

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON DC 20408	
1. FROM (Agency or establishment) <b>BUREAU OF THE PUBLIC DEBT</b>	
2. MAJOR SUBDIVISION <b>ADMINISTRATIVE RESOURCE CENTER</b>	
3. MINOR SUBDIVISION <b>DIVISION OF ADMINISTRATIVE SERVICES</b>	
4. NAME OF PERSON WITH WHOM TO CONFER <b>BRIAN LALLEMONT</b>	5. TELEPHONE <b>(304) 480-6302</b>

LEAVE BLANK (NARA use only)	
JOB NUMBER <b>71-053-02-14</b>	
DATE RECEIVED <b>8-26-2002</b>	
NOTIFICATION TO AGENCY  In accordance with 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <b>12-18-02</b>	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 <u>2</u> 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,		
<input checked="checked" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE <b>8/21/02</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Vicki Thorpe</b> <i>[Signature]</i>	TITLE <b>Records Officer</b>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center; font-size: 24pt;"><b>See the Attached Sheets</b></p> <p><i>Agency NR 770000</i></p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt

August 21, 2002

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-WF-0001	<p>Title: WINFINS – WINDOWS-BASED FORMS INVENTORY SYSTEM – MASTERFILE</p> <p>Title Memo: This system is used to track the following items: all forms stored in inventory, obsolete forms, requisitions of forms, orders to replenish stock on hand, and work performed in the duplication facility. This information is stored in a continuous data table. Presently there is no active archiving system in place. In the future, the files marked obsolete may be purged from the system using the disposition defined in the General Records Schedule assigned to the paper records (GRS-16-3a). There are no electronic files for Word processing, spreadsheets, or E-mail records associated with this item.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE  Computer System: WinFINS              Cost Code: 36000  Retention Years:                      Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Public Debt will retain the master file until superceded or until no longer needed for administrative, legal, audit or other operational purposes.</p>		
N1-53-02-WF-0002	<p>Title: WINFINS DAILY REPORTS-MANUAL OUTPUTS</p> <p>Title Memo: This report is printed on a daily basis and includes, but is not limited to, the Daily Pulling Report. The report is used for the pulling of stocked forms from the warehouse for delivery to the appropriate operational office or Federal Reserve Bank.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE  Computer System: WinFINS              Cost Code: 36000  Retention Years: 3                      Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Hard copies: Cut off daily. Destroy 3 years after cut off.</p>		
N1-53-02-WF-0003	<p>Title: WINFINS WEEKLY REPORTS-MANUAL OUTPUTS</p> <p>Title Memo: These reports are printed on a weekly basis and include, but are not limited to, Working Capital Report and Forms Management (FM) Report. They contain information on working capital and internal FM numbers. These reports are used to track working capital expenses and printing funds available for use.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE  Computer System: WinFINS              Cost Code: 36000  Retention Years: 3                      Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Hard copies: Cut off weekly. Destroy 3 years after cut off.</p>		

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August 21, 2002

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-WF-0004	<p>Title: WINFINS MONTHLY REPORTS-MANUAL OUTPUTS</p> <p>Title Memo: These reports are printed on a monthly basis and include, but are not limited to, Monthly Duplication Shop Summary Report, OPAC Report, and Listing of All Forms. The forms contain information on printing impressions, GPO print jobs, and current stocks of forms available. These reports are used for tracking the number of impressions printed in the duplication facility, all GPO print jobs by cost code and the number of forms currently stocked in the warehouse in order to better serve our internal customers.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE  Computer System: WinFINS              Cost Code: 36000  Retention Years: 3                      Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Hard copies: Cut off monthly. Destroy 3 years after cut off.</p>		
N1-53-02-WF-0005	<p>Title: WINFINS YEARLY REPORTS-MANUAL OUTPUTS</p> <p>Title Memo: These reports are printed on a yearly basis and include, but are not limited to, Annual Inventory Process/Recount Report (___% Discrepancy), Annual Inventory Final Discrepancy Report, and Zero Usage Report. The reports contain actual physical counts of forms on hand. These reports are used for reconciliation purposes after physical inventories of forms have been taken at the warehouse in order to compare actual counts to what the WinFINS system states is on hand. They also help to determine which forms are not being utilized so that a decision can be made as to whether or not to continue stocking the forms in inventory or to make the form obsolete.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE  Computer System: WinFINS              Cost Code: 36000  Retention Years: 3                      Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Hard copies: Cut off yearly. Destroy 3 years after cut off</p>		
N1-53-02-WF-0006	<p>Title: WINFINS-INPUTS</p> <p>Title Memo: Inputs for the WinFINS system come from the physical inventory of forms stored in the warehouse, the creation of new forms, the number of forms received from the printing facility and the number of forms distributed to the Bureau or the Federal Reserve Banks. The documents that this information comes from are hardcopy documents and/or notes taken during normal operations.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE  Computer System: WinFINS              Cost Code: 36000  Retention Years: 0                      Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Hard copies: Destroy after verification of entry into the WinFINS system.</p>		