

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (see instructions on reverse)

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

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

2. MAJOR SUBDIVISION
 SAVINGS BOND OPERATIONS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 ROBERT KONZ

5. TELEPHONE
 (304) 480-6601

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER
 71-053-01-4

DATE RECEIVED
 11-27-2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column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
 66-01

ARCHIVIST OF THE UNITED STATES
[Signature]

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 4 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: *10/4/00* SIGNATURE OF AGENCY REPRESENTATIVE: *Robert Konz* TITLE: *Records Specialist*

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 GRS OR SUPERSEDED JOB CITATION	10.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			

gh 06/07/01
ccy to: NR/nemo/nurme

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

February 13, 2001

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-01-04-0001	<p>Title: TABLES OF REDEMPTION VALUES - EE/E/SAVINGS NOTES</p> <p>Title Memo: These tables (\$50 series EE bonds, \$25 series E bonds, \$25 savings notes) are values of redeemed securities on a monthly basis for a 6-month period. The cycle runs from September through February and March through August. The electronic camera copy files are created in Lotus and Adobe Acrobat formats, and are located on the Public Debt internet website. Printed tables are distributed semi-annually.</p> <p>Form Number: PD F 3600 Form Series: Camera Restrictions: none Computer System: Cost Code: 630 Retention Years: 99 Retention Months: 0 Vital Records: <input checked="" type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy, destroy 99 years after print date or when there is no longer a financial and legal need for the documentation, whichever is later.</p> <p>b. Electronic copies, may be deleted after final printing of each 6-month cycle.</p>		
N1-53-01-04-0002	<p>Title: TABLES OF REDEMPTION VALUES - FOR \$50 SERIES EE SAVINGS BONDS</p> <p>Title Memo: PD F 3501 - These tables compare redemption values of \$50 series EE savings bonds. The tables are public information, updated annually in December. Electronic files of the tables are available beginning 1995. The tables are created in Lotus and Adobe Acrobat formats, and are located on the Public Debt internet website. The printed paper camera copy, created in Adobe Acrobat, is the official record copy. Printed tables are available annually in December.</p> <p>Form Number: PD F 3501 Form Series: Camera Restrictions: None Computer System: Cost Code: 630 Retention Years: 99 Retention Months: 0 Vital Records: <input checked="" type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy, of the table is the camera copy and official record. Destroy 99 years after print date or when there is no longer a financial and legal need for the documentation, whichever is later.</p> <p>b. Electronic copies, may be deleted after final printing of each 6-month cycle.</p>		
N1-53-01-04-0003	<p>Title: TABLES OF REDEMPTION VALUES - RETIREMENT PLAN BONDS / INDIVIDUAL RETIREMENT</p> <p>Title Memo: These tables are used to redeem retirement plan securities. The tables are organized by month for a 12-month period. The electronic camera copy files are created in Lotus and Adobe Acrobat formats, and are located on the Public Debt internet website. Printed tables are distributed annually.</p> <p>Form Number: PD F 4651 Form Series: Camera Restrictions: none Computer System: Cost Code: 630 Retention Years: 99 Retention Months: 0 Vital Records: <input checked="" type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy, of the table is the camera copy and official record. Destroy 99 years after print date or when there is no longer a financial and legal need for the documentation, whichever is later.</p> <p>b. Electronic copies, may be deleted after final printing for each 12-month period.</p>		

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N1-53-01-04-0007	<p>Title: SAVINGS BOND MONTHLY DEPOSITOR REPORT - IM0030</p> <p>Title Memo: The IM0030 Report/Savings Bond Monthly Depositor Report is used to create the CB0050 Report/EZ Clear Reconciliation & Listing Report. Once the information on the IM0030 is reviewed, balanced and verified for each 12 month period the report is no longer needed. The information on the IM0030 report is electronically retained for 1 year.</p> <p>Form Number: IM0030 Form Series: Paper Restrictions: none Computer System: Cost Code: 630 Retention Years: 0 Retention Months: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. a. Hardcopy, Destroy paper report 30 days after created b. The electronic copy is to be deleted 12 months after created.</p>		
N1-53-01-04-0008	<p>Title: GENERAL TERMS, CONDITIONS AND SPECIFICATIONS FOR THE PROCUREMENT OF BONDS</p> <p>Title Memo: Savings bond stock paper is manufactured by commercial printing companies according to the terms of a contract administered by GPO. Copies of the procurement contracts and any related amendments are maintained and referenced by SBOO during the term of the contract. After the term of the contract is complete, the contract may be used for future reference for researching print specifications and contract terms for warranty purposes. Due to the analysis of fraud cases involving government securities during the printing process, the retention period has been extended beyond the normal procurement period for the obligating office (GRS-03, 3.a(1)(a).</p> <p>Form Number: Form Series: Paper Restrictions: None Computer System: Cost Code: 630 Retention Years: 20 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Destroy 20 years after contract completion. Storage by FRC is authorized.</p>		