

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-53-78-6
DATE RECEIVED	19 JAN 78
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	3-24-78 <i>James B. Chade</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2. MAJOR SUBDIVISION
Bureau of the Public Debt

3. MINOR SUBDIVISION
Divisions Office of the Chief Counsel

4. NAME OF PERSON WITH WHOM TO CONFER
Thom Ellis or Gary Malobisky

5. TEL EXT
447-9426

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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/15/78	<i>H. Mintz</i>	Commissioner of the Public Debt

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>DIVISIONS' OFFICE OF THE CHIEF COUNSEL</u>		
	Furnishes legal opinions and advice to the Office of the Commissioner, the operating divisions in the Washington Office and the Savings Bond Operations Office and to Treasury officials on securities. Formulates legal policies and regulations governing the conduct of security transactions. Prepares and/or reviews documents and correspondence involving interpretation of laws and regulations.		
1.	Reference Files on Marketable Securities - These files contain copies of legal opinions and advice furnished to the Office of the Commissioner, the operating divisions in the Washington Office and Savings Bond Operations Office and to Treasury officials. They also contain copies of memoranda and correspondence which interpret laws and regulations and set out legal policies pertaining to securities and securities transactions including but not limited to decedent's estates, loss, theft and destruction. Item 1 includes, but is not limited to the following: Armed Forces Leave Bonds Adjusted Service Bonds		

Sent to agency, NNF-3/30/78 13 ITEMS

Request for Records Disposition Authority - Continuation

JOB NO

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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
	<p>Marketable Treasury Securities Individual Retirement Bonds-Public Debt Series 1-75 State and Local Government Series D.C. Bonds-Public Debt Series 3-72</p> <p>DESTROY 6 YEARS AFTER FINAL MATURITY OF RELATED SECURITIES, EXCEPT MATERIAL PERTAINING TO ARMED FORCES LEAVE BONDS AND ADJUSTED SERVICE BONDS, WHICH WILL BE DESTROYED IN 1990, UNLESS AMOUNT OUTSTANDING JUSTIFIES CONTINUED RETENTION.</p> <p>2. Case Card Files - These files reflect internal controls on cases which are referred for review. Each card con- tains the case name, control number, date received, attorney to whom assigned, and the date and name of per- son to whom case is forwarded, upon completion.</p> <p>DESTROY 2 YEARS AFTER LAST DATE ON CARD.</p>		