

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON DC 20408

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

2. MAJOR SUBDIVISION **Office of Security Operations**

3. MINOR SUBDIVISION **Treasury Securities Accounting Branch**

4. NAME OF PERSON WITH WHOM TO CONFER **Robert Konz**

5. TELEPHONE **(304) 480-6601**

LEAVE BLANK (NARA use only)

JOB NUMBER **71-053-03-4**

DATE RECEIVED **02-04-2003**

NOTIFICATION TO AGENCY

In accordance with 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE **6-19-03** 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 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 **1/16/03** SIGNATURE OF AGENCY REPRESENTATIVE **Vicki Thorpe** *[Signature]* TITLE **Records Officer**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>See the Attached Sheets</b></p>		

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt January 16, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-D-0001	<p>Title: AUCTION AND ISSUE FOLDERS  Title Memo: The Auction bid forms, Treasury Direct system reports, and allotment wires are used in the process of reporting auction and issue amounts and post issue changes to Office of Finance and PARS.</p> <p>Form Number: various                      Form Series:                      Restrictions: None  Computer System:                      Cost Code: 697  Retention Years: 7                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  a. Delete electronic files after hardcopies are placed in folder.  b. Hardcopy, cutoff files after securities are issued. Destroy documents 7 years after cut off date.</p>		