

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 Securities Operations	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Brian Lallemont	5. TELEPHONE (304) 480-8108 Brian.Lallemont@bpd.treas.gov

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-053-05-5</i>	
DATE RECEIVED <i>2-15-2005</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>2/16/05</i>	ARCHIVIST OF THE UNITED STATES <i>Ma W...</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 <i>2/8/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vicki Thorpe</i> Vicki Thorpe	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 GRS OR SUPERSEDED JOB CITATION	10.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		

cc Agency NR, NARA

7. ITEM NO. N1-53-05-B-	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
0001	<p>Title: Savings Bond Stock Production Files</p> <p>Title Memo: Public Debt is responsible for maintaining an adequate supply of bond stock in the centralized vault located at the Pittsburgh Branch of the Federal Reserve Bank of Cleveland. A variety of files are maintained to support this effort including, but not limited to, copies of Government Printing Office contracts with printing vendors; stock orders; documentation of design changes; information about security features; stock production contingency plans; contract claims; etc. This material has long-term value because manufacturing problems may not be discovered for a number of years after the bonds are printed; order information and records relating to the disposition of unissued stock support stock reconciliation efforts; and manufacturing details, bond specifications, and order histories are useful to senior managers considering changes in bond design, terms, and conditions. This item supercedes the following: N1-53-01-04, 0005; N1-53-01-04, 0006; and N1-53-01-04, 0008.</p> <p>Form Number: Form Series: Restrictions: None Computer System: Cost Code: 660 Retention Years: 20 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Maintain files alphabetically by subject. Cut off files when definitive savings bonds have reached their final maturity. Destroy 20 years after cutoff.</p>		
0002	<p>Title: Centralized Savings Bond Vault Inventory Statistics</p> <p>Title Memo: Public Debt is responsible for monitoring savings bond stock levels in the centralized vault located at the Pittsburgh Branch of the Federal Reserve Bank of Cleveland. Files supporting this effort include vault inventory reports, general stock on hand reports, usage statistics, etc.</p> <p>Form Number: Form Series: Restrictions: None Computer System: Cost Code: 660 Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Maintain files chronologically by fiscal year. Cut off files at the end of the fiscal year. Destroy 1 year after cutoff.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

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"> 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. 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 		