

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT	
2. MAJOR SUBDIVISION Administrative Resource Center/Human Resources Division	
3. MINOR SUBDIVISION Pay, Processing & Leave Branch	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Missv Williamson-Records Mgmt Specialist	304-480-6538

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-053-04-5	
DATE RECEIVED 4-7-2004	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 8/30/04	ARCHIVIST OF THE UNITED STATES <i>Luis Pelland</i>

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 4/5/04	SIGNATURE OF AGENCY REPRESENTATIVE Vicki Thorpe <i>Vicki S. Thorpe</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See the Attached Sheets		
	<i>cc Agency NR NWML</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt April 5, 2004

7. ITEM NO. NI-53-04-I-	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
0001	<p>Title: Documentary Materials Removal/Nonremoval Certification</p> <p>Title Memo: These documents certify whether or not an employee at the Bureau of the Public Debt is removing any non-record documents when they separate from service. The use of this document has been established through Treasury Directive 80-05, dated June 26, 2002. It will be completed during the separating employees' exit interview process. There are no word processing files or electronic files associated with this document.</p> <p>Form Number: TD F 80-05.5 Form Series: Restrictions: None Computer System: Cost Code: 340 Retention Years: 10 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files at the end of the calendar year. Destroy 10 years after cutoff.</p>		