

**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 Investor Services

3 MINOR SUBDIVISION  
 Marketable Assistance Branch

4 NAME OF PERSON WITH WHOM TO CONFER  
**Brian Lallemont**

5. TELEPHONE  
**(304) 480-6302**

LEAVE BLANK (NARA use only)

JOB NUMBER **NI-053-03-8**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **1-2-03** 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 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 **3/17/2003** 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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><b>See the Attached Sheets</b></p> <p><i>cc Agency, NIR, NWMLA</i></p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt April 28, 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)									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-C-001	<p>Title: SECURITIES &amp; COUPON SHIPMENTS</p> <p>Title Memo These files contain the documentation of the shipment of retired securities and coupons from the transaction processing area to the retired securities area, both located within Public Debt. The documents include, but are not limited to, shipping advices at the summary and detail levels.</p> <table border="0" data-bbox="260 478 1241 577"> <tr> <td>Form Number</td> <td>Form Series</td> <td>Restrictions SBU</td> </tr> <tr> <td>Computer System:</td> <td>Cost Code. 57300</td> <td></td> </tr> <tr> <td>Retention Years 3</td> <td>Retention Months: 0</td> <td>Vital Records <input type="checkbox"/></td> </tr> </table> <p>Retention Description Temporary Cut off annually Hold files in office for one year then transfer to off-site storage. Destroy three years after cut off</p>			Form Number	Form Series	Restrictions SBU	Computer System:	Cost Code. 57300		Retention Years 3	Retention Months: 0	Vital Records <input type="checkbox"/>
Form Number	Form Series	Restrictions SBU										
Computer System:	Cost Code. 57300											
Retention Years 3	Retention Months: 0	Vital Records <input type="checkbox"/>										
N1-53-03-C-002	<p>Title. AUDIT COPIES OF ADVICES FROM AUTOMATED SECURITIES SYSTEMS</p> <p>Title Memo. These files contain unbroken copies of system advices These advices are used to maintain an audit trail of system activity that may support the documents that are kept in the case files The advices show securities account information and general broadcast messages</p> <table border="0" data-bbox="260 1052 1241 1150"> <tr> <td>Form Number</td> <td>Form Series</td> <td>Restrictions SBU</td> </tr> <tr> <td>Computer System</td> <td>Cost Code. 57300</td> <td></td> </tr> <tr> <td>Retention Years: 0</td> <td>Retention Months: 6</td> <td>Vital Records <input type="checkbox"/></td> </tr> </table> <p>Retention Description: Temporary. Cut off weekly. Destroy 6 months after cut off</p>			Form Number	Form Series	Restrictions SBU	Computer System	Cost Code. 57300		Retention Years: 0	Retention Months: 6	Vital Records <input type="checkbox"/>
Form Number	Form Series	Restrictions SBU										
Computer System	Cost Code. 57300											
Retention Years: 0	Retention Months: 6	Vital Records <input type="checkbox"/>										
N1-53-03-C-003	<p>Title: PAYMENT DUE NOTICES</p> <p>Title Memo These files include notices that are sent to investors in Treasury securities informing them that additional payments are due on their Treasury accounts The payments are a result of an investor's securities being sold at a premium or interest accruing on their securities prior to issue date. A Payment Due Notice might be generated when an investor submits a tender for Treasury securities or decides to reinvest maturing securities. The contents of these documents are, but not limited to, account number, investor name and address, security title, par amount and the amount due.</p> <table border="0" data-bbox="260 1692 1241 1791"> <tr> <td>Form Number</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System:</td> <td>Cost Code: 57300</td> <td></td> </tr> <tr> <td>Retention Years 1</td> <td>Retention Months 1</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p>Retention Description Temporary Cut off after receipt Hold files in office for one month then transfer to off-site storage. Destroy 1 year and 1 month after cut off</p>			Form Number	Form Series:	Restrictions: SBU	Computer System:	Cost Code: 57300		Retention Years 1	Retention Months 1	Vital Records: <input type="checkbox"/>
Form Number	Form Series:	Restrictions: SBU										
Computer System:	Cost Code: 57300											
Retention Years 1	Retention Months 1	Vital Records: <input type="checkbox"/>										

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	<p data-bbox="331 285 1158 348">N1-53-03-C-004 Title: CORRESPONDENCE, E-MAILS, TELEPHONE CONVERSATION NOTES &amp; REJECTED TRANSACTIONS</p> <p data-bbox="263 384 1209 604">Title Memo: These files serve as evidence of customer contact. The documents include, but are not limited to, customer letters, copies of incoming e-mail messages, enclosures, copies of forms submitted to request transactions that are subsequently rejected, envelopes, notes from telephone conversations, copies of letters or e-mails sent to customers, returned mail, screen prints of account information from automated systems, and any other related documents received from, sent to, or used in contacting customers.</p> <table data-bbox="263 636 1225 730"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions:</td> <td>SBU</td> </tr> <tr> <td>Computer System:</td> <td>Cost Code: 57300</td> <td></td> <td></td> </tr> <tr> <td>Retention Years: 1</td> <td>Retention Months: 0</td> <td>Vital Records:</td> <td><input type="checkbox"/></td> </tr> </table> <p data-bbox="263 764 1209 905">Retention Description: Temporary.  a. Hard Copy—Cut off annually. Destroy 1 year after cut off.  b. Electronic mail and word processing files—Delete 6 months after hard copy has been placed in a record keeping system. <i>Revised 4/25/03 BPD R.O</i></p>	Form Number:	Form Series:	Restrictions:	SBU	Computer System:	Cost Code: 57300			Retention Years: 1	Retention Months: 0	Vital Records:	<input type="checkbox"/>		
Form Number:	Form Series:	Restrictions:	SBU												
Computer System:	Cost Code: 57300														
Retention Years: 1	Retention Months: 0	Vital Records:	<input type="checkbox"/>												



