

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
Federal Reserve Bank

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-53-03-3

DATE RECEIVED

1/31/03

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8-11-03

ARCHIVIST OF THE UNITED STATES

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

1/31/03

SIGNATURE OF AGENCY REPRESENTATIVE

Vicki Thorpe *Vicki S. Thorpe*

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 GRS OR SUPERSEDED JOB CITATION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)

See the Attached Sheets

cc Agency, NR, NWMWA

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For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Retention Description: Temporary. Cut off files daily. Destroy one year after cutoff.		

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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 GRS OR SUPERSEDED JOB CITATION	10.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)
N1-53-03-03, 0027	<p>Cost Code: FRB Retention Years: 3 Retention Months: 0</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 3 years after cutoff.</p> <hr/> <p>Title: Public Voucher for Reimbursement of Expenses Title Memo: FRBs acting as fiscal agents of the United States are reimbursed for expenses incurred by submission and approval of public vouchers. Instructions for completion of vouchers are provided by Public Debt. Originals are submitted to Public Debt quarterly with appropriate supporting schedules; copies of the voucher and supporting documentation are maintained by the Bank. This item supercedes N1-53-97-03, 0003.006 (retention period revised).</p>		
N1-53-03-03, 0028	<p>Cost Code: FRB Retention Years: 3 Retention Months: 0</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at close of fiscal quarter. Destroy 3 years after cutoff.</p> <hr/> <p>Title: Regional Delivery System (RDS) Batch Card Title Memo: Transmittal document used by agents when submitting batches of savings bond purchase orders to servicing FRB for processing. Agents are instructed to maintain copies of batch cards and associated purchase applications for 4 months. FRBs maintain copies of purchase applications separate from the batch cards for 2 months after processing. This item supercedes N1-53-97-03, 0005.015.</p>		
N1-53-03-03, 0029	<p>Cost Code: FRB <i>← email from RO 3/28/03</i> Retention Years: 02 Retention Months: 00</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 2 years after cutoff.</p> <hr/> <p>Title: Regional Delivery System (RDS) Purchase Applications Title Memo: Original purchase applications for Series EE or I Bonds in name of individual or fiduciary. Issuing agents (local financial institutions) are instructed to retain copies for 4 months. A nonrecord copy is provided to the purchaser. This item supercedes N1-53-97-03, 0002.028.</p>		
N1-53-03-03, 0030	<p>Cost Code: FRB Retention Years: 0 Retention Months: 2</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 2 months after cutoff.</p> <hr/> <p>Title: Reinvestment Applications</p>		

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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>Title Memo: Applications for reinvestment of proceeds of matured savings securities. This item supercedes N1-53-97-03, 0002.011.</p> <p>Cost Code: FRB Retention Years: 0 Retention weeks: 1</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files weekly. Transfer to Public Debt weekly.</p>		
N1-53-03-03, 0031	<p>Title: Reissue Requests for Accrual Savings Bonds Title Memo: Processed reissue requests are sent to Public Debt for retention. Hardcopies should be segregated by series and filed in chronological order by process date. They need not be alphabetized or otherwise arranged. This item supercedes N1-53-97-03, 0002.003.</p> <p>Cost Code: FRB Retention Years: 0 Retention Months: 2</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Hold 2 full months then transfer to Public Debt.</p>		
N1-53-03-03, 0032	<p>Title: Reissue Requests for Current Income Savings Bonds Title Memo: Processed reissue requests are sent to Public Debt for retention. Hardcopies should be arranged in case identification number order and submitted weekly. This item supercedes N1-53-97-03, 0002.004.</p> <p>Cost Code: FRB Retention Years: 0 Retention Weeks: 1</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files weekly. Transfer to Public Debt with weekly current income bond shipment.</p>		
N1-53-03-03, 0033	<p>Title: Savings and Marketable Securities Correspondence and Transmittals Title Memo: Incoming and copies of outgoing memoranda, letters, telegrams and faxes communicating with fiscal agents, issuing agents, paying agents, Treasury offices, and bond owners. This item supercedes NC1-53-78-04, 0007A</p> <p>Cost Code: FRB Retention Years: 2 Retention Months: 6</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 2 years and 6 months after cutoff.</p>		
N1-53-03-03, 0034	<p>Title: Savings Bond Agent Fee Documentation</p>		

