

**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  
**Division of Accounting Services**

3. MINOR SUBDIVISION  
**Customer Accounting Branch**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Melisa Williamson**

5. TELEPHONE  
**304-480-6538**

LEAVE BLANK (NARA use only)

JOB NUMBER  
**71-053-04-2**

DATE RECEIVED  
**2-4-2004**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**30 Apr 2004**

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  
**1/27/04**

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>See the Attached Sheets</b>		

*cl Agency, NR NWML*

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

January 27, 2004

7. ITEM NO. N1-53-04-D-	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
0001	<p data-bbox="268 247 667 279">Title: Daily Accounting Transactions</p> <p data-bbox="268 310 1238 678">Title Memo: These files support the accounting transactions processed by the Customer Accounting Branch and supply an audit trail for those transactions. They show pieces and money of reissues and redemptions for current income bonds and for the redemption of accrual savings bonds, identifying information of money on deposit, transfer of funds from one account to another, identifying information for stale-dated and returned payments, and source information as well as input information for the Public Debt Accounting &amp; Reporting System (PARS). The documents include, but are not limited to, Internal Journal Vouchers, deposit tickets, debit vouchers, PARS Input documents, PARS Reports, HH/H trial balances, HH/H blotters, Payment Reports, Schedules of Miscellaneous Deliveries, Exchange Worksheets, Bureau Payment Listings, Treasury Direct Payment Transmittals, and Check Office Detail Activity Reports.</p> <p data-bbox="268 709 1203 800"> Form Number:                      Form Series:                      Restrictions: Privacy Act  Computer System:                      Cost Code: 693  Retention Years: 7                      Retention Months: 0                      Vital Records: <input type="checkbox"/> </p> <p data-bbox="268 831 1198 894">Retention Description: Temporary. Cut off files daily. Hold in office for 6 months then transfer to off-site facility. Destroy 7 years after cutoff.</p>		