

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) <b>BUREAU OF THE PUBLIC DEBT</b>	
2. MAJOR SUBDIVISION Investor Education and Communications Staff	
3. MINOR SUBDIVISION	
5. TELEPHONE	
4. NAME OF PERSON WITH WHOM TO CONFER	(304) 480-6601 Robert.konz@bod.treas.gov
<b>Robert Konz</b>	

LEAVE BLANK (NARA use only)	
JOB NUMBER <b>71-053-05-1</b>	
DATE RECEIVED <b>9-21-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>8/2/05</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 \_\_\_ 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>6/15/04</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vicki S. Thorpe</i> <b>Vicki Thorpe</b>	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 GRS OR SUPERSEDED JOB CITATION	10.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>		

*cc Agency NR NWRD NWRME NWRMVA*

7. ITEM NO. N1-53-04-J-	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
0001	<p>Title: Market Surveys, Product Studies, and Consumer Research</p> <p>Title Memo: These are studies, surveys, questionnaires and research notes collected about the market, product, or consumers of the services and products of Public Debt. This information is used to develop plans on how to market and inform investors about U.S. Treasury securities. Method of collecting information include mail intercepts, phone intercepts, focus groups, mailed-in questionnaires, and others as approved by OMB. The end product of these studies are reports that generally will alter business practices.</p> <p>Form Number: Restrictions: None                      Cost Code: 130 Vital Records: <input type="checkbox"/>                      Retention Years: 8 Retention Months: 0</p> <p>Retention Description:</p> <p>a) Temporary. Cut off working files after final report is complete. Transfer files to offsite storage two years after cut off. Destroy working files 8 year after cut off. <del>The record copy is the medium compatible with the office record keeping process.</del> Other copies may be destroyed after the record copy is incorporated into the record keeping system. <i>Electronic files are not included in the working files.</i></p> <p>b) Permanent. Transfer final reports to NARA 8 year after cut off.</p>		<p><i>7/21/05</i></p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Title: Electronic Mail and Word Processing System Copies</p> <p>Title Memo: Electronic copies of records that are created on electronic and word processing systems and used sole to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.</p> <p>Retention Description: Temporary.</p> <ul style="list-style-type: none"> <li>a. Copies that have no further admin. value after the record copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on disk or network drives that are used only to produce the record copy-- Destroy/delete 180 days after the record copy is produced.</li> <li>b. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy. – Destroy/delete when dissemination, revision, or updating is completed</li> </ul>		