

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NCI-53-78-5</b>
DATE RECEIVED	<b>18 JAN 78</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>5-10-78</b> Date	<i>James B. Rhoads</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Treasury Department, Bureau of the Public Debt

2. MAJOR SUBDIVISION  
Division of Public Debt Accounts

3. MINOR SUBDIVISION  
Principal Accounts Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. Thom Ellis

5. TEL. EXT.  
447-9426

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>K. W. Reich</i>	E. TITLE Assistant Commissioner
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Cash Journal (on microfilm)</u> - This file contains all cash transactions for a month. These transactions are for treasury bills, notes, bonds and various other treasury securities.  Transfer to FRC when 3 years old and destroy when 50 years old.	NM162-60, 49	
2.	<u>Treasury Cumulative Journal (on microfilm)</u> - These files are a cumulative printout of detail security activity by transaction from the time they are received as stock through destruction.  Transfer all journals except the month ending the FY when 5 years old and destroy when 50 years old. Transfer end of FY journals to FRC when 10 years old and destroy when 50 years old.	NM162-60, 49	
3.	<u>Agency Cumulative Journals (on microfilm)</u> - These files are a cumulative printout of detail security activity by transaction for agency securities from the time they are received as stock through destruction.  Transfer all journals except the month ending the FY to FRC when 5 years old and destroy when 50 years old.	NM162-60, 49	

115-107  
*Sent to agency, & NNF-5/1/78 6 items  
NCW (NCA 78-158)*

## Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3 (cont.)	Transfer end of FY journals to FRC when 10 years old and destroy when 50 years old.		
4.	<u>Cash Actual Matching</u> - A computer listing showing differences between transactions processed in the security accounting system and related transactions processed through the cash accounting system.  Destroy 3 years from transaction month.	NM162-60, 49	
5.	<u>PD 2296 U.S.S.B. Quarterly Statement of Net Issues, Redemptions and Outstanding</u> - This statement is produced in two parts. Part one is a recapping for all series cumulative savings bonds activity at the series level. Part two shows cumulative savings bonds activity at issue-year level for Series A through Series P and R.  Destroy 2 years after transaction date or upon completion of cash actual for transaction month, whichever is later.	NM162-60, 49	
6.	<u>PD 2315 U.S.S.B. Report of Sales, Accruals, Redemptions and Outstanding</u> - This report is produced monthly and shows the dollar amount of sales, accruals, redemptions and outstanding for each letter series of U.S. Savings Bonds and Retirement Plan Bonds. It is used in the reconciliation of the cash actual.  Destroy 3 years after transaction month.	NM162-60, 49	
<p>This certifies that the microfilm described on this form in Items 1, 2, and 3 shall be prepared in accordance with standards established in 41 CFR 101-11.504.</p> <p><i>This amendment made in accordance with conversation with the agency representative (Guy Malobichy) on May 5, 1978. JTB</i></p>			