

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-53-81-3	
DATE RECEIVED December 1, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 12-10-81	<i>Robert M. Locken</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2 MAJOR SUBDIVISION
Bureau of the Public Debt

3 MINOR SUBDIVISION
Division of Investor Accounts

4. NAME OF PERSON WITH WHOM TO CONFER
Mildred L. Linzy

5 TEL EXT
657-5290
287-4311

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 1 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 10/21/81	D. SIGNATURE OF AGENCY REPRESENTATIVE Carl Locken <i>Carl M. Locken</i>	E. TITLE Acting Assistant Commissioner (Washington)
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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.	<p>The records described below are records that are covered in DIA's Retention Schedule. These records have been identified as records that have been microfilmed and the hard copy is now ready for destruction.</p> <p><u>Tender Forms</u> These are tenders (or applications) for purchases of U.S. Treasury bills held in book-entry accounts. PD 4632-1 52 Week bill Tender PD 4632-2 26 Week bill Tender PD 4632-3 13 Week bill Tender PD 4632-4 FRB N.Y. Tender</p> <p>DESTROY TENDERS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. MICROFILM WILL NOT BE DESTROYED UNTIL AT LEAST SIX YEARS AND THREE MONTHS AFTER THE MATURITY DATE OR AFTER THE DATE THE BILL WAS PAID, WHICHEVER IS LATER. RETIREMENT TO FEDERAL ARCHIVES AND RECORDS CENTER IS NOT AUTHORIZED.</p> <p><u>Transaction Request</u> Depositors are required to submit the following in order to request that a change be made to a book-entry account. PD 4633 Request for Transaction PD 4633-1 Reinvestment/Rollover Request PD 4633-2 Reinvestment Request Punch Card</p>		

115-107

Closed Out: 12-22-81: K.B.D. Copy to NNF's Agency 2 items

Retirement proviso added per conversation between m. linzy and James Howwood, 12-4-81

Mass Data Change Sheet not requested. 12-16-81

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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
	<p>DESTROY TRANSACTION REQUEST WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. MICROFILM WILL NOT BE DESTROYED UNTIL AT LEAST SIX YEARS AND THREE MONTHS AFTER THE MATURITY DATE OR AFTER THE DATE THE BILL WAS PAID, WHICHEVER IS LATER. RETIREMENT TO FEDERAL ARCHIVES AND RECORDS CENTER IS NOT AUTHORIZED.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>Storage conditions shall adhere to the standards of 101-11.507 and 101-11.508.</p> <p><i>Retirement proviso added per conversation between m. King and James Harwood. J 12-4-81</i></p>		