

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2. MAJOR SUBDIVISION
Bureau of the Public Debt

3. MINOR SUBDIVISION
Division of Securities Operations

4. NAME OF PERSON WITH WHOM TO CONFER

Dorothy E. Bilbro

5. TEL. EXT.

634-5466

LEAVE BLANK

JOB NO.

NCI-53841

DATE RECEIVED

10-20-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-27-83

Date

Robert W. [Signature]
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 3 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

[Signature]

[Signature]

Assistant Commissioner (Washington)

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

The items listed below are part of the Division of Securities Operations Retention Schedule which was previously approved. It is requested that item 58a be changed to read as follows and that item 58b "Abstracts" be substituted for file previously titled "Master Lists", and 104 i be changed to read as follows.

**RETIRED SECURITIES BRANCH
NUMERICAL RECORDS AND INQUIRY SECTION**

58. Numerical Records Files.

- a. Numerical Ledgers - These files are established and maintained for marketable Treasury securities in bearer form and those bearer agency securities serviced by the Bureau. Also included are serial number records for Armed Forces Leave Bonds, Adjusted Service Bonds and those registered agency securities for which FRB New York maintains the registered accounts. The ledgers, which are set up by loan title, denomination, and serial number show which securities have been retired and which are outstanding. The ledgers also show which securities are subject to caveats, holds, stops and inquiries. Further, the ledgers serve as a reference guide to the definitive securities on file and to the microfilm records of retired securities. --PD 396 - Numerical Registered Sheet (Registered Securities)

3 items

115-107
new sent 10-10-83 by Dmas

MASS DATA CHANGE SHEET NOT REQUIRED

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
2 of 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
58	<p>Continued-</p> <p>a. --PD 1501 - Numerical Ledger Sheet (Bearer Securities) --PD 3039 - Bond Numerical Ledger Sheet (Bearer Securities with columns for re-use) MICROFILM NUMERICAL LEDGERS IN ACCORDANCE WITH THE STANDARDS CONTAINED IN FPMR SUBPART 101-115 MICRO-GRAPHICS. FILMING WILL BE ACCOMPLISHED AFTER THE LEDGERS HAVE BEEN CONVERTED AND RECONCILED TO THE AUTOMATED SYSTEM OR AT A POINT IN TIME AFTER A LOAN MATURES AND THE MAJORITY OF SECURITIES HAVE BEEN RETIRED AND THE LEDGERS DULY ABSTRACTED. THE LEDGERS WILL BE DESTROYED AFTER THE MICROFILM COPY HAS BEEN VERIFIED. RETAIN MICROFILM UNTIL ALL ADMINISTRATIVE, LEGAL AND FISCAL VALUES HAVE CEASED. <i>TRANSFER TO A FEDERAL RECORDS CENTER IS NOT AUTHORIZED.</i></p> <p>b. Abstracts.</p> <p>--Un-numbered - Lists established by loan title, denomination and serial number which may have been prepared after loan maturity from the numerical ledgers. The abstracts show the residual securities from a loan which have not been retired. More recent abstracts also list holds, stops and inquiries prior to filming the numerical ledgers.</p> <p>DESTROY AFTER CONVERSION TO, AND RECONCILEMENT WITH, THE AUTOMATED SYSTEM.</p> <p><u>CORRESPONDENCE & CLAIMS BRANCH, FILES SECTION</u></p> <p>It is further requested that item 104i be changed to read as follows (the change is in the disposition of the micro-film):</p> <p>104 i. Reinstatement of FET Cases - These files relate to cases in which securities used to pay federal estate taxes are reinstated and returned to the estate. Starting in 1976 Public Debt began to reissue these securities in book-entry form, rather than as definitive securities. Therefore, the files must now be kept to supplement the numerical ledgers in order to ensure that a complete history of each security is maintained. These records accumulate at the rate of 2 cubic feet per year.</p> <p>--PD 1782 - Application for Redemption of Treasury Bonds for FET Credit & Schedules</p> <p>--PD 4243 - Authority to Adjust Prior Redemption Transaction for the FET Case of _____</p>		

Request for Records Disposition Authority – Continuation		JOB NO.	PAGE OF 3 of 3
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
104	Continued-		
i.	DESTROY AFTER MICROFILM COPY IS MADE, REVIEWED AND VERIFIED. RETAIN MICROFILM UNTIL ALL ADMINISTRATIVE, LEGAL AND FISCAL VALUES HAVE CEASED. TRANSFER TO A FEDERAL RECORDS CENTER IS NOT AUTHORIZED. JTB 11/8/83		