

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 SAVINGS BOND MARKETING OFFICE	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Robert Konz	5. TELEPHONE (304) 480-6601

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-053-02-10	
DATE RECEIVED	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 12-18-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 5 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 06/04/2002	SIGNATURE OF AGENCY REPRESENTATIVE Vicki Thorpe <i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>See the Attached Sheets</p> <p><i>cc Agency NWMD NWMLA</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt October 18, 2002

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-10-0001	<p>Title: Payroll Savings Participation (PSP)-Input Reports</p> <p>Title Memo: Various paper reports used to update the PSP master file. The reports include, but are not limited to, SB-60, SB-60A, and SB-66. The data includes employment and payroll savings participation at a single location, number of company branches which have their payroll prepared at a central location, and requests from field offices to make changes to the PSP system master file.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE Computer System: PSP Cost Code: 90000 Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Electronic copies, destroy after hardcopy is placed in a recordkeeping system. b. Hardcopies, cut off at the end of the fiscal year. Destroy 5 year after cutoff.</p>		
N1-53-02-10-0002	<p>Title: Payroll Savings Participation (PSP)-Output Reports</p> <p>Title Memo: Various lists and reports produced semiannually from the Payroll Savings Participation System (N1-53-96-04, 0180) and contain information relating to the Savings Bonds Marketing Office. These reports and lists include, but are not limited to, National Proof List, National Alpha List, HQ Multi Location Report, Position County, and Blue Ribbon/Prime Target, which contain information relating to the Savings Bonds Marketing Office. They are used by the District Offices to verify accounts and what action has taken place on each account. The reports and lists data includes, but is not limited to, company number (PSP#), promotional representative who handles the account, county located in, number of employees participating in the program, target/release date, industry type, company code numbers, and company name and mailing address.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE Computer System: PSP Cost Code: 90000 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>Computer Output to Microfilm (COM) semiannually. Cut off after creation and verification of microfilm. Destroy microfilm 7 years after cut off.</p>		

