

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
MARKETING OFFICE

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Brian Lallemont

5. TELEPHONE
(304) 480-6302

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-053-03-6

DATE RECEIVED

3/25/03

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

7-2-03

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 2 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
3/19/2003

SIGNATURE OF AGENCY REPRESENTATIVE

Vicki Thorpe

Vicki S Thorpe

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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;">See the Attached Sheets</p>		

cc Agency, NR, NWMD, NWCS, DWMWA

REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 19, 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 GRS OR SUPERSEDED JOB CITATION	10.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-DD-0001	<p>Title: Original Film, Film Transfers & Video Copy/Dub-Historical Savings Bonds Film/Video</p> <p>Title Memo: These are a variety of original videos and films promoting Savings Bonds including news stories, company produced videos, infomercials, historical (i.e. 50th anniversary), celebrity and government official public service announcements (PSAs), and miscellaneous videos pertaining to the Savings Bonds program.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Permanent. ^{4 years} <i>Cutoff at end of calendar year</i> Cutoff annually. Transfer to NARA after cut off. Records accumulate @ 1 cubic foot yearly. <i>Transfer original film and video master and a video copy for access.</i> <u>BPD RO 4/25/03</u></p>		
N1-53-03-DD-0002	<p>Title: Video Master and Video Copies/Dubs-Historical Savings Bonds Videos</p> <p>Title Memo: These are copies of a variety of videos and films promoting Savings Bonds including news stories, company produced videos, infomercials, historical (i.e. 50th anniversary), celebrity and government official public service announcements (PSAs), and miscellaneous videos pertaining to the Savings Bonds program.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 30 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. One master will be sent to Parkersburg as the backup to the copy that will be retained in the Savings Bonds Marketing Office. Destroy when 30 years old or when no longer needed for operational purposes, whichever is later. Records accumulate @ 12 tapes per year.</p>		
N1-53-03-DD-0003	<p>Title: Video Master & Video Copies/Dubs-Research/Focus Group</p> <p>Title Memo: These are copies of focus groups videos that were conducted for Savings Bonds research.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 15 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files after each study. Destroy 15 years after cut off.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 19, 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-DD-0004	<p>Title: Original Film, Film Transfers & Video Copy/Dub-Savings Bonds Campaign Films</p> <p>Title Memo: Original film and video transfer masters, and video copy of U.S. Savings Bonds annual campaign films. Campaign films were used to promote payroll savings.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 4 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: <i>Permanent + BPD Ro 4/25/03</i> Cut off at the end of the calendar year. Transfer to NARA 4 years after cut off. Records accumulate @ 1 cubic foot yearly.</p>		
N1-53-03-DD-0005	<p>Title: Video Master and Video Copies/Dubs-Savings Bonds Campaign Films</p> <p>Title Memo: These are copies of annual campaign films produced for the Savings Bonds program to promote payroll savings.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 30 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. One master will be sent to Parkersburg as the backup to the copy that will be retained in the Savings Bonds Marketing Office. Destroy when 30 years old or when no longer needed for operational purposes, whichever is later. Records accumulate @ 3 tapes per year.</p>		