

NYMML

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(see instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Bureau of the Public Debt

2. MAJOR SUBDIVISION

Savings Bond Operations Office

3. MINOR SUBDIVISION

Division of Transactions & Rulings

4. NAME OF PERSON WITH WHOM TO CONFER

Robert Konz

5. TELEPHONE

(304) 480-6601

LEAVE BLANK (NARA use only)

JOB NUMBER

~~11-53-01-1~~ 11-53-01-1

DATE RECEIVED

9-29-2000

## NOTIFICATION TO AGENCY

In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column

DATE

6-6-01

ARCHIVIST OF THE UNITED STATES

*J. W. Carl*

## 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,

XX

is not required;

is attached; or

has been requested.

DATE:

8/24/00

SIGNATURE OF AGENCY REPRESENTATIVE

*Robert Konz*

TITLE

*Records Specialist*

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<b>SEE THE ATTACHED SHEETS</b>			

*8/26/01 Copy to NARA/NE*

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

December 27, 2000

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-01-01-0001	<p>Title: INDIVIDUAL RETIREMENT BONDS. TABLES OF REDEMPTION VALUES FOR 12 MONTH PERIOD</p> <p>Title Memo: This item covers the published hardcopy redemption tables for the United States Individual Retirement Bonds (IRB's). The tables are published each year. The purpose of these tables are to show the current redemption values for outstanding IRB's each month during the up coming year. This would be used in event a disaster recovery process was needed and the CRV automated systems was not available to calculate the values. There are no electronic files for Word processing or E-mail records associated with this item.</p> <p>Form Number: PD F 4652                      Form Series:                      Restrictions: NO  Computer System:                              Cost Code: 670  Retention Years:                              Retention Months: 0              Vital Records: X</p> <p>Retention Description: Temporary. Destroy when superseded.</p>		
N1-53-01-01-0002	<p>Title: U.S. RETIREMENT PLAN BONDS-TABLES OF REDEMPTION VALUES FOR 12 MONTH PERIOD</p> <p>Title Memo: This item covers the published hardcopy redemption tables for the United States Retirement Plan Bonds (RPB's). The tables are published each year. The purpose of these tables are to show the current redemption values for the outstanding RPB's each month during the up coming year. This would be used in event a disaster recovery process was needed and the CRV automated systems was not available to calculate the values. There are no electronic files for Word processing or E-mail records associated with this item.</p> <p>Form Number: PD F 4651                      Form Series: A COPY              Restrictions: NO  Computer System:                              Cost Code: 670  Retention Years:                              Retention Months: 0              Vital Records: X</p> <p>Retention Description: Temporary. Destroy when superseded.</p>		
N1-53-01-01-0003	<p>Title: SABRS: SAVINGS BOND REDEMPTION SYSTEM</p> <p>Title Memo: These items are hardcopies generated from the SABRS system. Including: Summary payments and bonds report that contain transaction type, case file name, case tracking number, taxpayer identification number, payment date/method/amount, tax reporting and withholding amounts. Totals extracted from these reports are used in the daily accounting, withholding to FEDTAXII, and for entry of the electronic blotter into the SaBRe system.</p> <p>Form Number:                                      Form Series:                              Restrictions:  Computer System: OS-SABRS              Cost Code: 670  Retention Years: 6                              Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. DESTROY WHEN 6 YEARS AND 3 MONTHS OLD.</p>		



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N1-53-01-01-0007	<p>Title: TRIAL BALANCE REPORT LISTING FOR HH/H SERIES BONDS</p> <p>Title Memo: This is the Trail Balance Report generated from the HH/H savings bonds system. The totals from the report are verified against the bonds, transferred to the daily accounting and encoded into PARS.</p> <p>Form Number: HRR141R                      Form Series: A COPY                      Restrictions: NO  Computer System:    Cost Code: 670  Retention Years: 6                                      Retention Months: 3                                      Vital Records:</p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off.  b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		
N1-53-01-01-0008	<p>Title: PARS DETAIL REPORT NOTIFICATION</p> <p>Title Memo: This is a hardcopy listing generated from the PARS system showing all the transactions entered for reporting entity 134 as well as exceptions for each transaction date. The reports are used to verify the accuracy of the information entered from the input document and to correct any discrepancies. The retention of the hardcopy document is needed to support financial documents.</p> <p>Form Number:                                      Form Series:                                      Restrictions: NO  Computer System:    Cost Code: 670  Retention Years: 6                                      Retention Months: 3                                      Vital Records:</p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off.  b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		
N1-53-01-01-0009	<p>Title: PARS INPUT DOCUMENTS</p> <p>Title Memo: These are input documents and supporting documents used to enter transactions on-line to the pars system. These include totals from the daily accounting and the document is verified against the PARS Detail Report Notification. The non-electronic Data Inputs for OPDA are scheduled under N1-53-99-02, item 2. However the office responsible for the input is requesting a longer retention period for the hardcopy documents to support the legal inquiries that come from time to time for financial input data.</p> <p>Form Number:                                      Form Series:                                      Restrictions: NO  Computer System:    Cost Code: 670  Retention Years: 6                                      Retention Months: 3                                      Vital Records:</p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off.  b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		

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N1-53-01-01-0010	<p>Title: CONTROL NO. BOOK- ALSO CALLED T-BOOK</p> <p>Title Memo: These are notebooks containing batch numbers used for various accounting transaction codes in order by transaction date. This is to keep a detail record of batch numbers used for each transaction date. Prior to SaBRe system, the books were accessed for various reasons including (i.e., getting batch number to search for a claims transaction). The books became obsolete when the BESI and SaBRe system went into production in 1998.</p> <p>Form Number:                      Form Series:      Restrictions: NO  Computer System:                      Cost Code: 670  Retention Years: 6                      Retention Months: 3                      Vital Records:</p> <p>Retention Description: Temporary.  a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off.  b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		
N1-53-01-01-0011	<p>Title: CASH WIRE</p> <p>Title Memo: This is used as a supporting data in the daily accounting. The Cash Wires were sent to OPDA to reflect the activity for the transaction date. This document became obsolete with on-line reporting to PARS in 1999. Retire this retention item after all boxes have been destroyed.</p> <p>Form Number:                      Form Series:      Restrictions: NO  Computer System:                      Cost Code: 670  Retention Years: 6                      Retention Months: 3                      Vital Records:</p> <p>Retention Description: Temporary.  a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off.  b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		
N1-53-01-01-0012	<p>Title: PAYMENT DETAIL REPORT LISTING FOR HH/H SERIES</p> <p>Title Memo: This is a Division of Transaction and Rulings report generated from the HH/H savings bonds system. This report contains information for checks issued for system account 0005 for all processing sites. The retention of this hardcopy document is in addition to the system that was schedule under N1-53-96-04, 124</p> <p>Form Number: HRR0372R                      Form Series: A COPY      Restrictions: NO  Computer System:                      Cost Code: 670  Retention Years: 6                      Retention Months: 3                      Vital Records:</p> <p>Retention Description: Temporary.  a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off.  b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		

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N1-53-01-01-0013	<p data-bbox="261 302 589 331">Title: MISC TAX RECORDS</p> <p data-bbox="282 365 1240 489">Title Memo: This information is used in the preparation of tax returns sent to the IRS. These contain listings of payee names, check amounts, tax amounts, information on 1042 and 945 withholding and various other records used in tax reporting. The value of this information is preparation of tax returns sent to the IRS.</p> <p data-bbox="261 525 1110 617">Form Number:                      Form Series:      Restrictions: PA Computer System:                      Cost Code: 670 Retention Years: 6                      Retention Months: 3                      Vital Records:</p> <p data-bbox="261 653 1192 745">Retention Description: Temporary. a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		