

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

REC'D. NOV 11 1978

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
Book Entry Work Group

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

5. TEL EXT
447-9426

LEAVE BLANK	
JOB NO NC1 58 78 12	
DATE RECEIVED JUL 18 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
JUL 20 1978 Date	<i>James E. O'Neill</i> Archivist of the United States

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 1 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 7/11/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth W. Kait</i>	E. TITLE Assistant 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
1.	<p align="center"><u>BOOK ENTRY WORK GROUP</u></p> <p>Establishes and maintains book-entry accounts relating to Treasury securities issued in book-entry form and authorizes payment of interest and principal on such accounts. Provides reports of interest to the depositor and the Internal Revenue Service. Maintains legal evidence and authority documents in support of requests for transactions on depositors' accounts and processes inquiries concerning the status of such accounts.</p> <p>Management Improvement Report Files - These files contain the reports pertaining to operational planning, development and improvement within the Work Group.</p> <p>--PD Form 2113 - Progress Report</p> <p>--PD Form 2114 - Machine Utilization Report</p> <p>--PD Form 2115 - Monthly Report on Financial Status</p> <p>--PD Form 2175 - Report of Employee Details In</p> <p>--PD Form 3842 - Request for Overtime Authority</p> <p align="center">DESTROY WHEN 2 YEARS OLD.</p>	NEW ITEM	

Mg 7-25-78 *NEW, NWF & Agency* *1 ITEM*