REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 5 1975	JOB NO NC- 53-76-1

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Date — *Archivist of the United States*

TO: **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT): Department of the Treasury
2. MAJOR SUBDIVISION: Bureau of the Public Debt
3. MINOR SUBDIVISION: Washington Office
4. NAME OF PERSON WITH WHOM TO CONFER: Thom B. Ellis
5. TEL. EXT.: 7151
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

AUG 1 1975 (Date) — (Signature of Agency Representative) — Acting Commissioner (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	COMPREHENSIVE SCHEDULE NO. 3		
31.	Records of Security Items Borrowed.		
	a. Receipt and Delivery Working Papers. Dispose after 6 months.		
	b. Receipt for specimen securities. Dispose of when security is returned.		
	Receipt and delivery working papers include release advices, computation files, and related data accumulated in the processing of the security items and other papers.		
	Receipts for specimen securities are used when they are loaned out to other offices, (e.g. Secret Service).		
57.	b. Redemption and servicing files requesting payment or credit of marketable Treasury, Federal Financing Bank, and agency securities including coupons and stamps and miscellaneous transactions, such as transfers, RC's, CR's, etc. of Treasury and Federal Financing Bank securities.		
	(1) Dispose 3 years after close of year in which the request or authority was received.		
	(2) Deposit cards for the Missing Unmatured and Called Coupon Account and for payment tickets which are microfilmed after 3 years and the cards and the tickets disposed of.		

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STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	COMPREHENSIVE SCHEDULE NO. 3		
	These files include payment tickets, authorities for payment, transfer, or delivery of securities, advices and schedules of shipments.		
58.	U. S. Savings Bonds, Savings Notes, Retirement Plan Bonds, and Individual Retirement Plan Bonds.		
	a. Application for purchase. Dispose 2 years from the date the bonds covered thereby are issued.		
	b. Requests for reissue forms. Forward to Parkersburg quarterly.		
	c. Payment tickets are microfilmed after 3 years and the tickets disposed of.		
	d. Related forms. Dispose 3 years after payment.		
	These files are related to the issue, reissue and redemption of the above non-transferable Treasury securities.		
59.	Custody and Safekeeping.		
	a. Individual account files. RETAIN.		
	b. Agency account files. Dispose 6 months after audit.		
	c. Authority files pertaining to active accounts. RETAIN.		
	d. Security servicing files - includes Coupon Interest Control Cards and correspondence concerning coupon transaction. Dispose 6 months after account is closed, except for letters accompanying check which can be destroyed after 1 year.		
	e. Receipts file. Contains receipts for active accounts. RETAIN.		
	f. Case file. Contains closed accounts records including canceled receipts, authorities, letters of instructions, temporary withdrawal ticket, and related forms.		

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	Dispose 3 years after year in which account is closed.		
	g. Vault accountability files. Dispose 6 months after audit except for internal control tickets concerning reuseable and unfit stock which may be destroyed when canceled card reconciled.		
	Files of records of accounts maintained and summary of securities held in custody or for safekeeping. This includes authorities and requests for deposits and withdrawals and records of coupons detached and payment or credit of interest.		
60.	Public Debt Accounting Files.		
	a. Transcript files representing charges and credits in Treasury's accounts. Dispose after 3 years.		
	b. Wire transfer authorizations for Securities transactions.		
	(1) Original and receipt copy. RETAIN.		
	(2) Vault Copy. Dispose 6 months after audit.		
	(3) Teller Copy. Dispose after 1 year.		
	c. Posting sheets and account cards by loan. Dispose after 3 years.		
	d. Unissued securities stock files of Treasury and Federal Financing Bank securities. Includes requisitions for securities stock and stock reports. Dispose 6 months after audit.		
	Files pertaining to various transactions involving charges and credits in the Treasury's accounts representing purchase or payment of Treasury and Federal Financing Bank and those of other government agencies.		

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61.	Authority and Evidence Files. RETAIN. These files consist of specific waiver authorities such as Commissioner's memos, V.A. and other Agency letters, etc., and include supporting legal documentary evidence supporting various transactions.		
62.	Special Agent Files. Dispose after 3 years. Reports of interest and principal paid by Treasury for agency issues for which Treasury acts as Special Agent.		
	<u>Division of Management Analysis and ADP Services Working Papers</u>		
63.	Project Working Papers. Dispose after 5 years. These papers include background materials studies, analysis, notes, rough drafts, interim reports, and related papers pertaining to management projects.		