

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) <b>BUREAU OF THE PUBLIC DEBT</b>	
2 MAJOR SUBDIVISION <b>Office of Investor Services</b>	
3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Melisa Williamson—Records Specialist</b>	5 TELEPHONE <b>304-480-6538</b>

LEAVE BLANK (NARA use only)	
JOB NUMBER <b>71-053-04-6</b>	
DATE RECEIVED <b>5-24-2004</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>9-16-04</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <b>5/18/04</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Vicki Thorpe</b> <i>[Signature]</i>	TITLE <b>Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>See the Attached Sheets</b>		
	<i>cc Agency, NR, NWML</i>		

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

May 18, 2004

7 ITEM NO N1-53-04-G-	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
0001	<p data-bbox="272 247 783 279">Title: Signature / Employee Authorization Form</p> <p data-bbox="272 310 1246 552">Title Memo: This document is used to allow designated employees to authorize and/or conduct certain securities transactions. The document, which is submitted to Public Debt after approval by a management official, is used to ensure that the designated employees and their signatures are legitimate. The information on the form includes, but is not limited to, the names and/or signatures of the approving officials and the names and/or signatures of the designated employees being authorized along with a listing of transactions that the designated employees are able to conduct. The records accumulate at less than 1 cubic foot per year.</p> <p data-bbox="272 583 1134 678">Form Number: 5247E                      Form Series:                      Restrictions: None Computer System:                      Cost Code: 573 Retention Years: 10                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p data-bbox="272 709 1230 951">Retention Description: Temporary a. Hardcopy—File in chronological order in active file for one calendar year, unless superseded. Cut off at the end of the calendar year or when superseded and place in an inactive file. Destroy 10 years after being placed in the inactive file. b. Electronic Copy—Delete after hardcopy has been placed in a record keeping system. c. Copies Maintained by Submitting Office—Destroy when superseded.</p>		