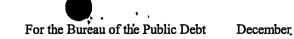
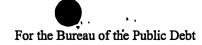
REQUEST	FOR RECORDS COPOS (see instructions on rev			JOB MBER	ARA use only)	
TO: NATIONAL	ARCHIVES and RECORDS A	DMINISTRATION (NIR)		NI-053-	-7-00	
WASHINGTON, DC 20408				DATE RECEIVED ターノター OO		
	or establishment)		٦Ĺ	NOTIFICATION	Ī	
	OF THE PUBLIC DEBT		—-    <u> </u>	n accordance with the provisi	ons of 44 US C 3303a	
2. MAJOR SUBDI				In accordance with the provisions of 44 U.S.C 3303a the disposition request, including amendments, is		
OPERATIO	····			approved except for items that may be marked		
3. MINOR SUBDIN	/ISION			'disposition not approved" or '	withdrawn" in column	
4. NAME OF PER	SON WITH WHOM TO CONFER KONZ	5. TELEPHONE (304) 4806601		DATE ARCHIVIST OF	THE UNITED STATES	
6. AGENCY CERT						
and that the re of this agency	y that I am authorized to act for cords proposed for disposal or or will not be needed after the unting Office, under the provis	n the attached <u>5</u> e retention periods speci	page(s) a fied; and	are not now needed for t I that written concurrence	he business e from the	
XXX	is not required;	is attached; o	r	has been req	uested.	
DATE: SIC	GNATURE OF AGENCY REPRES	ENTATIVE	TITLE	ande Office		
7. ITEM NO	8. DESCRIPTION OF ITEM AND	O PROPOSED DISPOSITIO		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	SEE THE ATTACH	ED SHEETS			, ,	
115-109	NSN 7540-00-6	34-4064		STANDARD F	ORM 115 (REV. 3-91)	
0.1	- PREVIOUS EDITION	NOT USABLE			Prescribed by NARA	
A.			JM?			

۰. . 11 **REQUEST FOR RECORDS DISPOSITION AUTHORITY** 20, 2000



7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-00-07-0001	Title: PERSONNEL LISTING	
	Title Memo: The bureau's personnel listing is held according to N1-53-97-01, 0004.01. This copy of the listing of personnel employed by the Bureau of the Public Debt is held in the individual office branch/divisions of the bureau. There are no electronic files for Word processing or E-mail records associated with this item. Form Number: ADM 107.2 Form Series: .11204 Restrictions: NO	Superseded by: N1-05 3-06-04 /32 DATE (MM/DD/YYYY):
	Computer System:Cost Code: OPERetention Years: 0Retention Months: 0Vital Records:	03/02/2007
	Retention Description: TEMPORARY. RETAIN UNTIL SUPERSEDED. DESTROY OBSOLETE LISTINGS.	
N1-53-00-07-0002~	Title: BUDGET PREPARATION- FOR THE DIVISION OR OFFICE	
	Title Memo: This data is needed to set the budget for each division of the bureau. This is a summary level of the budget information from the branch offices. The divisions use this information to track each expenditure to determine the budget performance. Data may be received in hardcopy or electronic form.	Superseded by: N1-053-06-04/30
	Form Number:Form Series:Restrictions: NOComputer System:Cost Code:Retention Years: 5Retention Months: 0Vital Records:	DATE (MM/DD/YYYY): 03/02/2007
	<ul> <li>Retention Description: Temporary.</li> <li>a. Hardcopy, cutoff files yearly. Destroy copies 5 years after cut off.</li> <li>b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</li> </ul>	
N1-53-00- 07-0003	Title: BUDGET PREPARATION- FOR BRANCH OFFICES AND BELOW	
	Title Memo: These are budget files at the branch level. These files support the budget requested with vendor data and information on estimates for each item on the budget. Data may be received in hardcopy or electronic form.	
	Form Number: Form Series: Restrictions: NO	Superseded by:
	Computer System: Retention Years: 3Cost Code: OPE Retention Months: 0Vital Records: Vital Records:	DATE (MM/DD/YYYY) 03/02 2007
	Retention Description: Temporary.         a.       Hardcopy, cutoff files yearly. Destroy copies 3 years after cut off.	0 0100 2001
	<ul> <li>a. Hardcopy, cutoff files yearly. Destroy copies 3 years after cut off.</li> <li>b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</li> </ul>	
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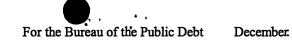


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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-00-07-0004	Title:_TELEPHONE CALLS FOR ASSISTANT COMMISSIONER	
	Title Memo: Records of telephone calls for the assistant commissioner (senior level). This item is similar to GRS-23 item 5a. But because it's a high level official these records are retained longer. Data may be received in hardcopy or electronic form.	
	Form Number:Form Series:Restrictions: NOComputer System:Cost Code: OPERetention Years: 5Retention Months: 0Vital Records:	
	Retention Description: Temporary.         a.       Hardcopy, cutoff files yearly. Destroy copies 5 years after cut off.         b.       Electronic copy, destroy after hardcopy is placed in a recordkeeping system.	
N1-53-00-07-0005	Title: REGULATIONS INTERNAL PROCEDURES/SOP'S/INSTRUCTIONS/OPERATING PROCEDURES	Superseded by:
	Title Memo: These are issuances specific to the program offices that are not covered under the administrative issuances in the General Records Schedule 16, item 1. (PROGRAM OFFICE). Data may be received in hardcopy or electronic form.	NI-053-06-04/44 DATE (MM/DD/YYYY): 03/02/2007
	Form Number:Form Series:Restrictions: NOComputer System:Cost Code: OPERetention Years: 0Retention Months: 0	
	Retention Description: Temporary.a.Hardcopy, destroyed when superseded.b.Electronic copy, destroy after hardcopy is placed in a recordkeeping system.	
N1-53-00-07-0006	<ul> <li>Title: REGULATIONS INTERNAL</li> <li>PROCEDURES/SOP'S/INSTRUCTIONS/OPERATING PROCEDURES</li> <li>Title Memo: These are issuances specific to the program offices that are not covered under the administrative issuances in the General Records Schedule 16, item 1. This copy is held by Division heads as a reference copy to document past procedures. This item modifies the disposition instruction of the introduction comment number one for the schedule NC1-53-80-01. Data may be received in hardcopy or electronic form.</li> </ul>	Superseded by: N1-053-06-04 45
	Form Number:       Form Series:       Restrictions: NO         Computer System:       Cost Code: OPE       Vital Records: □         Retention Years: 30       Retention Months: 0       Vital Records: □	<u>DATE (MM/DD/Y.1.)</u>
	<ul> <li>Retention Description: Permanent.</li> <li>a. Offices may retain a paper copy or microfilm as the record copy. Cutoff files when superseded and transfer records to NARA 30 years after cutoff.</li> <li>b. Paper copies may be destroyed after microfilm is made.</li> </ul>	

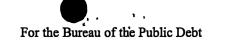
## 11 **REQUEST FOR RECORDS DISPOSITION AUTHORITY** 20, 2000

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7. ITEM NO.	8. DESCRIPTION OF ITEM A	ND PROPOSED DISPOS	ITION. 9. GR	S OR SUPER	SEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-00-07-0007	Title: PROJECT FILES - I	DIVISION STUDIES				
	Title Memo: Initiated within a Division or Office by the Assistant Commissioner or below, pr series are transparent outside the agency. Includes studies leading to procedural changes such administrative functions, minor internal systems, and performance improvements. Projects m wider reaching scope such as internal procedures for issuing instructions to Federal Reserve a banks, and conferences to promote savings bonds. Individual portions of files may originate electronic form. Case files in this series are considered terminated if disapproved prior to impended prior to completion.					h as those in nay also include and other agent in hard copy or
	Form Number:	Form Series:	Reco	ctions: NO	1	
	Computer System:	Cost Code: OPE	1030			
	Retention Years: 5	Retention Months:	0	VitaRe	ecords:	
	Retention Description: Te a. Hard copy cutoff. b. Electronic f	roy 5 years after ng system				
N1-53-00-07-0008	Title: PROJECT FILES - H	EXECUTIVE STUD	ES			
	Title Memo: Initiated by I implemented in more than studies leading to develop a study to identify a comm of a teleconferencing facili Case files in this series are completion.	one Public Debt Offi nent of major interna on automated source ty. Individual portion	ce, but remain l systems, cont of records storns of files ma	n transparen nsolidation ored at a van y originate	nt outside the agency of program function riety of locations, or in hard copy or elect	Includes at the FRB's or the development tonic form.
	Form Number:	Form Series:	Restr	ictions: NO		
	Computer System:	Cost Code: OPE				
	Retention Years: 10	Retention	Months: 0	$\searrow$	Vital Records:	
	cutoff,	nporary. ase file. Cutoff at co les. Destroy when h				
						··
	item 7 Supersøded by: NI-053-06-04 DATE (MM/DD/Y 03/03/200	41+47	item 8 Superseded NI-053-( DATE (MM/ 25+02)	96-04	<u>18</u>	

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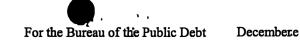


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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)			
N1-53-00-07-0009	Site: PROJECT FILES – SIGNIFICANT STUDIES				
	Projects in this series are initiated within the scope of Items 7 or 8 above. These projects may need special appropriations, have significant financial effect on the bureau, change the way the bureau conducts its business, or otherwise achieve high visibility in the media, Congress, or the general public. Examples of significant projects include: development of a hot site facility in the Disaster plan or the consolidation of Public Debts offices. Individual portions of files may originate in hard copy or electronic form. Case files in this series are considered terminated if disapproved prior to implementation or ended prior to completion.				
	Form Number:       Form Series:       Restrictions: NO         Computer System:       Cost Code: OPE         Retention Years: 30       Retention Months: 0       Vital Records: □         Retention Description: PERMANENT.	Superseded by: NI-053-06-04/49 DATE (MM/DD/YYYY): 03/02/2007			
	<ul> <li>a. Hard copy case file. Cutoff at conclusion or termination of the project. Transpears after cutoff.</li> <li>b. Electronic files. Destroy when hard copy produced and placed in recordkeeping</li> </ul>	e			
N1-53-00-07-0010	Tifle - SUBJECT FILES - PROGRAM SPECIFIC				
	Title Memo: These are subject files contain information collected by the program office. They cover a broad spectrum of items since they are located in many program offices. These files are arranged in alphabetical order and may include a variety of records that may be found in other offices.	Superseded by: ,			
	Form Number:Form Series:Restrictions: NOComputer System:Cost Code: OPERetention Years: 5Retention Months: 0	N1-053-06-04/50 DATE (MM/DD/YYYY): 03/02/2007			
	<ul> <li>Retention Description: Temporary.</li> <li>a. Hardcopy, cutoff files yearly. Destroy copies 5 years after cut off.</li> <li>b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</li> </ul>	1 2			
N1-53-00-07-00011	Title: CHRONOLOGICAL FILES FOR AC'S OR EXECUTIVE DIRECTOR				
	Title Memo: These chronological files are kept longer than similar titled files described in NC1-53-82-02, 36 <sup>a</sup> sthese may be the only copies on hand in the assistant commissioner's or the executive director office.	Superseded by: NI-053-06-04   37_			
	Form Number:Form Series:Restrictions: NOComputer System:Cost Code: OPEeRetention Years: 20Retention Months: 0Vital Records:	03/02/2007			
	Retention Description: CUT OFF FILES AT THE END OF THE FISCAL YEAR AND THEN DESTROY WHEN 20 YEARS OLD.				

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7. ITEM NO.	8. DESCRIPTION OF ITEM	I AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CT	TATION	10. ACTION TAKEN (NARA USE ONLY)
	Title: CHRONOLOGIC Title Memo: These files reads: These chronologi 53-82-02, 36 as these m the executive director of				
	Form Number: Computer System: Retention Years: 0	Form Series: Cost Code: OPE Retention Months: 0	Restrictions: NO Vital Records:		
	Retention Description: I		LE WHEN SUPERSEDED OR		

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