

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 OPERATIONS	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER ROBERT KONZ	5. TELEPHONE (304) 480-6601

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-053-00-7	
DATE RECEIVED 9-19-00	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column	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 6-6-01	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 5 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 <i>4/25/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Luchi S. Lopez</i>	TITLE <i>Records Officer</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
SEE THE ATTACHED SHEETS			

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 20, 2000

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December

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
N1-53-00-07-0001	<p>Title. PERSONNEL LISTING</p> <p>Title Memo: The bureau's personnel listing is held according to N1-53-97-01, 0004.01. This copy of the listing of personnel employed by the Bureau of the Public Debt is held in the individual office branch/divisions of the bureau. There are no electronic files for Word processing or E-mail records associated with this item</p> <p>Form Number: ADM 107.2 Form Series: .11204 Restrictions: NO Computer System: Cost Code: OPE Retention Years: 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description. TEMPORARY RETAIN UNTIL SUPERSEDED. DESTROY OBSOLETE LISTINGS.</p>		
N1-53-00-07-0002	<p>Title. BUDGET PREPARATION- FOR THE DIVISION OR OFFICE</p> <p>Title Memo: This data is needed to set the budget for each division of the bureau. This is a summary level of the budget information from the branch offices. The divisions use this information to track each expenditure to determine the budget performance. Data may be received in hardcopy or electronic form.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description Temporary.</p> <p>a. Hardcopy, cutoff files yearly. Destroy copies 5 years after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		
N1-53-00- 07-0003	<p>Title. BUDGET PREPARATION- FOR BRANCH OFFICES AND BELOW</p> <p>Title Memo. These are budget files at the branch level These files support the budget requested with vendor data and information on estimates for each item on the budget. Data may be received in hardcopy or electronic form.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: OPE Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy, cutoff files yearly. Destroy copies 3 years after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system</p>		

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N1-53-00-07-0004	<p>Title TELEPHONE CALLS FOR ASSISTANT COMMISSIONER</p> <p>Title Memo: Records of telephone calls for the assistant commissioner (senior level). This item is similar to GRS-23 item 5a. But because it's a high level official these records are retained longer. Data may be received in hardcopy or electronic form.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: OPE Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary</p> <p>a. Hardcopy, cutoff files yearly. Destroy copies 5 years after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		
N1-53-00-07-0005	<p>Title REGULATIONS INTERNAL PROCEDURES/SOP'S/INSTRUCTIONS/OPERATING PROCEDURES</p> <p>Title Memo. These are issuances specific to the program offices that are not covered under the administrative issuances in the General Records Schedule 16, item 1. (PROGRAM OFFICE). Data may be received in hardcopy or electronic form.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: OPE Retention Years: 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy, destroyed when superseded b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		
N1-53-00-07-0006	<p>Title REGULATIONS INTERNAL PROCEDURES/SOP'S/INSTRUCTIONS/OPERATING PROCEDURES</p> <p>Title Memo These are issuances specific to the program offices that are not covered under the administrative issuances in the General Records Schedule 16, item 1. This copy is held by Division heads as a reference copy to document past procedures. This item modifies the disposition instruction of the introduction comment number one for the schedule NC1-53-80-01 Data may be received in hardcopy or electronic form.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: OPE Retention Years: 30 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description Permanent</p> <p>a. Offices may retain a paper copy or microfilm as the record copy. Cutoff files when superseded and transfer records to NARA 30 years after cutoff. b. Paper copies may be destroyed after microfilm is made.</p>		

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N1-53-00-07-0007	<p>Title: PROJECT FILES - DIVISION STUDIES</p> <p>Title Memo: Initiated within a Division or Office by the Assistant Commissioner or below, projects in this series are transparent outside the agency. Includes studies leading to procedural changes such as those in administrative functions, minor internal systems, and performance improvements. Projects may also include wider reaching scope such as internal procedures for issuing instructions to Federal Reserve and other agent banks, and conferences to promote savings bonds. Individual portions of files may originate in hard copy or electronic form. Case files in this series are considered terminated if disapproved prior to implementation or ended prior to completion.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: OPE Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hard copy case file. Cutoff at conclusion or termination of the project. Destroy 5 years after cutoff</p> <p>b. Electronic files. Destroy when hard copy produced and placed in recordkeeping system.</p>		
N1-53-00-07-0008	<p>Title: PROJECT FILES - EXECUTIVE STUDIES</p> <p>Title Memo: Initiated by E Board, the Commissioner, or outside the agency, projects in this series may be implemented in more than one Public Debt Office, but remain transparent outside the agency. Includes studies leading to development of major internal systems, consolidation of program functions at the FRB's or a study to identify a common automated source of records stored at a variety of locations, or the development of a teleconferencing facility. Individual portions of files may originate in hard copy or electronic form. Case files in this series are considered terminated if disapproved prior to implementation or ended prior to completion.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: OPE Retention Years: 10 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hard copy case file. Cutoff at conclusion or termination of the project. Destroy 10 years after cutoff</p> <p>b. Electronic files. Destroy when hard copy produced and placed in recordkeeping system.</p>		

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N1-53-00-07-0009	<p>Title: PROJECT FILES -- SIGNIFICANT STUDIES</p> <p>Projects in this series are initiated within the scope of Items 7 or 8 above. These projects may need special appropriations, have significant financial effect on the bureau, change the way the bureau conducts its business, or otherwise achieve high visibility in the media, Congress, or the general public. Examples of significant projects include: development of a hot site facility in the Disaster plan or the consolidation of Public Debts offices. Individual portions of files may originate in hard copy or electronic form. Case files in this series are considered terminated if disapproved prior to implementation or ended prior to completion</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: OPE Retention Years: 30 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description PERMANENT.</p> <p>a. Hard copy case file. Cutoff at conclusion or termination of the project. Transfer to NARA 30 years after cutoff. b. Electronic files. Destroy when hard copy produced and placed in recordkeeping system.</p>		
N1-53-00-07-0010	<p>Title: SUBJECT FILES - PROGRAM SPECIFIC</p> <p>Title Memo: These are subject files contain information collected by the program office They cover a broad spectrum of items since they are located in many program offices. These files are arranged in alphabetical order and may include a variety of records that may be found in other offices.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: OPE Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary</p> <p>a. Hardcopy, cutoff files yearly. Destroy copies 5 years after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system</p>		
N1-53-00-07-00011	<p>Title: CHRONOLOGICAL FILES FOR AC'S OR EXECUTIVE DIRECTOR</p> <p>Title Memo. These chronological files are kept longer than similar titled files described in NC1-53-82-02, 36 as these may be the only copies on hand in the assistant commissioner's or the executive director office.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: OPE Retention Years: 20 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: CUT OFF FILES AT THE END OF THE FISCAL YEAR AND THEN DESTROY WHEN 20 YEARS OLD.</p>		

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N1-53-00-07-00012	<p>Title: CHRONOLOGICAL FILES FOR AC'S OR EXECUTIVE DIRECTOR</p> <p>Title Memo: These files are the electronic version of item 11 in this schedule. Item 11 reads: These chronological files are kept longer than similar titled files described in NC1-53-82-02, 36 as these may be the only copies on hand in the assistant commissioner's or the executive director office.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: OPE Retention Years 0 Retention Months. 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: DELETE ELECTRONIC FILE WHEN SUPERSEDED OR WHEN A HARDCOPY IS PLACED AN EXISTING FILE.</p>		