

**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  
 Office of Securities Operations

3. MINOR SUBDIVISION  
 Division of Systems Administration

4. NAME OF PERSON WITH WHOM TO CONFER  
**Brian Lallemont**

5. TELEPHONE  
**(304) 480-6302**

LEAVE BLANK (NARA use only)

JOB NUMBER **NI-053-03-9**

DATE RECEIVED **3/25/03**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **7-2-03** ARCHIVIST OF THE UNITED STATES  
*[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 49 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 **3/13/2003** SIGNATURE OF AGENCY REPRESENTATIVE **Vicki Thorpe** *[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 GRS OR SUPERSEDED JOB CITATION	10.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><b>See the Attached Sheets</b></p> <p><i>cc Agency, DR NWML</i></p>		













**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

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 GRS OR SUPERSEDED JOB CITATION	10.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-SB-0016	<p>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— DAILY FINANCIAL LISTINGS—TOTAL ADD (ACCOUNT 34) RECONCILEMENT REPORT</p> <p>Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are reports that are generated daily for summarized savings bond issues, redemption and adjustment activity. They include, but are not limited to, the Total Add (Account 34) Reconcilement Report.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 2 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic files—Destroy files 20 years after created. (See Item 17 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0017	<p>Title: SABRE SUMMARY ACCOUNTING HARD COPY OUTPUT REPORTS—DAILY FINANCIAL LISTINGS</p> <p>Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are reports that are generated daily for summarized savings bond issues, redemption and adjustment activity. They include, but are not limited to, the hard copies of the following reports: Daily Financial Transaction Journal, Daily Interest Accrual Transaction Report, Financial Ledger/Principal Outstanding Match, PARS Daily Journal, Daily Financial Trial Balance, Daily Financial General Ledger, Financial Contra Balance Report, Total Add (Account 34) Reconcilement Report, Confirmed Summary Adjustment, Confirmed Summary Adjustment Discrepancy Report, and the Confirmed Summary Adjustment Reversal Report.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off by transaction date. Destroy 2 years after cutoff. (Electronic copies are scheduled under Items 11-16.)</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)
N1-53-03-SB-0022	<p>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—MONTHLY FINANCIAL AND SECURITY REPORTS—STATISTICAL WORKLOAD DATA REPORT, REDEEMED &amp; RETIRED SAVINGS BONDS, CONSOLIDATED REDEMPTIONS</p> <p>Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are reports that are generated at calendar month-end for summarized savings bond activity. They include, but are not limited to, the Statistical Workload Data Report, Redeemed &amp; Retired Savings Bonds and Consolidated Redemptions.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 3 years after created. (See Item 25 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0023	<p>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—MONTHLY FINANCIAL AND SECURITY REPORTS—AVERAGE INTEREST RATE</p> <p>Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are reports that are generated at calendar month-end for summarized savings bond activity. They include, but are not limited to, the Average Interest Rate.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 5 years after created. (See Item 25 for retention of hardcopy documents.)</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)								
N1-53-03-SB-0026	<p data-bbox="268 254 1241 310"><b>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—MONTHLY UNCONFIRMED ADJUSTMENTS REPORT</b></p> <p data-bbox="268 348 1241 531">Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are reports that are generated monthly and shows all outstanding (unconfirmed) debit vouchers and deposit tickets at the end of the calendar month. They include, but are not limited to, the Monthly Unconfirmed Adjustment Report.</p> <p data-bbox="268 569 1241 657">NOTE: This report is used in the monthly reconciliation to PARS. Therefore, the hard copies of the report are filed with those documents and retained for 6 years and 3 months (Refer to N1-53-01-01, 09).</p> <table data-bbox="268 695 1241 783"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 3</td> <td>Retention Months: 0</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="268 821 1241 877">Retention Description: Temporary. Electronic Files—Destroy files 3 years after created.</p>	Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 3	Retention Months: 0	Vital Records: <input type="checkbox"/>	
Form Number:	Form Series:	Restrictions: SBU									
Computer System: SaBRe	Cost Code: 68200										
Retention Years: 3	Retention Months: 0	Vital Records: <input type="checkbox"/>									
N1-53-03-SB-0027	<p data-bbox="268 947 1241 1003"><b>Title: SABRE SUMMARY ACCOUNTING OUTPUT REPORTS—SECURITY LEDGER/CUMULATIVE JOURNAL COMPARE REPORTS</b></p> <p data-bbox="268 1041 1241 1251">Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These reports are used to verify that the updating of the accounting data in the Security Ledger and the Cumulative Journal tables are consistent. These reports include, but are not limited to, the Security Ledger/Cumulative Journal Compare and Security Ledger/Cumulative Journal Compare Error.</p> <table data-bbox="268 1289 1241 1377"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 4</td> <td>Retention Months: 0</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="268 1415 1241 1503">Retention Description: Temporary. a. Electronic Files—Destroy files 4 years after created. b. Hard Copy—Cut off monthly. Destroy 4 years after cutoff.</p>	Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 4	Retention Months: 0	Vital Records: <input type="checkbox"/>	
Form Number:	Form Series:	Restrictions: SBU									
Computer System: SaBRe	Cost Code: 68200										
Retention Years: 4	Retention Months: 0	Vital Records: <input type="checkbox"/>									







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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-SB-0036	<p><b>Title: SABRE SUMMARY ACCOUNTING HARDCOPY OUTPUT REPORTS—CIB CLASSIFIED DATA DISCREPANCY LISTING</b></p> <p><b>Title Memo:</b> These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These reports are generated daily to show any errors when loading current income bond classified data.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.            Hard Copy—Cut off by transaction date. Destroy 2 years after cutoff. (Electronic copy is scheduled under Item 35.)</p>		
N1-53-03-SB-0037	<p><b>Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS—AUDIT / JCL'S</b></p> <p><b>Title Memo:</b> The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These reports contain statistical information on jobs run and reports generated by the system.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.            a. Electronic Files—Destroy files 90 days after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0038	<p><b>Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS—ISSUE DATE MATCH REPORTS</b></p> <p><b>Title Memo:</b> The Cash Remittance / Interest Assessment Group use these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These are reports that provide cash and security detail activity for an agent's payroll and book entry savings bond sales for a specific issue date. The reports are used in reviewing and investigating an agent's remittance account.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.            a. Electronic Files—Destroy files 90 days after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</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)								
N1-53-03-SB-0043	<p data-bbox="268 254 1235 310"><b>Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS— ACTIVITY/AGING AND MONTHLY MANAGEMENT REPORTS</b></p> <p data-bbox="268 348 1235 625"><b>Title Memo:</b> The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These are reports that are generated monthly to summarize the month interest assessment activity for assessments over \$1,000. These reports include, but are not limited to, Interest Assessment Activity/Aging, Payroll Assessments in Excess of \$1,000/Audit, Over the Counter Assessment in Excess of \$1,000, Remittance System Policing Summary/Audit, Status of Delinquent Assessments 61 Days &amp; Older, and the Negative Balance Account Spreadsheet.</p> <table data-bbox="268 663 1235 751"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 1</td> <td>Retention Months: 0</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="268 789 1235 877"><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 1 year after created.  b. Hard Copy—Cut off when created. Destroy 1 year after cutoff.</p>	Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 1	Retention Months: 0	Vital Records: <input type="checkbox"/>	
Form Number:	Form Series:	Restrictions: SBU									
Computer System: SaBRe	Cost Code: 68200										
Retention Years: 1	Retention Months: 0	Vital Records: <input type="checkbox"/>									
N1-53-03-SB-0044	<p data-bbox="268 947 1235 1003"><b>Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS—INTEREST ASSESSMENT COLLECTION REPORTS</b></p> <p data-bbox="268 1041 1235 1255"><b>Title Memo:</b> The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These are reports that are generated monthly to itemize by Federal Reserve Bank and agent code, interest assessments imposed and collected. The reports include, but are not limited to, the Monthly Interest Assessment Summary, Interest Assessment Collection Advice (PD4996), Deposit Ticket (SF 215) and Check Authorization.</p> <table data-bbox="268 1293 1235 1381"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 6</td> <td>Retention Months: 3</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="268 1419 1235 1507"><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 6 years and 3 months after created.  b. Hard Copy—Cut off when created. Destroy 6 years and 3 months after cutoff.</p>	Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 6	Retention Months: 3	Vital Records: <input type="checkbox"/>	
Form Number:	Form Series:	Restrictions: SBU									
Computer System: SaBRe	Cost Code: 68200										
Retention Years: 6	Retention Months: 3	Vital Records: <input type="checkbox"/>									



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N1-53-03-SB-0047	<p>Title: RECEIPT AND CONTROL—HARD COPY OUTPUTS—AGENT CODE SERIAL NUMBER VALIDATION REPORTS</p> <p>Title Memo: All incoming savings bond transactions processed by the SaBRe System are entered and reviewed during the receipt and control process. These reports are generated by the updating of the AGT_BSN_RNG Table with bond serial numbers that have been reported as sales, reissues, or spoils. The data is edited for invalid series, denomination, series/denomination combinations, BSN not available to be consigned, or site ID/agent code not a valid print site.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy 1 year after cutoff. (Electronic copy is scheduled under Item 46.)</p>		
N1-53-03-SB-0048	<p>Title: RECEIPT AND CONTROL—ELECTRONIC OUTPUTS—NON-RECEIPT NON-MATCH REPORT</p> <p>Title Memo: All incoming savings bond transactions processed by the SaBRe System are entered and reviewed during the receipt and control process. These are reports that reflect any differences in the tax identification numbers form the incoming retirement authority transaction and the issues found on the Bond Identification Tables.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 4 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 4 years after created. (See Item 49 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0049	<p>Title: RECEIPT AND CONTROL—HARD COPY OUTPUTS—NON-RECEIPT NON-MATCH REPORT</p> <p>Title Memo: All incoming savings bond transactions processed by the SaBRe System are entered and reviewed during the receipt and control process. These are reports that reflect any differences in the tax identification numbers form the incoming retirement authority transaction and the issues found on the Bond Identification Tables.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 2 Retention Months: 6 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy 2 years 6 months after cutoff. (Electronic copy is scheduled under Item 48.)</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)								
N1-53-03-SB-0052	<p data-bbox="258 254 1125 317"><b>Title: AUDIT—HARD COPY OUTPUTS—OFFSETTING RECONCILIATION LISTING REPORTS (PRELIMINARY)</b></p> <p data-bbox="258 348 1209 625"><b>Title Memo:</b> These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are preliminary reports used to start the investigation of discrepancies before the work unit is available for offsetting transaction reconciliation and to confirm all offsetting transactions are in balance. Offsetting transactions are transactions for reissued savings bonds, the retirement of the "old" bond and the issuance of the "new" bond. These reports include, but are not limited to, the following information: detail matching, issue date, offsetting transaction code, bond serial number, and required bond serial number offset.</p> <table data-bbox="258 659 1225 751"> <tr> <td>Form Number: OSR620AR</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 0</td> <td>Retention Months: 0</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="258 787 1209 877"><b>Retention Description:</b> Temporary. Hard Copy—Cut off after created. Destroy 1 week after cut off. (Electronic copy is scheduled under Item 51.)</p>	Form Number: OSR620AR	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 0	Retention Months: 0	Vital Records: <input type="checkbox"/>	
Form Number: OSR620AR	Form Series:	Restrictions: SBU									
Computer System: SaBRe	Cost Code: 68200										
Retention Years: 0	Retention Months: 0	Vital Records: <input type="checkbox"/>									
N1-53-03-SB-0053	<p data-bbox="258 947 1129 1010"><b>Title: AUDIT—OUTPUTS—OFFSETTING TRANSACTIONS DISCREPANCY CONTROL LOG</b></p> <p data-bbox="258 1041 1209 1224"><b>Title Memo:</b> These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are reports that provide management with a tool to control the flow and timely processing of work through the offsetting reconciliation portion of the SaBRe System. This report provides, but is not limited to, outstanding control numbers and the number of discrepancies outstanding.</p> <table data-bbox="258 1257 1225 1350"> <tr> <td>Form Number: OSR1E0AR</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 1</td> <td>Retention Months: 1</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="258 1386 1093 1476"><b>Retention Description:</b> Temporary. a. Electronic Files—Destroy files 400 days after created. b. Hard Copy—Destroy when no longer needed for reference purposes.</p>	Form Number: OSR1E0AR	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 1	Retention Months: 1	Vital Records: <input type="checkbox"/>	
Form Number: OSR1E0AR	Form Series:	Restrictions: SBU									
Computer System: SaBRe	Cost Code: 68200										
Retention Years: 1	Retention Months: 1	Vital Records: <input type="checkbox"/>									

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N1-53-03-SB-0054	<p data-bbox="268 254 1139 310"><b>Title: AUDIT—ELECTRONIC OUTPUTS—OFFSETTING RECONCILIATION (FINAL)</b></p> <p data-bbox="268 348 1222 562">Title Memo: These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are final reports of offsetting transaction reconciliation. Offsetting transactions are transactions for reissued savings bonds, the retirement of the "old" bond and the issuance of the "new" bond. This report shows, but is not limited to, detail matching, issue date, offsetting transaction code, bond serial number, and retired bond serial number.</p> <p data-bbox="268 600 1228 688">           Form Number: OSR630AR                      Form Series:                      Restrictions: SBU            Computer System: SaBRe                      Cost Code: 68200            Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/> </p> <p data-bbox="268 726 1200 814">Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 55 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0055	<p data-bbox="268 884 1126 940"><b>Title: AUDIT—HARD COPY OUTPUTS—OFFSETTING RECONCILIATION (FINAL)</b></p> <p data-bbox="268 978 1222 1192">Title Memo: These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are final reports of offsetting transaction reconciliation. Offsetting transactions are transactions for reissued savings bonds, the retirement of the "old" bond and the issuance of the "new" bond. This report shows, but is not limited to, detail matching, issue date, offsetting transaction code, bond serial number, and retired bond serial number offset.</p> <p data-bbox="268 1230 1228 1318">           Form Number: OSR620AR                      Form Series:                      Restrictions: SBU            Computer System: SaBRe                      Cost Code: 68200            Retention Years: 4                      Retention Months: 0                      Vital Records: <input type="checkbox"/> </p> <p data-bbox="268 1356 1206 1444">Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 4 years after cutoff. (Electronic copy is scheduled under Item 54.)</p>		

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N1-53-03-SB-0056	<p>Title: AUDIT—OUTPUTS—DETAIL FOR REPORTING ENTITY PERFORMANCE</p> <p>Title Memo: These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are reports that contain information that shows data on erroneous blotters and security detail processed for each reporting entity for a transaction month.</p> <p>Form Number: OSRIIOAR                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 2                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Electronic Files—Destroy files 2 years after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0057	<p>Title: ARCHIVE—OUTPUTS—AUDIT/JCL'S</p> <p>Title Memo: The Archive Group is responsible for the backup of data to the permanent media Computer Output to Disk (COLD) and shipping it to an off-site storage area. They also maintain the archive tables for the customer, which allows them to view archived data on-line. These reports contain statistical information on jobs run and reports generated by the system.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 1                      Retention Months: 1                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Electronic Files—Destroy files 400 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0058	<p>Title: ARCHIVE—OUTPUTS—EXTRACT REPORTS</p> <p>Title Memo: The Archive Group is responsible for the backup of data to the permanent media Computer Output to Laser Disk (COLD) and shipping it to an off-site storage area. They also maintain the archive tables for the customer, which allows them to view archived data on-line. These are reports that have been archived to COLD storage. They include, but are not limited to, Control Number Table Extract, SCT_TRAN_ISS Rows Extracted, and SCT_TRAN Rows Extracted.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Electronic Files—Destroy 90 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</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)
N1-53-03-SB-0059	<p>Title: INQUIRY REQUESTS—OUTPUTS—AUDITS/JCL'S</p> <p>Title Memo: SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that contain statistical information on jobs run and reports generated by the system.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            a. Electronic Files—Destroy files 90 days after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0060	<p>Title: INQUIRY REQUESTS—ELECTRONIC OUTPUTS—INQUIRIES</p> <p>Title Memo: SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that are requested on line and provide information on savings bond transactions on the SaBRe System. The reports are used for research purposes and include, but are not limited to, the Classified Security Transaction BSN Inquiry, Classified Security Transaction Control Number Inquiry, Audit Correction History by Control Number, Discrepancy History Account 34 Correction Inquiry, Discrepancy History Refilm Pic No. Inquiry, and the Security Control Number Pic NR/DIN Inquiry.</p> <p>NOTE: Inquiries are viewed electronically only. No hard copies are kept.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Copies—Destroy files 90 days after created. (See Item 62 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0061	<p>Title: INQUIRY REQUESTS—ELECTRONIC OUTPUTS—RETIRED WITHOUT ISSUE INQUIRY REPORTS</p> <p>Title Memo: SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that provide listings of retired bonds designated as Retired Without Issue (RWI) for a specific time period. When a retirement is posted to the Bond Identification Table and there is no record of the issuance of the bond, it is given the designation of RWI.</p> <p>Form Number: OSGR700R Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Copies—Destroy files 90 days after created. (See Item 62 for retention of hardcopy documents.)</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)
N1-53-03-SB-0062	<p>Title: INQUIRY REQUESTS—HARD COPY OUTPUTS—RETIRED WITHOUT ISSUE INQUIRY REPORTS</p> <p>Title Memo: SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that provide listings of retired bonds designated as Retired Without Issue (RWI) for a specific time period. When a retirement is posted to the Bond Identification Table and there is no record of the issuance of the bond, it is given the designation of RWI. The reports are used for research purposes and include, but are not limited to, the Classified Security Transaction BSN Inquiry, Classified Security Transaction Control Number Inquiry, Audit Correction History by Control Number, Discrepancy History Account 34 Correction Inquiry, Discrepancy History Refilm Pic No. Inquiry, and the Security Control Number Pic NR/DIN Inquiry.</p> <p>Form Number: OSGR700R                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 99                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Hard Copy—Cut off after created. Destroy after all items have cleared. (Electronic copy is scheduled under Items 60 and 61.)</p>		
N1-53-03-SB-0063	<p>Title: INQUIRY REQUESTS—ELECTRONIC OUTPUTS—CLAIMS INQUIRY</p> <p>Title Memo: SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that are used when a detailed account of the transactions for a particular bond are needed. The reports are used to research discrepancies. They include, but are not limited to, the Discrepancy History Bond Serial Number Inquiry, BDID Response, Caveat BSN Range Inquiry, Direct BSN/TIN Inquiry, IOT Inquiry Response, Caveat Case File Name Inquiry, and the Caveat Bond Serial Number List Inquiry.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Electronic Files—Destroy files 90 days after created. (See Item 64 for retention of hardcopy documents.)</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)
N1-53-03-SB-0064	<p>Title: INQUIRY REQUESTS—HARD COPY OUTPUTS—CLAIMS INQUIRY</p> <p>Title Memo: SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that are used when a detailed account of the transactions for a particular bond are needed. The reports are used to research discrepancies. They include, but are not limited to, the Discrepancy History Bond Serial Number Inquiry, BDID Response, Caveat BSN Range Inquiry, Direct BSN/TIN Inquiry, IOT Inquiry Response, Caveat Case File Name Inquiry, and the Caveat Bond Serial Number List Inquiry.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 10 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy 10 years after cutoff. (Electronic copy is scheduled under Item 63.)</p>		
N1-53-03-SB-0065	<p>Title: AFTER CLASSIFICATION—OUTPUTS—AUDITS/JCL'S</p> <p>Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These reports contain statistical information on jobs run and reports generated by the system.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            a. Electronic Files—Destroy files 90 days after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0066	<p>Title: AFTER CLASSIFICATION—OUTPUTS—DISCREPANCY REPORTS</p> <p>Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are reports that reflect the transactions that were not able to update to the Bond Identification Table (BDID) and caused BDID discrepancies. The report is used to make adjustments and/or corrections, which will allow the transactions to update to BDID if necessary.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 4 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            a. Electronic Files—Destroy files 4 years after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</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)
N1-53-03-SB-0067	<p>Title: AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—MICROFILM REQUEST REPORTS (ANSWER CARDS)</p> <p>Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are reports that are used to locate microfilm reels in the film library and the individual items on the microfilm. The purpose of the reports is to send notification that the photos of transaction records are needed from microfilm in the film library. The reports include, but are not limited to, BDID Microfilm Discrepancy Request, and the Audit Complete Caveat Notification Microfilm Request.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 90 days after created. (See Item 68 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0068	<p>Title: AFTER CLASSIFICATION—HARD COPY OUTPUTS—MICROFILM REQUEST REPORTS (ANSWER CARDS)</p> <p>Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are reports that are used to locate microfilm reels in the film library and the individual items on the microfilm. The purpose of the reports is to send notification that the photos of transaction records are needed from microfilm in the film library. The reports include, but are not limited to, BDID Microfilm Discrepancy Request, and the Audit Complete Caveat Notification Microfilm Request.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 5 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy 5 months after cutoff. (Electronic copy is scheduled under Item 67.)</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)
N1-53-03-SB-0075	<p>Title: AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—DEPOSIT TICKETS 215 &amp; DEBIT VOUCHERS 5515</p> <p>Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are documents that provide receivable or payable adjustment totals to reporting entities resulting from audit or after classification corrections to savings bond transaction records. The report is automatically generated after an audit is completed for a control number or at the completion of an after classification processing day. The adjustment will increase or decrease the Fund Balance with Treasury.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 6 years and 3 months after created. (See Item 76 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0076	<p>Title: AFTER CLASSIFICATION—HARD COPY OUTPUTS—DEPOSIT TICKETS 215 &amp; DEBIT VOUCHERS 5515</p> <p>Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are documents that provide receivable or payable adjustment totals to reporting entities resulting from audit or after classification corrections to savings bond transaction records. The report is automatically generated after an audit is completed for a control number or at the completion of an after classification processing day. The adjustment will increase or decrease the Fund Balance with Treasury.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy 3 months after cutoff. (Electronic copy is scheduled under Item 75.)</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)									
N1-53-03-SB-0083	<p data-bbox="272 258 1230 317"><b>Title: SABRE AFTER HOURS BATCH PROCESSING— ELECTRONIC OUTPUTS— AFTER CLASSIFICATION REFERRAL TICKETS</b></p> <p data-bbox="272 352 1230 537">Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are documents used to track discrepancies related to erroneous or fraudulent savings bonds payments. The After Classification Referral Ticket Report is generated for bond serial numbers identified during an after classification correction as needing a referral ticket prepared.</p> <table data-bbox="272 569 1247 663"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 0</td> <td>Retention Months: 3</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="272 695 1219 789">Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 84 for retention of hardcopy documents.)</p>			Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 0	Retention Months: 3	Vital Records: <input type="checkbox"/>
Form Number:	Form Series:	Restrictions: SBU										
Computer System: SaBRe	Cost Code: 68200											
Retention Years: 0	Retention Months: 3	Vital Records: <input type="checkbox"/>										
N1-53-03-SB-0084	<p data-bbox="272 852 1219 911"><b>Title: SABRE AFTER HOURS BATCH PROCESSING— HARD COPY OUTPUTS— AFTER CLASSIFICATION REFERRAL TICKETS</b></p> <p data-bbox="272 947 1230 1131">Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are documents used to track discrepancies related to erroneous or fraudulent savings bonds payments. The After Classification Referral Ticket Report is generated for bond serial numbers identified during an after classification correction as needing a referral ticket prepared.</p> <table data-bbox="272 1163 1247 1257"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 1</td> <td>Retention Months: 1</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="272 1289 1247 1383">Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 400 days after cutoff. (Electronic copy is scheduled under Item 83.)</p>			Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 1	Retention Months: 1	Vital Records: <input type="checkbox"/>
Form Number:	Form Series:	Restrictions: SBU										
Computer System: SaBRe	Cost Code: 68200											
Retention Years: 1	Retention Months: 1	Vital Records: <input type="checkbox"/>										



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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-SB-0087	<p data-bbox="272 258 1209 315"><b>Title: SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS—DISCREPANCY REPORTS</b></p> <p data-bbox="272 352 1230 535">Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports that provide management with various statistics on workflow and the processing of discrepancies in the section. The reports include, but are not limited to, the Monthly Offsetting Discrepancy Detail Error Listing, and the Projected vs. Actual Discrepancies.</p> <p data-bbox="272 573 1218 661">NOTE: There are no hard copies kept for the following reports: Discrepancy Control Log, Weekly Discrepancy, and the BDID Discrepancy (Redemptions by Series and Denomination).</p> <table data-bbox="272 699 1247 787"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 0</td> <td>Retention Months: 6</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="272 825 1226 913">Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 6 months after cutoff. (Electronic copy is scheduled under Item 86.)</p>	Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 0	Retention Months: 6	Vital Records: <input type="checkbox"/>	
Form Number:	Form Series:	Restrictions: SBU									
Computer System: SaBRe	Cost Code: 68200										
Retention Years: 0	Retention Months: 6	Vital Records: <input type="checkbox"/>									
N1-53-03-SB-0088	<p data-bbox="272 978 1218 1035"><b>Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—STATUS REPORTS</b></p> <p data-bbox="272 1073 1230 1255">Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports that show the status of work in process in the audit portion of the SaBRe System for issue and retirement transactions for savings bonds. The reports include, but are not limited to, Status by Transaction Date and Audit Status by Control Number.</p> <table data-bbox="272 1293 1247 1381"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 1</td> <td>Retention Months: 1</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="272 1419 1177 1507">Retention Description: Temporary. Electronic Files—Destroy 400 days after created. (See Item 89 for retention of hardcopy documents.)</p>	Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 1	Retention Months: 1	Vital Records: <input type="checkbox"/>	
Form Number:	Form Series:	Restrictions: SBU									
Computer System: SaBRe	Cost Code: 68200										
Retention Years: 1	Retention Months: 1	Vital Records: <input type="checkbox"/>									

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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-SB-0089	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS—STATUS REPORTS</p> <p>Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports that show the status of work in process in the audit portion of the SaBRe System for issue and retirement transactions for savings bonds. The reports include, but are not limited to, Status by Transaction Date and Audit Status by Control Number.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy 1 year after cutoff. (Electronic copy is scheduled under Item 88.)</p>		
N1-53-03-SB-0090	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—VALIDATION RETIREMENT</p> <p>Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports that provide a detailed listing plus summarized totals of all validation retirements processed by the SaBRe System during a given month. It is used in the reconciliation of the Validation Security Account 05 with the Detail Validations Outstanding Master File.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 1 Retention Months: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            a. Electronic Files—Destroy files 400 days after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0091	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—LETTERS TO THE BANK (TAPE RETURN LETTER)</p> <p>Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are letters that are attached to the tapes being returned to the Federal Reserve Banks, agent banks, and processing centers.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 1 Retention Months: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 400 days after created. (See Item 92 for retention of hardcopy documents.)</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)
N1-53-03-SB-0092	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS—LETTERS TO THE BANK (TAPE RETURN LETTER)</p> <p>Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are letters that are attached to the tapes being returned to the Federal Reserve Banks, agent banks, and processing centers.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy 30 days after cutoff. (Electronic copy is scheduled under Item 91.)</p>		
N1-53-03-SB-0093	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—BULK DATA POST-PROCESSOR</p> <p>Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports that provide information concerning a bulk data transmission including, but not limited to, the origin, destination, date, time, and the record length and block size of the data within the transmission.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            a. Electronic Files—Destroy files 10 days after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0094	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—REPORTING ENTITY PERFORMANCE</p> <p>Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports that provide summary data for each reporting entity on all erroneous blotters and security detail records received for a transaction month.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            a. Electronic Files—Destroy files 2 years after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</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)
N1-53-03-SB-0095	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—EZ CLEAR COLD STORAGE</p> <p>Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports that provide classified data for retired savings bonds processed through the EZ Clear System for a transaction date.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            a. Electronic Files—Destroy files 1 year after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0096	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS</p> <p>Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on the Bond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of hardcopy documents.)</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)
N1-53-03-SB-0097	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS—ANSWER CARDS</p> <p>Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on the Bond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 10 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy 10 years after cutoff or when no longer needed for legal purposes, whichever is later. (Electronic copy is scheduled under Item 96.)</p>		
N1-53-03-SB-0098	<p>Title: BOND &amp; CHECK PROCESSING—ELECTRONIC BSN CAVEAT ADDITION EXCEPTION REPORTS</p> <p>Title Memo: The Bond Check Processing Section utilizes the SaBRe System to process caveat additions, deletions, inquiries, and changes. These reports identify redemption transactions entered on-line that posted to the Bond Identification Table and encountered or placed a caveat against an individual bond serial number. Caveats are used to flag individual bond serial numbers on the system that are not eligible to be redeemed.</p> <p>NOTE: The hard copy of this report is attached to the RCRD (Registered Claims Redemptions) transaction and filmed. See N1-53-78-04, 01B for retention description.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 90 days after created.</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)								
N1-53-03-SB-0101	<p data-bbox="272 258 1256 317"><b>Title: DATA RETRIEVAL BRANCH—ELECTRONIC OUTPUTS—REFERRAL TICKET PROCESSING REPORTS</b></p> <p data-bbox="272 352 1256 688"><b>Title Memo:</b> The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errors. This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. These reports are used to complete the processing of the Referral Tickets. They contain information on how many and what types of Referral Tickets are available for processing each day. These reports include, but are not limited to, the Audit Complete Referral Ticket Report, After Classification Referral Ticket Report, Referral Tickets Generated, Referral Tickets Not Processed, and Referral Tickets Entered But Not Verified.</p> <table data-bbox="272 726 1256 821"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 0</td> <td>Retention Months: 3</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="272 852 1256 940"><b>Retention Description:</b> Temporary. Electronic Files—Destroy files 90 days after created. (See Item 102 for retention of hardcopy documents.)</p>	Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 0	Retention Months: 3	Vital Records: <input type="checkbox"/>	
Form Number:	Form Series:	Restrictions: SBU									
Computer System: SaBRe	Cost Code: 68200										
Retention Years: 0	Retention Months: 3	Vital Records: <input type="checkbox"/>									
N1-53-03-SB-0102	<p data-bbox="272 1010 1256 1068"><b>Title: DATA RETRIEVAL BRANCH—HARD COPY OUTPUTS—REFERRAL TICKET PROCESSING REPORTS</b></p> <p data-bbox="272 1104 1256 1440"><b>Title Memo:</b> The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errors. This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. These reports are used to complete the processing of the Referral Tickets. They contain information on how many and what types of Referral Tickets are available for processing each day. These reports include, but are not limited to, the Audit Complete Referral Ticket Report, After Classification Referral Ticket Report, Referral Tickets Generated, Referral Tickets Not Processed, and Referral Tickets Entered But Not Verified.</p> <table data-bbox="272 1478 1256 1572"> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 0</td> <td>Retention Months: 1</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> <p data-bbox="272 1604 1256 1692"><b>Retention Description:</b> Temporary. Hard Copy—Cut off daily. Destroy 1 month after cutoff. (Electronic copy is scheduled under Item 101.)</p>	Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 0	Retention Months: 1	Vital Records: <input type="checkbox"/>	
Form Number:	Form Series:	Restrictions: SBU									
Computer System: SaBRe	Cost Code: 68200										
Retention Years: 0	Retention Months: 1	Vital Records: <input type="checkbox"/>									

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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>N1-53-03-SB-0103</p>	<p>Title: DATA RETRIEVAL BRANCH—ELECTRONIC OUTPUTS—BDID AND IOT INQUIRY REQUEST TOTAL</p> <p>Title Memo: The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errors. This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. These are reports that are automatically generated for each inquiry request number in conjunction with BDID Microfilm Inquiry Request and/or IOT Response reports. The information on the reports includes, but is not limited to, type of inquiry, total number of microfilm requests, total number of IOT requests, and page numbers for the inquiry request number.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 90 days after created. (See Item 104 for retention of hardcopy documents.)</p>		
<p>N1-53-03-SB-0104</p>	<p>Title: DATA RETRIEVAL BRANCH—HARD COPY OUTPUTS—BDID AND IOT INQUIRY REQUEST TOTAL</p> <p>Title Memo: The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errors. This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. These are reports that are automatically generated for each inquiry request number in conjunction with BDID Microfilm Inquiry Request and/or IOT Response reports. The information on the reports includes, but is not limited to, type of inquiry, total number of microfilm requests, total number of IOT requests, and page numbers for the inquiry request number.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off daily. Destroy 1 day after cutoff. (Electronic copy is scheduled under Item 103.)</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)
N1-53-03-SB-0105	<p>Title: DATA RETRIEVAL BRANCH—ELECTRONIC OUTPUTS—AFTER CLASSIFICATION MICROFILM REPORT (ANSWER CARDS)</p> <p>Title Memo: The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errors. This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. These reports are used to provide identification of after classification bond serial numbers that need bond photos provided from microfilm.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 90 days after created. (See Item 106 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0106	<p>Title: DATA RETRIEVAL BRANCH—HARD COPY OUTPUTS—AFTER CLASSIFICATION MICROFILM REPORT (ANSWER CARDS)</p> <p>Title Memo: The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errors. This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. These reports are used to provide identification of after classification bond serial numbers that need bond photos provided from microfilm.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off daily. Destroy 4 days after cutoff. (Electronic copy is scheduled under Item 105.)</p>		
N1-53-03-SB-0107	<p>Title: LOCATOR GROUP—UNDELIVERABLE IRS MAILOUT</p> <p>Title Memo: The Locator Group's main purpose is to process information through SaBRe relating to bonds that have been identified as undeliverable. This information is related to bonds that have been identified as undeliverable. It is forwarded to the Internal Revenue Service (IRS) in an attempt to locate the bond owners.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 1 Retention Months: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ol style="list-style-type: none"> <li>a. Electronic Files—Destroy files 400 days after created.</li> <li>b. Hard Copy-- Destroy when no longer needed for reference purposes.</li> </ol>		

