	LEAVE BLANK
JOB NO.	

NC1 53 78 2

DATE RECEIVED

21 NOV 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-5-78   *James B. Rhoads*

Date   *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
Division of ADP Management

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
11/17/77	*H. M. Unitg*	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
	DIVISION OF ADP MANAGEMENT **OFFICE OF THE DIRECTOR** Directs the activities of the Division and serves as principal advisor to the Commissioner and all levels of Bureau Management on ADP and computer-related telecommunications policies and practices. Coordinates ADP matters with Bureau and Treasury offices, other Government agencies and the Federal Reserve Banks. Coordinates research and development activities in ADP and computer related telecommunications equipment and systems for Bureau operations. Consolidates ADP financial plans for the Washington Office and the Savings Bond Operations Office.		
1.	Subject Files - These files contain material which documents the work performed by the division such as budget information, information on Bureau hardware and correspondence with other offices in and out of Treasury. *Destroy superseded documents annually.* ~~TRANSFER TO INACTIVE FILE AND PURGE ANNUALLY.~~	NN162-60, item 4b.	
2.	Report Files - These files contain copies of all reports required by the division such as Progress Reports,	NN162-60, item 4b.	

115-107   *find A to agency, NCW, NNF - 1/6/78 5 items*

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Management Reports and Monthly Financial Status Reports. DESTROY WHEN ~~2~~ 3 YEARS OLD *or after GAO audit, whichever in earlier.*		
~~3.~~ DELETE *00*	~~Time and Attendance Records - This file contains leave~~ data for all employees of the Division of ADP Management. --TUS Form 430 - ~~Time and~~ Attendance Record. ~~TRANSFER TO EMPLOYMENT BRANCH, DIVISION OF PERSONNEL, AT END OF CALENDAR YEAR.~~		WITHDRAWN
4.	Procurement Requests and Invoices File - These files contain the procurement requests and invoices for the computer hardware leased by ADP. In addition, are the memos relating to the performance of the equipment, acceptance tests and the amount of downtime. --PD 4247 - Procurement Request TRANSFER TO INACTIVE FILE AND PURGE ANNUALLY.		
5.	Request for Proposal Files - These files contain correspondence and information from vendors relating to the request for proposals issued by the division when procuring the present computer system in the Savings Bond Operations Office. DESTROY WHEN 5 YEARS OLD.		
	DOCUMENTATION CENTER Maintains all technical documentation and standards for the division, including a Bureau ADP equipment inventory.		
6.	System Folder's File - These manuals contain a chronological history of each system. Included are all memoranda to and from user, project assignments for changes to the system, and deficiency reporting by user. DESTROY 1 YEAR AFTER DISCONTINUANCE OF SYSTEM.		