS PERTAINING TO AGENCY-SPONSORED CASH AND NON-CASH AWARDS.	NEW 169B GRS-1, 2364

Form No: Series No: Org. Abbrev: OA/DPM
Retain: 5 yrs 0 mths
REFERENCE GRS-01, ~~120~~²³⁶⁴ CUT OFF AT END OF CALENDAR YR. ~~TRANSFER TO~~
~~FRC AS VOLUME WARRANTS.~~ DESTROY 5 YRS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-01-0002	ABSENCE FROM THE JOB-1015: TO REPRESENT THE UNION	NEW 39

Form No: PD F 4388-1 Series No: A COPY Org. Abbrev: OA/DPM/ELRB
Retain: 1 yrs 0 mths
CUT OFF END OF CALENDAR YEAR. DESTROY 1 YR AFTER NTEU AGREES WITH
FINAL REPORT.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-01-0003	EMPLOYEE EXIT CLEARANCE-1021.1 THIS IS A FORM THAT SPECIFIC OFFICES SIGN AND STATES THAT THE EMPLOYEE IS SEPERATING FROM THE BUREAU. THESE OFFICES ARE TO CONFIRM THAT THEY HAVE RECEIVED ALL NEEDED DOCUMENTATION FROM THIS EMPLOYEE.	NEW 242

Form No: PD F 5195 Series No: C COPY Org. Abbrev: OA/DPM/EDB
Retain: 3 yrs 0 mths
CUT OFF AT END OF CALENDAR YEAR. ~~TRANSFER TO PRC AS VOLUME WARRANTS.~~ DESTROY 3 YRS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-01-0004.01	ORGANIZATIONAL LISTINGS-1002: EMPLOYEE LISTINGS BY ORGANIZATION THIS IS A REPORT FROM THE NFC PAYROLL SYSTEM. IT LISTS ALL EMPLOYEES BY ORGANIZATION IN DESCENDING GRADE.	NEW 100

Form No: Series No: Org. Abbrev: OA/DPM/ECB
Retain: 5 yrs 0 mths
CUT OFF AT END OF CALENDAR YR. ~~TRANSFER TO PRC AS VOLUME WARRANTS~~
DESTROY 5 YRS AFTER CUTOFF.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-01-0004.02	ORGANIZATIONAL LISTINGS-PRE-CONSOLIDSTION/REORG. LISTING-1002: THIS LISTS ALL EMPLOYEES PRIOR TO CONSOLIDATION BY ORGANIZATION IN DESCENDING GRADE.	NEW 101

Form No: Series No: Org. Abbrev: OA/DFM/ECB
Retain: 5 yrs 0 mths
DESTROY 5 YRS AFTER CONSOLIDATION/REORGANIZATION IS COMPLETED.
~~COMPLETION IS SCHEDULED FOR 12/97.~~

Item No.	Description of Item	Authority
N1-53-97-01-0005	PAYROLL RECORDS PRIOR TO A NEW PAYROLL SYSTEM-1014.2: AN EXAMPLE IS PER-NFC RECORD SYSTEM. PAYROLL MICROFICHE FROM 1982 THROUGH 1990. NFC STARTED IN 1990. RETAIN MICROFICHE UNTIL YEAR 2020. THIS MAY BE MICROFORM OR TEXUAL RECORDS	NEW 102

Form No: Series No: Org. Abbrev: OA/DPM/PPB
Retain: 30 yrs 0 mths
CUT OFF AT THE START OF IMPLEMENTATION A NEW PAYROLL SYSTEM.
~~TRANSFER TO FRC AS VOLUME WARRANTS.~~ DESTROY 30 YRS AFTER CUTOFF.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority	
N1-53-97-01-0006	ISSUING AGENT AND PAYING AGENT FEE-507.1-1: LISTINGS AUTHORIZING A DISBURSINGS OFFICER TO COMPENSATE. THIS IS A MONTHLY LIST OF FRB'S AND BANKS THAT ARE DUE COMPANSATION FOR ISSUING OR REDEEMED BONDS AS THE GOVT AGENT.	NC1-53-78-04, 09F	AR

Form No: Series No: Org. Abbrev: OA/DMA
Retain: 3 yrs 0 mths
MICROFILM. CUTOFF YRLY. DESTROY PAPER AFTER VERIFICATION OF FILM, TRANSFER FILM TO FRC AS VOLUME
DESTROY FILM 3 YRS AFTER CUTOFF. ~~TRANSFER TO FRC AS VOL. WARRANTS~~ WARRANTS

Item No.	Description of Item	Authority
N1-53-97-01-0007	BADGE INVENTORY LOG-615: USED TO TRACK TEMPORARY BADGES THIS FORM IS USED TO TRACK TEMPORARY BAGDES BEING ISSUED.	NEW 183 GRS 23, 1

Form No: PD F 5345 Series No: A COPY Org. Abbrev: OA/DAS/PMB
Retain: 0 yrs 1 mths
DESTROY RECORDS AFTER BADGE IS RETURNED OR 1 MONTH AFTER MISSING
BADGE IS DECLARED UNRECOVERABLE.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-01-0008	EMPLOYEE EXIT CLEARANCE-1021.1 THIS IS A FORM THAT SPECIFIC OFFICES SIGN AND STATES THAT THE EMPLOYEE IS SEPERATING FROM THE BUREAU. THESE OFFICES ARE TO CONFIRM THAT THEY HAVE RECEIVED ALL NEEDED DOCUMENTATION FROM THIS EMPLOYEE.	NEW 243

Form No: PD F 5195 Series No: E COPY Org. Abbrev: OA/DPRO
Retain: 1 yrs 0 mths
CUT OFF AT END OF YEAR. DESTROY 1 YEAR AFTER CUTOFF.