

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT	
2. MAJOR SUBDIVISION Support Records for Public Debt	
3. MINOR SUBDIVISION	
5. TELEPHONE	
4. NAME OF PERSON WITH WHOM TO CONFER Robert Konz	(304) 480-8186 Robert.konz@bod.treas.gov

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-053-06-4	
DATE RECEIVED 6-17-2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3/26/07	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>9</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 7/11/06	SIGNATURE OF AGENCY REPRESENTATIVE Vicki Thorpe <i>[Signature]</i>	TITLE Records Officer Reviewed by Office of the Chief Counsel

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 GRS OR SUPERSEDED JOB CITATION	10.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		

THIS SCHEDULE IS MEDIA NEUTRAL

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

June 26, 2006

7. ITEM NO. N1-53-06-H	8. DESCRIPTION OF ITEM and PROPOSED DISPOSITION Category No Title and description	Proposed Disposition	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	6000	Support Records For Public Debt		
0001	6101.01	Executive Board Meeting Notes and Agenda - These files are documents prepared by or for the Commissioner's staff. They include the routine executive meetings and the spring and fall planning meetings. The documents include the proposed agenda and notes taken during the meetings. The notes are considered raw data in that they are not circulated among attendees for corrections or omissions.	Disposition Rule # 1513 Cutoff at end of Fiscal year. Destroy 20 years after cutoff.	
0002	6102.01	Public Affairs - This contains copies of news releases, radio scripts, fliers, and envelope stuffers.	Disposition Rule # 1517 Permanent - Cutoff at end of Fiscal year. Transfer to NARA 30 years after cutoff.	NC1-53-80-1, 107(B)
0003	6103.01	Congressional Relations - This is documentation relating to information requested, constituent's complaints, general communication, and preparation for a presentation.	Disposition Rule # 1513 Cutoff at end of Fiscal year. Destroy 20 years after cutoff.	
0004	6104.01	Departmental Relations - The Fiscal Assistant Secretary, oversees Public Debt and Financial Management Services, the two bureaus that make up the Fiscal Service. To keep the Fiscal Assistant Secretary informed of "What's happening at Public Debt," BPD's Commissioner sends a report every month. It has become known as the FAS report - for Fiscal Assistant Secretary. All our Offices contribute to the report.	Disposition Rule # 1513 Cutoff at end of Fiscal year. Destroy 20 years after cutoff.	
0005	6105.01	Federal Reserve Bank Relations - These are documents relating the administration of the business performed by the Federal Reserve Bank on behalf of Public Debt.	Disposition Rule # 1513 Cutoff at end of Fiscal year. Destroy 20 years after cutoff.	
0006	6106.01	Delegations of Authority - This contains delegations of authority from the Secretary of the Treasury to the Commissioner of the Public Debt and Fiscal Assistant Secretary. It also contains changes in delegations of authority and delegations from the Commissioner to lower levels within the Bureau.	Disposition Rule # 3001 Cutoff when superseded, terminated, abolished, or entered into a recordkeeping system. Destroy after cutoff.	NC1-53-80-1, 19
0007	6107.01	Strategic Plan - Initiated by the Executive Board, 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. These include studies leading to development of major internal systems, consolidation of program functions at the Federal Reserve Banks, identification of a common automated repository for records stored at a variety of locations, or the development of a teleconferencing facility. Individual portions of files may originate in	Disposition Rule # 3313 Cutoff when complete, closed, settled, expired, or final action is complete. Destroy 10 years after cutoff.	N1-53-02-10, 0011

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV.3-91)
Prescribed by NARA
36 CFR 1228

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		hardcopy or electronic form. Case files in this series are considered terminated if disapproved prior to implementation or ended prior to completion.		
0008	6202.01	Ethics Files – These are records maintained by ethics offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives.	Disposition Rule # 1509 Cutoff at end of fiscal year. Destroy 6 years after cutoff.	GRS-25, 1a & 1b
0009	6203.01	Financial Disclosures - This item contains SF-278s and SF-450s. These reports and related documents including those submitted by individuals. This item is for the filings required under the Ethics in Government Act of 1978 (Pub. L. 95-521).	Disposition Rule # 1509 Cutoff at end of fiscal year. Destroy 6 years after cutoff.	GRS-25, 02a(2) & b(2) Item a(1) is a subset of item a(2). Combine 2a & b
0010	6204.01	Legal Ruling / Opinions - This file documents the legal ruling and actions taken in cases where replacement bonds are issued and then the original bonds are subsequently cashed.	Disposition Rule # 1512 Cutoff at end of fiscal year. Destroy 10 years after cutoff.	NC1-53-80-01, 97
0011	6205.01	Legislation Case Files - This contains legal comments on proposed legislation.	Disposition Rule # 1507 Cutoff at end of fiscal year. Destroy 5 years after cutoff.	NC1-53-80-01, 26
0012	6206.01	Litigation Case Files - These are records of litigation in which the agency and the Department are involved. The case files include, but are not limited to, pleadings, memoranda, and other related items that document the history of litigation in which the Bureau of the Public Debt is a party or otherwise involved. The documents are used as reference material and contain various arguments, analysis, case law, etc., each relating to a particular case.	Disposition Rule # 3312 Cutoff when complete, closed, settled, expired, or final action is complete. Destroy 8 years after cutoff.	N1-53-02-15, 0001
0013	6207.01	Reports to Congress and GAO - These are reports submitted to Congress and the Government Accountability Office (GAO) notifying them of each regulation that is to be published in the Federal Register. The report includes, but is not limited to, a brief description and a copy of the rule-making document submitted for publication. The reports are used to provide evidence of compliance with the reporting requirements.	Disposition Rule # 1402 Cutoff at end of calendar year. Destroy 2 years after cutoff date.	N1-53-02-15, 0002
0014	6208.01	Weekly Reports - These are reports that are submitted weekly to the Assistant General Counsel (AGC), Banking and Finance, which provide documentation of the activities of the legal staff for the week from both the Washington and Parkersburg offices. These documents	Disposition Rule # 1402 Cutoff at end of calendar year. Destroy 2 years after cutoff date.	N1-53-02-15, 0003

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7. ITEM NO. 8. DESCRIPTION OF ITEM and PROPOSED DISPOSITION.

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		include, but are not limited to, summaries and updates of activities for projects a program office has undertaken. They also provide documentation that the Office of the Chief Counsel is providing legal support to the Bureau of the Public Debt and the Department.		
0015	6209.01	Safekeeping Files - Contains documentation of a service offered by the Department of Treasury for financial documents.	Disposition Rule # 3126 Cutoff when no longer needed to be held as a safekeeping item. Destroy two years after cutoff.	
0016	6301.01	EEQ Informal Casefiles - (Preliminary and Background Data - Filed or Not Filed) - Original agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, and copies of decisions, together with meeting notes and other related background records not filed in the official complaint case file.	Disposition Rule # 3306 Cutoff when complete, closed, settled, expired, or final action is complete. Destroy 2 years after cutoff.	GRS-01, 25c(1) & (2)
	6401	Access Forms For		
0017	6401.01	Low Risk Applications - These Forms are used to request access to Public Debt systems where the loss or compromise of data would result in minimal risk to Public Debt's integrity and financial well-being. These systems include administrative and procedural systems not usually needed for audit or legal purposes. Access is normally limited to Public Debt personnel.	Disposition Rule # 1502 Cutoff at end of fiscal year. Destroy 1 year after cutoff.	
0018	6401.02	Medium risk applications - These forms are used to request access to Public Debt systems where the loss or compromise of data would result in moderate risk to Public Debt's integrity and financial well-being. These systems include financial and procedural systems that are needed for audit or legal purposes. Access may be granted to Public Debt personnel and the general public.	Disposition Rule # 1511 Cutoff at end of fiscal year. Destroy 7 years after cutoff.	
0019	6401.03	High risk applications - These Forms are used to request access to Public Debt systems where the loss or compromise of data would result in significant risk to Public Debt's integrity and financial well-being. These systems include financial and procedural systems that are needed for legal and audit purposes. Access may be granted to Public Debt personnel and the general public.	Disposition Rule # 1512 Cutoff at end of fiscal year. Destroy 10 year after cutoff.	
0020	6405.05	Data Files - These are active database files that are continually updated and inactive database files that may reside off-line. The active and inactive electronic files retain the record copy of data that were not covered under other approved dispositions authorities.	Disposition Rule # 3123 Cutoff when the application is superseded, terminated, abolished. Destroy 7 year after cutoff.	
0021	6406.02	Derived Copies - Data files that are copies, extracted, merged and or calculated from generated data. This includes one-time inspections,	Disposition Rule # 3201 Cutoff when created. Destroy when	GRS - 20, 12a & 12b

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	reviews, and access in lieu of hardcopy reports.	superseded, obsolete, data transferred to masterfile, or no longer needed for business, administrative or legal purposes.		
0022	6410.01. Facility, Site, and Equipment Management – These include network circuitry diagrams, reviews, maintenance, service/trouble history and follow-up actions.	Disposition Rule # 3004 Cutoff when superseded, terminated, abolished. Destroy 3 year after cutoff.	GRS-24, 02 & GRS-11, 05	
	6411 Web Masterfiles (Internet and Intranet)			
0023	6411.01 Internet High Exposure Web Pages - These are web sites with the following characteristics: <ul style="list-style-type: none"> The web sites are highly complex, with sub-sites and sub-sub-sites emerging; The contents of web sites include ephemeral "bulletin board" postings, official organization publications, original materials not captured elsewhere in record keeping systems, official hearings and other organization business created interactively in real time; Many different administrative arrangements arise for web sites; There is intense public scrutiny and actions are controversial. 	Disposition Rule # 1512 Cutoff at end of fiscal year: Destroy 10 year after cutoff.	N1-53-03-05, 0003	
0024	6411.02 Internet Moderate Exposure Web Pages - These are web sites with the following characteristics: <ul style="list-style-type: none"> The web pages are complex with sub-sites; Span-of-control grows with many individual offices posting to the web sites; Quality-control problems grow when several web sites overlap in content and may present conflicting information; The use of the web site includes interactive real time materials; Original materials, not elsewhere captured in record keeping systems, appear on websites; some material could generate adverse public interest and prove controversial. 	Disposition Rule # 1507 Cutoff at end of fiscal year. Destroy 5 year after cutoff.	N1-53-03-05, 0002	
0025	6411.03 Internet and Intranet Low Exposure Web Pages - These are web pages with the following characteristics: <ul style="list-style-type: none"> Copies of official organization publications; Posting of information is limited to certain individuals; Experience shows that the publications are not controversial; Documents published have never been the subject of litigation and general counsel advises little or no legal risk exists; Published documents generate no unfavorable press reaction; 	Disposition Rule # 3004 Cutoff when superseded, terminated, abolished. Destroy 3 year after cutoff.	N1-53-03-05, 0001	

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	publications have little regulatory interest.			
0026	6411a04 Web Site Development Files – These are records relating to the development of the agency web site, including correspondence and supporting information.	Disposition Rule #1507 Cutoff at end of fiscal year. Destroy 5 years after cutoff.		
0027	6602.02 Activity Analysis Records - These files are spreadsheets that calculate the cost per item that the Bureau produces. The spreadsheet data is all-inclusive and contains proprietary data. The indefinite funds, General Charges, SF-113G - FTE full time equivalent employees by office and branch level, FRB action data, and detailed function action identifying volume information by each office as it relates to the 5 mission activities.	Disposition Rule #1504 Cutoff at end of fiscal year. Destroy 3 year after cutoff.	N1-53-06-01, 0001	
0028	6603.01 General Accounting Ledgers – These are general account ledgers showing debit and credit entries and reflecting expenditures in summary.	Disposition Rule #1510 Cutoff at end of fiscal year. Destroy 6 years and 3 months after cutoff.	GRS-07, 02 & 3	
	6700 Budget Files			
0029	6702a01 Budget Preparations - for Branches and below - 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.	Disposition Rule #1504 Cutoff at end of fiscal year. Destroy 3 years after cutoff.	N1-53-00-07, 0003	
0030	6703.01 Budget Preparations - for Divisions and above - 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.	Disposition Rule #1507 Cutoff at end of fiscal year. Destroy 5 years after cutoff.	N1-53-00-07, 0002	
0031	6704.01 Budget Estimate for OMB and Congressional Justifications – This contains expenses reported to OMB and projected budget estimates with congressional justifications of expenses and projected budget estimates.	Disposition Rule #1515 Cutoff at end of Fiscal year. Destroy 50 years after cutoff.	NC1-53-80-01, 79(A)	
0032	6804.01 Personnel Listing - This copy of the listing of personnel employed by the Bureau of the Public Debt is held in the individual office, branch, or division of the Bureau.	Disposition Rule #3001 Cutoff when superseded, terminated, abolished, or entered into a recordkeeping system. Destroy after cutoff.	N1-53-00-07, 0001	
0033	6813.08 Application for Outstanding Scholar - Applications for outstanding scholar and bilingual / bicultural programs.	Disposition Rule #1408 Cutoff at end of calendar year. Destroy 10 years after cutoff.	N1-53-00-01, 0004	
0034	6816.01 Employee Exit Clearance Files - This is for all employees prior to leaving service at the Bureau. This form is signed by the supervisor or manager confirming that they have received all needed documentation	Disposition Rule #1201 Cutoff at end of quarter. Destroy 3 months after cutoff.	N1-53-00-02, 0001	

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		from this employee.		
0035	7102.01	Forms - Active and Obsolete History File - These files document the history of each Bureau form from its origin to discontinuance. Each file contains a copy of each version of the form, a copy of the request (GPO-2511 print order), and request for authorization (PDF-165) for the last 5 years.	Disposition Rule # 3008 Cutoff when superseded, terminated, abolished. Destroy 25 years after cutoff.	NC1-53-78-10, 06
0036	7105.01	Photographs and Videos - These are photographs and videos of routine ceremonies, social events, building dedications, and activities not related to the mission of the agency.	Disposition Rule # 1411 Cutoff at end of calendar year. Retain 1 year after cutoff in office. Transfer to Public Debt History Room.	GRS-21, 01 & 14
0037	7201.01	Chronological Read Files for The Commissioner, Deputy Commissioner, Assistant Commissioner or Executive Director - These chronological files are kept longer because it covers related topic and it include all branches, divisions and the Assistant Commissioner's office under one office. The subject matters is also more likely to be researched beyond the typical chronological retention period.	Disposition Rule # 1513 Cutoff at end of Fiscal year. Destroy 20 years after cutoff.	N1-53-00-07, 0011 NC1-53-80-01, 204
0038	7203.02	Vital Record Copies - These are backup copies maintained for potential use in the event of a processing disruption, system failure, or other unintentional loss of original records.	Disposition Rule # 3001 Cutoff when superseded, terminated, abolished, or entered into a recordkeeping system. Destroy after cutoff.	
0039	7205.01	Public Debt News- Of Interest- Newsletters - Public Debt's newsletter is issued quarterly. The publication has had different titles over the years.	Disposition Rule # 1411 Cutoff at end of calendar year. Retain 1 year after cutoff in office. Transfer to Public Debt History Room.	NC1-53-80-01, 37
0040	7206.03	External Reviews by non-BPD employees - Documents held under this item have been collected during an audit process by a source external to Public Debt. Public Debt or any of the governmental oversight agencies may have initiated the audit. The subject matter will cover program and administrative matters including, but not limited to, savings bond, marketable securities, or special investment programs; information technology; accounting; equal employment opportunity; A-76; personnel; procurement; and emergency planning. The documents include copies of records provided during the audit process, findings or recommendations, responses to the findings, and follow up.	Disposition Rule # 3311 Cutoff when complete, closed, settled, expired, or final action is complete. Destroy 7 years after cutoff.	N1-53-05-03, 0002

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JOB CITATION10. ACTION TAKEN
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	7207	Meeting Notes / Presentation Documentations		
0041	7207.01	Office Division / Branch / Work Group – These include agendas, minutes, notes, video or audio recording, and handouts.	Disposition Rule # 3309 Cutoff when complete, closed, settled, expired, or final action is complete. Destroy 5 years after cutoff.	N1-53-00-07, 0007
	7208	Organization / Reorganization / Consolidation Files		
0042	7208.01	Reference copy - These files document the Organizational structure and function of the Bureau. They include internal memorandums justifying the reorganization change, procedures or steps of the process, and organizational charts. Offices use the documents for administrative business.	Disposition Rule # 3201 Cutoff when created. Destroy when superseded, obsolete, data transferred to masterfile, or no longer needed for business, administrative or legal purposes.	
0043	7208.02	Permanent document (Assistant Commissioner's copy) - These files document the organizational structure and function of the Bureau. They include internal memorandums justifying the reorganization change, procedures or steps of the process, and organizational charts.	Disposition Rule # 1518 Permanent. Cutoff at end of Fiscal year. Transfer to NARA 35 years after cutoff.	NC1-53-78-10, 05
	7209	Procedures / Instructions / Public Debt Issuances (PDI)		
0044	7209.01	Procedures / Instructions - These are documents used for internal processes (also called Standard Operating Procedures - SOPs) and instructions available to the public on the Public Debt web site and other mediums.	Disposition Rule # 3004 Cutoff when superseded, terminated, abolished. Destroy 3 year after cutoff.	N1-53-00-07, 0005
0045	7209.02	Public Debt Issuances (PDI) - 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 to document past procedures.	Disposition Rule # 3011 Permanent. Cutoff when superseded, terminated, abolished. Transfer to NARA 30 year after cutoff.	N1-53-00-07, 0006
0046	7210.01	Program Progress / Status Reports Files - These files contain copies of reports, and studies of program efforts involving outside (other) entities in support of the Bureau's mission. For example: number of transaction per geography or bank location, conferences to promote Savings Bonds, audits, and IT issues.	Disposition Rule # 3309 Cutoff when complete, closed, settled, expired, or final action is complete. Destroy 5 years after cutoff.	NC1-53-78-10, 03

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0047	7211.02	Division Studies - Initiated within a Division or Office by the Assistant Commissioner or below, projects in this series are transparent outside the agency. These include studies leading to procedural changes such as those in administrative functions, minor internal systems, and performance improvements. Projects may also have a 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 hardcopy or electronic form. Case files in this series are considered terminated if disapproved prior to implementation or ended prior to completion. Also included are administrative programs run by a Division for the bureau, such as the CFC program and copier program.	Disposition Rule # 3309 Cutoff when complete, closed, settled, expired, or final action is complete. Destroy 5 years after cutoff.	N1-53-00-07, 0007
0048	7211.03	Executive Studies - Initiated by the Executive 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. They include studies leading to development of major internal systems, consolidation of program functions at the FRB's, 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 hardcopy or electronic form. Case files in this series are considered terminated if disapproved prior to implementation or ended prior to completion.	Disposition Rule # 3313 Cutoff when complete, closed, settled, expired, or final action is complete. Destroy 10 years after cutoff.	N1-53-00-07, 0008
0049	7211.04	Significant Studies - Projects in this series may initiate within the scope of Division Studies or Executive Studies on a small scale. The studies or projects in this item 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 developing a hot site facility in the Disaster Plan or the consolidation of Public Debts offices. Individual portions of files may originate in hardcopy or electronic form. Case files in this series are considered terminated if disapproved prior to implementation or ended prior to completion.	Disposition Rule # 3315 PERMANENT. Cutoff when complete, closed, settled, expired, or final action is complete. Transfer to NARA 30 years after cutoff.	N1-53-00-07, 0009
0050	7212.01	Subject Files - Program Specific - These are subject files containing 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	Disposition Rule # 1507 Cutoff at end of fiscal year. Destroy 5 year after cutoff.	N1-53-00-07, 0010

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0051	7214.03 Miscellaneous Logs for Program Office - Miscellaneous logs are used to record work coming into the branch. The logs document and track the work being processed as it flows through the branch. These logs include, but are not limited to, Accounting Adjustment Logs, Electronic Site (T8) Batch Number Logs, FEDLINE Automated Auction Logs, FEDLINE Wire Logs, Issue Batch Control Logs, TAABSLink Auction Logs, Voucher Logs, and Wire Transfer Logs.	Disposition Rule #1511 Cutoff at end of fiscal year. Destroy 7 years after cutoff.	N1-53-02-07, 0005D	
0052	7216.03 Document Removal Certification Files - These documents certify whether or not an employee at the Bureau of the Public Debt is removing any non-record documents when they separate from service. The use of this document was established through Treasury Directive 80-05, dated June 26, 2002. They are completed during the separating employees' exit interview process.	Disposition Rule #1408 Cutoff at end of calendar year. Destroy 10 years after cutoff.	N1-53-04-05, 0001	
0053	7401.01 Postage Reconciliation Documents - These are official mail reports and related supporting documentation used to reconcile postal expenditures.	Disposition Rule #1509 Cutoff at end of fiscal year. Destroy 6 year after cutoff.	GRS-12, 07 GRS-12, 08 NC1-53-78-04, 03D NC1-53-80-01, 69 NC1-53-80-01, 100	
0054	7602.01 Surveillance Tapes - The surveillance tapes are both video and digital tapes of exterior building surrounding areas and interior entrance areas. The buildings are work places for Public Debt's employees and warehouse facilities. The images are taken with time-lapse recorders for 24 hours, 365 days. The recording process will gradually phase out the video recordings and replace them with digital recorders. The digital images are recorded at 15 frames per second.	Disposition Rule #3202 Cutoff when created. Destroy 30 days after cutoff.	N1-53-03-10a0001	
0055	7603.01 Personal Information - Information For New ID Badges - These are forms completed by employees to provide the personal information required to issue a new ID badge.	Disposition Rule #3105 Cutoff when superseded, terminated, abolished. Destroy 5 year after cutoff.	N1-53-00-12, 0003	
0056	7205.03 History Room Collection - These are items that have met their business need and after surpassing the NARA approved retention period determined to have historical value that was held by Public Debt as a historical collection.	Disposition Rule #3125 Cutoff when history collections are no longer held by Public Debt. Transfer to NARA.		