

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 Public Debt Accounting

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONTACT
Robert Konz,

5. TELEPHONE
(304) 480-6601
Robert.konz@bpd.treas.gov

LEAVE BLANK (NARA use only)

JOB NUMBER

71-053-03-12

DATE RECEIVED

9-25-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1-8-04

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 ___ 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

9/22/03

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 GRS OR SUPERSEDED JOB CITATION	10.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>See the Attached Sheets</p> <p><i>cc Agency OR NWML NACT</i></p>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

September 22, 2003

7. ITEM NO. N1-53-04-A-	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
0001	<p>Title: SPSS Hardcopy Inputs</p> <p>Title Memo: Including but not limited to SLGSAFE template worksheet, case change request, early redemption request, subscription of issue of time deposits, redemption of time deposits, and mortgage guaranty insurance company tax and loss bonds. This item is adopting the large bucket theory for the schedule N1-53-01-07. The items being combined are 3, 5A, 6A, 7A, 8A, 9A, 10A, 11A, 13A, 16B.</p> <p>Form Number: Form Series: Restrictions: None Computer System: Cost Code: 250 Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Hardcopy: Destroy 2 years after verification of input to system.</p>		
0002	<p>Title: SPSS Microfilm Inputs</p> <p>Title Memo: Including but not limited to SLGSAFE template worksheet, case change request, early redemption request, subscription of issue of time deposits, and redemption of time deposits. This item is adopting the large bucket theory for the schedule N1-53-01-07. The items being combined are 5B, 6B, 7B, 8B, 9B, 10B</p> <p>Form Number: Form Series: Restrictions: None Computer System: Cost Code: 250 Retention Years: 45 Retention Months: Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Microfilm: Destroy microfilm when 45 years old.</p>		
0003	<p>Title: SPSS Reports</p> <p>Title Memo: Include but not limited to interest reports, fund receipt reports, future and prior issues & payments, and security rollover report. This item is adopting the large bucket theory for the schedule N1-53-01-07. The items being combined are 12, 13B, 14A, 15A, 17A, 20A; NC1-53-82-02, 115 and N1-53-86-01, 160.</p> <p>Form Number: Form Series: Restrictions: None Computer System: Cost Code: 250 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Electronic file: Destroy when 7 years old.</p>		
0004	Title: SPSS Daily System Reports		

