

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)	
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT	
2. MAJOR SUBDIVISION SECURITIES OPERATIONS	
3. MINOR SUBDIVISION DIVISION OF SYSTEMS ADMINISTRATION	
4. NAME OF PERSON WITH WHOM TO CONFER Ronda Blake	5. TELEPHONE (304) 480-6019

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-053-02-3	
DATE RECEIVED 1-11-2002	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 4-15-02	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 2 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 12/6/01	SIGNATURE OF AGENCY REPRESENTATIVE Vicki Thorpe <i>[Signature]</i>	TIT. 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 GRS OR SUPERSEDED JOB CITATION	10.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>		

cc Agency, NR, NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

December 5, 2001

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-03-0001	<p data-bbox="256 289 879 317">Title: CARD FILE PROGRAM (DTR 87)-MASTERFILE</p> <p data-bbox="256 352 1222 726">Title Memo: Card File Program (DTR 87) was implemented on, June 1, 1999. Its main function is to provide tracking and accounting functions for undeliverable and stale-dated checks issued for the proceeds or interest payments of savings bonds, notes and stamps. The system has two primary data tables, which are the customer table and the transaction table. The customer table data includes, but is not limited to, case file name and state; card, account and case ID's; date, inscription on the check; status of check (stale dated, undeliverable, or returned); check number, and originating system. The transaction table data includes, but is not limited to, ledger account; the name, number, and date of the source accounting document; the debit and credit amounts; and posting information. The information is held on the system until the payee is contacted and a substitute check is issued. There are no word processing, spreadsheet, or e-mail software packages attached to this system.</p> <p data-bbox="256 758 1153 852"> Form Number: Form Series: Restrictions: NONE Computer System: DTR 87 Cost Code: 68000 Retention Years: 99 Retention Months: 0 Vital Records: <input type="checkbox"/> </p> <p data-bbox="256 884 1174 1041"> Retention Description: Temporary. a. Tables before a substitute check is issued. Keep until payee is contacted and substitute check is issued. b. Tables after a substitute check is issued. Cut off after check is issued. Destroy 6 years 3 months after cut off. </p>		
N1-53-02-03-0002	<p data-bbox="256 1104 831 1131">Title: CARD FILE PROGRAM (DTR 87) REPORTS</p> <p data-bbox="256 1167 1209 1356">Title Memo: These are reports that are printed weekly and contain data on accounts for undeliverable, returned, and stale-dated checks processed by the Card File Program (DTR87) System. They include, but are not limited to, 211A to 2112P, System Account 0005, 2112.00A Open Cards, 2112.00P Open Cards, 9020.00P Open Card, 9021 Open Card, 2112A Account, 2112P Account, 9020P Account, and 9021P Account.</p> <p data-bbox="256 1388 1153 1482"> Form Number: Form Series: Restrictions: NONE Computer System: DTR 87 Cost Code: 68000 Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/> </p> <p data-bbox="256 1514 847 1577"> Retention Description: Temporary. Cut off weekly. Destroy 6 years 3 months after cut off. </p>		

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N1-53-02-03-0003	<p data-bbox="256 260 946 289">Title: CARD FILE PROGRAM (DTR 87) DOCUMENTATION</p> <p data-bbox="256 323 1161 352">Title Memo: These are electronic and hard copies of the record layouts of the system.</p> <p data-bbox="256 386 1153 478"> Form Number: Form Series: Restrictions: NONE Computer System: DTR 87 Cost Code: 68000 Retention Years: 99 Retention Months: 0 Vital Records: <input type="checkbox"/> </p> <p data-bbox="256 512 632 541">Retention Description: Temporary.</p> <p data-bbox="256 546 1214 697"> a. Hard copies: Destroy when superseded, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system, whichever is the latest. b. Electronic copies: Destroy when record keeping copy is produced or when no longer needed for revision and update, whichever is the later. </p>		