

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (see instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)
 BUREAU OF THE PUBLIC DEBT

2 MAJOR SUBDIVISION
 ARC/DIVISION OF ADMINISTRATIVE SERVICES

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
 ROBERT KONZ (304) 480-6601

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-53-00-12

DATE RECEIVED
 9-19-00

NOTIFICATION TO AGENCY

In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column

DATE ARCHIVIST OF THE UNITED STATES
 12-28-00 *John W. Paul*

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 1 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,

is not required, is attached, or has been requested.

| | | |
|------------------------|--|---------------------------------|
| DATE <i>5/15/00</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard S. Thorpe</i> | TITLE <i>Records Officer</i> |
|------------------------|--|---------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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 | | |
| | <i>Agency NWMD NWMA NR</i> | | |

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

September 18, 2000

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-------------------------------|--|----------------------------------|------------------------------------|
| N1-53-00- 14 -0001 | <p>Title LOANS - GOVERNMENT INVESTMENT LOANS, 1953 - 1986. Title Memo This is a one-time disposition These are part of the important data files described in the general description of the one-time schedule of nc1-53-89-02 These files include summaries of correspondence, press release data, legislation related to the loan and cancellation of the loan, interest rate data, and description of the loan purpose There is no electronic e-mail or word process file retained for this item</p> <p>Form Number _____ Form Series: _____ Restrictions: No Computer System: _____ Cost Code: 360 Retention Years 30 Retention Months 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description PERMANENT TRANSFER TO NARA WHEN SCHEDULE IS APPROVED</p> | | |
| N1-53-00-12-0002 | <p>Title OFFENSE/INCIDENT REPORT Title Memo Used to report offense incidents for security clerks at any entrance at the facilities at Parkersburg, WV There is no electronic e-mail or word process file retained for this item</p> <p>Form Number PD F 5393 Form Series: A Copy Restrictions: No Computer System: _____ Cost Code: 360 Retention Years 3 Retention Months 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description CUT OFF FILE AT THE END OF EACH FISCAL YEAR AND DISPOSE FILES WHEN 3 YEARS OLD</p> | | |
| N1-53-00-12-0003 | <p>Title PERSONAL INFORMATION - INFORMATION FOR NEW ID BADGES Title Memo Personal information to acquire new information for ID badge A blank form is printed and completed by the employee There is no electronic e-mail or word process file retained for this item</p> <p>Form Number PD F5402E Form Series: A Copy Restrictions: No Computer System: _____ Cost Code: _____ Retention Years 5 Retention Months 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description PURGE SEPARATED EMPLOYEES ANNUALLY AND PLACE IN A HOLDING FILE. DESTROY THE HOLDING FILE 5 YEARS AFTER SEPARATION</p> | | |