

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
 DIVISION OF ACCOUNTS AND RECONCILEMENTS

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
 ROBERT KONZ

5 TELEPHONE
 (304)420-6601

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER
 NI-053-01-5

DATE RECEIVED
 11-27-2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column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 ARCHIVIST OF THE UNITED STATES
 1-31-01 *[Signature]*

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 ___/___ 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: 10/30/00
 SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*
 TITLE: *Records Officer*

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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, NARA, YR</i></p>			

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For the Bureau of the Public Debt

February 23, 2001

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
N1-53-01-05-0001	<p>Title: AUDIT LISTING (HRR8041A)- REPORT</p> <p>Title Memo: This HH/H system report that is created when job HRJN804 is run. The report is used as an analysis tool of the update report to determine effects and accuracy. This report (HRR8041A) lists the number of records read, deleted and written on the HR.HRPN801.AU file as well as the number of records not found. The report also shows the number of pages printed on the HRR8041R report.</p> <p>Form Number: HRR8041A Form Series: A COPY Restrictions: None Computer System: HR – H/HH SYSTEM Cost Code: 693 Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ol style="list-style-type: none"> Delete electronic report file after printing hardcopy. Destroy hardcopy two years after system processing date. 		
N1-53-01-05-0002	<p>Title: AUDIT LISTING (HRR316A)-REPORT</p> <p>Title Memo: This HH/H system, audit report, is created when job HRJD316 is run. The report reflects the number of database records/files read, updated, or deleted and the number of PARM files written. The audit report also lists the number of pages printed on the HRR3161 and HRR3162 reports.</p> <p>Form Number: HRR316A Form Series: A COPY Restrictions: None Computer System: HR – H/HH SYSTEM Cost Code: 693 Retention Years: 1 Retention Months: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ol style="list-style-type: none"> Delete electronic report file after printing. Destroy hardcopy 13 months after system processing date. 		
N1-53-01-05-0003	<p>Title: BATCH LISTING PROGRAM PARAMETERS</p> <p>Title Memo: This report is produced daily with the batch run list for the series HH/H system. The report provides the parameters for each requested batch job including the bank code for the organization requesting the report, the room number of the requestor, the requestor's id, and any other parameter data necessary for the run.</p> <p>Form Number: HRR3161 Form Series: A COPY Restrictions: None Computer System: HR – H/HH SYSTEM Cost Code: 693 Retention Years: 1 Retention Months: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ol style="list-style-type: none"> Delete electronic report file after printing. Destroy hardcopy 13 months after system processing date. 		

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N1-53-01-05-0004	<p>Title: PROGRAM PARAMETERS & CONTROL (PP&C) BATCH RUN LIST</p> <p>Title Memo: This report is produced daily and lists all series HH/H batch jobs that are scheduled for processing that day. The scheduler reviews this list and makes the appropriate entries in modular (control M) to run the jobs. As the jobs are processed, the scheduler notates the job number for each batch job on the report.</p> <p>Form Number: HRR3162 Form Series: A COPY Restrictions: None Computer System: HR – H/HH SYSTEM Cost Code: 693 Retention Years: 1 Retention Months: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. a. Delete electronic report file after printing. b. Destroy hardcopy 13 months after system processing date.</p>		
N1-53-01-05-0005	<p>Title: REPORT UNVERIFIED FILE DELETE LISTING</p> <p>Title Memo: This report is produced when job HRJN804 is run to delete invalid records from the HR.HRPN801.AU file. The file contains records of transactions processed but not verified. This job is run very infrequently when a problem occurs and a verified record is not removed from the file. The report lists records, which are requested to be deleted, and, if any of the records are not found, it also lists these records.</p> <p>Form Number: HRR8041R Form Series: A COPY Restrictions: None Computer System: HR – H/HH SYSTEM Cost Code: 693 Retention Years: 2 Retention Months: 13 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. a. Delete electronic report file after printing. b. Destroy hardcopy 13 months after system processing date.</p>		
N1-53-01-05-0006	<p>Title. MATURED UNREDEEMED BONDS SYSTEM (MUD BONDS) - DATABASE</p> <p>Title Memo: This is a tracking system that tracks calls that are made to owners of matured but unredeemed bonds. These calls verify customers awareness that their bond is no longer earning interest. This is to inform the customers of their options. There are two variations of the system, one for the Series E Bonds and one for the Series H Bonds. This is a small application with one continuous data table. The completed calls are dated and marked for deletion. They will automatically be removed from the data table at the set retention period. Platform: The application is written in Visual Basic and operates on a SQL server.</p> <p>Form Number: Form Series: Restrictions: None Computer System: MUD BONDS Cost Code: 693 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Delete completed call data from the data table updates 3 yrs after completing call to the investor.</p>		

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N1-53-01-05-0007	<p>Title: MATURED UNREDEEMED BONDS SYSTEM (MUD BONDS) - INPUTS</p> <p>Inputs: electronic text files are imported from the SaBRe or HH/H systems. Operators will also enter data manually.</p> <p>Form Number: Form Series: Restrictions: None Computer System: MUD BONDS Cost Code: 693 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/> Retention Description: Delete / destroy completed call data from the input files and the paper daily updates 3 yrs after completing call to the investor.</p>		
N1-53-01-05-0008	<p>Title: MATURED UNREDEEMED BONDS SYSTEM (MUD BONDS) - OUTPUTS</p> <p>Outputs: Updated data is sent back to the SaBRe or HH/H systems. A paper output of the daily update is printed.</p> <p>Form Number: Form Series: Restrictions: None Computer System: MUD BONDS Cost Code: 693 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/> Retention Description: Delete / destroy completed call data from the output file 3 yrs after completing call to the investor.</p>		
N1-53-01-05-0009	<p>Title: PARS MONTH END ACCOUNT RECONCILIATIONS</p> <p>Title Memo: Title Memo: These various monthly reconciliation reports and listings from the PARS system are used for reconciliation of account balances between PARS and SaBre, PDJB578 journals, confirmed/unconfirmed voucher lists, ACCT. 1311.00A and 2111.00A.</p> <p>Form Number: Form Series: Restrictions: None Computer System: PD-PARS Cost Code: 695 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/> Retention Description: Temporary. a. Hardcopy, cutoff files by month end. Destroy copies 3 years after cut off date. b. Any electronic files for Word processing or E-mail records may be deleted after a hardcopy is placed in this file.</p>		

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N1-53-01-05-0010	<p>Title: CASH TRANSFER MATCH EXCEPTIONS</p> <p>Title Memo: This report shows Savings Bond sales and redemption errors where the transaction reported by the FRB does not match the Transaction Reported by Savings Bond Office. The report notes phone calls, correspondence, and any action taken to correct the error.</p> <p>Form Number: PBJB001-F Form Series: A COPY Restrictions: None Computer System: PD-PARS Cost Code: 695 Retention Years: 4 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy, cutoff files by fiscal year end. Destroy copies 4 years after cut off date.</p> <p>b. Any electronic files for Word processing or E-mail records may be deleted after a hardcopy is placed in this file.</p>		
N1-53-01-05-0011	<p>Title: PARS DELETED BATCHES AND ENTRY SHEETS</p> <p>Title Memo: This report shows batches (groups of transaction) deleted from the PARS system. Also includes PARS entry sheets for transactions requiring manual input to PARS prior to entering data from SaBre.</p> <p>Form Number: PBJB000-F Form Series: A COPY Restrictions: None Computer System: PD-PARS Cost Code: 695 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy, cutoff files by fiscal year end. Destroy copies 3 years after cut off date.</p> <p>b. Any electronic files for Word processing or E-mail records may be deleted after a hardcopy is placed in this file.</p>		
N1-53-01-05-0012	<p>Title: CONSOLIDATED FEES PAID FOR ISSUES AND REDEMPTIONS</p> <p>Title Memo: This is microfilm records of issuing agent/paying agent fees paid by the Bureau for savings bond transactions handled by agents. This data is needed to reconcile fees Public Debt pays to the FRBs.</p> <p>Form Number: Form Series: Restrictions: None Computer System: Cost Code: 695 Retention Years: 10 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Microfilm. Destroy film when 10 years old.</p> <p>b. Destroy paper after microfilmed.</p>		

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N1-53-01-05-0013	<p>Title: UNITED STATES SAVINGS BONDS MONTHLY LEDGERS FILM RECORDS</p> <p>Title Memo: This is microfilm of USSB reports. This report reflects the history of savings bond activity for issues and redemptions. SBJN150, SBJN160, General Ledgers, Trial Balances, Savings Bond Sales, Accruals, Redemptions and Outstanding Cumulative Journal.</p> <p>Form Number: SBJN150-1 Form Series: A COPY Restrictions: Computer System: USSB Cost Code: 695 Retention Years: 50 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ol style="list-style-type: none"> Microfilm. Transfer film to long term storage when 10 years old. Destroy film when 50 years. Transfer to FRC is authorized. Destroy paper after microfilmed. 		
N1-53-01-05-0014	<p>Title: AGENT LISTING ISSUES- EE/E/RPS/IRS/SNS - MICROFILM</p> <p>Title Memo: This is microfilm listings by agents for issues and redemptions of savings bonds used for reconciliation of fees paid to agents.</p> <p>Form Number: Form Series: Restrictions: Computer System: Cost Code: 695 Retention Years: 10 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ol style="list-style-type: none"> Microfilm. Transfer film to long term storage when 10 years old. Destroy film when 50 years. Transfer to FRC is authorized. Destroy paper after microfilmed. Any electronic files for Word processing or E-mail records may be deleted after a hardcopy is placed in this file. 		
N1-53-01-05-0015	<p>Title: OFFSETTING RECONCILIATION LISTING/TELEPHONE CALLS</p> <p>Title Memo: This listing shows the reissues that did not match and shows the corrections that were made to balance them. The telephone call sheets shows who we spoke to about the reissue discrepancy and the action they told us to do to make the correction. These telephone call sheets are sent to the FRB's. There are no electronic files for Word processing or E-mail records associated with this item.</p> <p>Form Number: OSR620AR Form Series: Restrictions: Computer System: OS-SABRE Cost Code: 695 Retention Years: 4 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Destroy when 4 years after system date.</p>		

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N1-53-01-05-0016	<p>Title: ORIGINAL BONDS USED FOR AUDIT RECONCILIATION</p> <p>Title Memo: These are original bonds used for reconcile information entered into the system by FRB's. These documents are too long to run through their machines. Bonds from the FRB and bank 23 are to be audited from the original bond instead of film. There are no electronic files for Word processing or E-mail records associated with this item.</p> <p>Form Number Form Series: Restrictions: None Computer System: OS-SABRE Cost Code: 695 Retention Years: Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Destroy 3 months after audit.</p>		
N1-53-01-05-0017	<p>Title: ONLINE BOND SALES DOCUMENTS</p> <p>Title Memo: These documents are used for reporting transactions to PARS from the sale of savings bonds on the internet. Copies of SF-215 and SF-5515, PARS input sheets, bank statements, reconciliation's and supporting documents are included in this file. E-mails are used to release funds at FRB Pittsburgh.</p> <p>Form Number: Form Series: Restrictions: None Computer System: Cost Code: 695 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. a. Electronic copies, destroy after hardcopy is placed in a recordkeeping system. b. Cut off files at fiscal year end, destroy 3 years after cut off.</p>		