

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO
N1-53-86-1

DATE RECEIVED
11-29-85

1 FROM (Agency or establishment)
Bureau of the Public Debt

2 MAJOR SUBDIVISION
Division of Investor Accounts

3 MINOR SUBDIVISION
Office of the Director & all Branch/ Offices

4 NAME OF PERSON WITH WHOM TO CONFER
Mildred L. Linzy

5 TELEPHONE EXT
376-4106

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE
5-1-86

ARCHIVIST OF THE UNITED STATES
James B. Burt

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 81 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
11/29/85	<i>Peter Langeman</i>	Records Div. Officer

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>DIVISION OF INVESTOR ACCOUNTS Administrative Files</p> <p>All records in the Office of the Director; Office of the Manager, Securities Transactions Branch; Office of the Manager, Accounting Control Branch; Office of the Manager, Account Payments Branch; Office of the Manager, Detailed Accounts Branch; and Office of the Manager, Securities Systems Branch are filed and retained/disposed of in accordance with Public Debt Issuance (PDI 80-05) which is an incorporation of the "General Records Schedules" issued by GSA:NARS. The Division of Investor Accounts establishes, maintains, and services book-entry accounts relating to Treasury securities issued in book-entry form, and detailed accounts of individual owners of registered Treasury and certain agency securities. Authorizes payment of principal and/or interest on such accounts, and provides reports of interest to the depositor/owner and to the Internal Revenue Service. Processes inquiries concerning the status of these accounts. Maintains legal evidence and authority documents in support of requests for transactions in book-entry accounts.</p>		

All changes to this proposed schedule have been approved by:
Richard Whittaker 1/23/86 *Peter Langeman* 2/5/86
 NARA appraiser date representative date

Request for Records Disposition Authority - Continuation

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7
ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9
SAMPLE OR
JOB NO

10
ACTION TAKEN

SECURITIES TRANSACTIONS BRANCH

The records detailed below are generated and/or maintained by the Division of Investor Accounts, Securities Transactions Branch (STB). STB performs functions similar to those of a Federal Reserve Bank, such as issue, reissue and redemption of marketable Treasury Securities and U.S. Savings Bonds. Unless otherwise noted, microfilming of records will be done when the volume of paper is sufficient to make filming worthwhile - usually three or four time a year.

1.

Original Issue Loan File (Notes and Bonds) includes the forms listed below which are supporting documents relating to original issues of Treasury notes and bonds. Each file contains information pertaining only to one loan.

STB receives note and bond tenders and payment from customers, deposits the payments into the Prepayment Account, issues or authorizes (via magnetic tape and SF-1166) issuance of refund checks. Securities received as payment are sent to Division of Securities Operations for redemption and deposit of the proceeds. The securities

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>accounting for issues is reported to Division of Public Debt Accounting by Accounting Control Branch, not STB. Orders for registered notes and bonds are processed through an automated system which generates magnetic tapes for Division of Securities Operations to issue the registered securities and for Financial Management Service to issue checks to the investors for their discount/refund. Orders which cannot be processed on magnetic tape are scheduled for issue on Forms PD 3800 or PD 3800-1. In any case, the application from the customer is retained in STB. Orders for coupon securities were filled by the vault area of STB.</p> <p>Each file contains the following types of records:</p>		
a.	PD 2 - (Confirmed Copy) Manifest of Shipment used to list Forms PD 3800 being sent to Division of Securities Operations.		
b.	PD 2531 - (Customer's Copy) "Delivery of Securities against Wire Advice"-used as BR release wire from DSO (release on original issues of registered securities.)	NCI-53-78-14 Item 10	
c.	PD 2532 - (Bookkeeper's Copy) "Wire transfer of Government Securities" Allotment wire for Note and Bond auction sent to Office of Financial Management.		
d.	PD 2532 - (Bookkeeper's Copy) "Wire Transfer of Government Securities", (Cash wire) sent to Accounting Reports Section (DIA) reporting registered and bearer securities issued by STB on original issue.		
e.	No number - Data for cash wire		
f.	PD 2547 - (Photo Copy) Daily Report of Public Debt Interest Charges and Credits. Replaced by SF-1081 effective 3/1/81.		
g.	PD 2565-1- (Photo Copy) Report of Security Charges for Public Debt Transactions (Registered.) Use of this form discontinued 3/1/81.		

ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
h.	PD 2566-1- (Photo Copy) Report of Security Credits for Public Debt Transactions (Bearer). Use of this form discontinued 3/1/81.		
i.	PD 2565-2- (Photo Copy) Report of Security Charges for Public Debt Transactions (Book Entry.) Original sent to ACB:ARS to report to Division of Public Debt Accounting.		
j.	PD 2566-2- (Photo Copy) Report of Security Credits for Public Debt Transactions (Book Entry). Original sent to ACB:ARS to report to Division of Public Debt Accounting.		
k.	PD 2834 - (Photo Copy) Report of Book Entry Balances Outstanding or Securities on Hand. Original sent to ACB:ARS to report to Division of Public Debt Accounting.		
l.	PD 3641 - (Photo Copy) Description of Retired Registered Securities - Form discontinued in 1977. (Was used to forward securities to DSO.)	NCI-53-78-14 Item 10	
m.	PD 3800 - (FRB Copy) Securities Transaction Request - sent to DSO to issue registered securities.	NCI-53-78-14 Item 10	
n.	PD 3800-1- (D Copy) Registered Issue Request - sent to DSO to issue registered securities.	NCI-53-78-14 Item 10	
o.	PD 4267 - (Carbon Copy) Routing and Control ticket. Cover sheet for securities being sent to DSO for payment.		
p.	PD 4327 - (Carbon Copy) Request for Securities Redemptions. Replaced by PD 4930 in 1980.		
q.	PD 4733 - Application (tender) for Notes/Bonds (original)		
r.	PD 4884 - (Control Copy) Cash Receipt (original to customer)		

Request for Records Disposition Authority - Continuation

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
s.	PD 4929 - (Photo Copy) Reject letter for Notes/Bonds tenders.		
t.	PD 4930 - (Original Paid Copy) Request for Securities Redemption Original sent to DSO with securities		
u.	PD 4957 - Bureau of the Public Debt Internal Journal Voucher Interest original sent to PDA		
v.	SF 215 - (Confirmed Copy) Deposit Ticket		
w.	SF 1081 - (Photo Copy) Voucher and Schedule of Withdrawals and Credits. Original sent to ACB:ARS.		
x.	SF 1166 - (Yellow Carbon Copy) Voucher and Schedule of Payments to cover refunds on Notes and Bonds.		
y.	SF 5515 - (Photo Copy) Debit Voucher, Replaced by PD 1081 effective 3/1/81.		
z.	SF 5515 (Confirmed Copy) Debit Voucher - (Received from commercial banks)		
aa.	Form W-9 Payers Request for Taxpayer Identification Number.		
bb.	No Number- Worksheets identifying cases (Master Sheets, Batch Sheets)		
cc.	Reports generated by the Note and Bond Automated Refund System. (This system was discontinued in January 1984 when it was superseded by the Securities Transactions Branch Treasury Issue System.)		
i.	P211A1 - Changes to Master File		
ii.	P211B1 - Payment Report		
iii.	P211C1 - Master File print-out		
<p>MICROFILM. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.</p>			

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 5
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
dd.	Reports microfilm generated by the Securities Transactions Branch Treasury Issue System.		
i.	P213RA04 - Payment Report - Comfilm/fiche of information on the magnetic tape used by Washington Financial Service to issue refund checks to investors.		
ii.	P213RA07 - Investor Class Report - Comfilm DESTROY MICROFILM/FICHE 7 YEARS AFTER CREATION		
iii.	- Purge run comfilm/fiche of P213RB08 masterfile Listings, Masterfile P213RC08 Case Reports and run totals by P213RA08 CUSIP. This run is processed about every three months for loans (CUSIPs) that have been balanced and closed within the Branch. DESTROY MICROFILM/FICHE 7 YEARS AFTER CREATION		
iv.	All paper reports from STBTIS DESTROY PAPER DOCUMENTS AFTER PURGE RUN COMFILM/FICHE HAS BEEN PROVEN ADEQUATE.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2	<p>Original Issue Loan File (Bills) - includes the forms listed below which are supporting documents relating to original issues of Treasury bills. Each file contains information pertaining only to one loan.</p> <p>STB receives bill tenders and payment from customers and deposits the payments into the Prepayment Account. STB sends the tenders to DIA:Accounting Control Branch and Detailed Accounts Branch to prepare accounting reports, establish the bill accounts and issue related discount checks.</p> <p>Each file contains the following types of records:</p> <ul style="list-style-type: none"> a. PD 2-1 - (Confirmed Copy) Manifest of Shipment - Book Entry Used to list Forms PD 4632- 1, 2, 3 being sent to DIA:Accounting Control Branch. b. No Number- (Copy) Worksheet sent to ACB to prepare allotment wire for bill auction to be sent to Office of Financial Management. c. PD 4267 - (Photo Copy) Routing and Control Ticket. Cover sheet for securities being sent to DSO for payment. d. PD 4632-1,2,3-(FRB Copy) Tender for Treasury Bills e. PD 4884 - (Control Copy) Cash Receipt (original to customer) f. PD 4928 - (Photo Copy) Reject letter for T-Bill tender. g. PD 4930 - (Original Confirmed Copy) Request for Securities Redemptions. Original sent to DSO with securities. h. SF 215 - (Confirmed Copy) Deposit Ticket i. SF 5515 - (Photo Copy) Debit Voucher. Effective 3/1/81, replaced by PD 1081 which is not prepared nor maintained by STB. j. SF 5515 - (Confirmed Copy) Debit Voucher (Received from commercial banks) 		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OF JOB NO	10 ACTION TAKEN
k.	No Number- Worksheets identifying cases (Master or Recap Sheets and Batch Sheets)		
l.	Form W-9 - Payer's Request for Taxpayer Identification Number MICROFILM. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM 3 YEARS AFTER FILMING.		
3.	Transaction File - includes any or all of the forms listed below which are supporting documents for note and bond transactions other than original issue or Book Entry to Registered exchange, i.e. transfers, exchanges and redemptions. Each file contains the following types of records pertaining to one loan for one fiscal year:		
a.	PD 2 - (Confirmed Copy) Manifest of Shipment. Cover sheet for securities sent to DSO.		
b.	PD 2531 - (Teller's Copy) Delivery of Securities Against Wire Advice. (Wire from FRB requesting issue of bearer securities on CPD transfer)		
c.	PD 2532 - (Teller's Copy) Wire Transfer of Government Securities (Wire to FRB requesting issue of bearer securities on CPD transfer)		
d.	PD 3641 - (Teller's Copy) Description of Retired Registered Securities. Sent to DSO with the retired securities.		
e.	PD 3800 - (FRB Copy) Securities Transaction Request - sent to DSO to issue and/or retire securities.		
f.	PD 3800-1- (E Copy) Registered Issue Request - sent to DSO to issue registered securities.		
g.	PD 3905 - (Original) Request for Securities Transaction - received from customer.		
h.	PD 4235 - Deposit Ticket		

Request for Records Disposition Authority—Continuation

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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
i.	PD 4267 - (Carbon Copy) Routing and Control Ticket. Cover sheet for securities being sent to DSO for payment (or reissue of savings bonds).		
j.	PD 4308 - (Copy) Memorandum of Security Stock Transaction		
k.	PD 4930 - (Photo Copy) Request for Securities Redemptions. Original sent to DSO with securities.		
l.	Form W-9 - Payer's Request for Taxpayer Identification Number		
	MICROFILM AFTER THE CLOSE OF THE FISCAL YEAR IN WHICH CREATED. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.		
4.	Vault Files - These files relate to daily/monthly types of work on Treasury securities held in custody/safekeeping accounts, etc. maintained in this Branch.		
a.	Advice of Shipment Files - records of securities forwarded to Division of Securities Operations for Retirement consist of the following types of forms:		
i.	PD 1 - (Copy) Advice of Shipment of Securities forwarded for Credit (this form replaced by PD 2565)		
ii.	PD 3 - (Carbon Copy) Schedule of Serial Numbers		
iii.	PD 510-1 - (Photo Copy) Package Ticket		
iv.	PD 2212 - (E Copy) Advice of Shipment of Redeemed Interest Coupons	NCI-53-78-14 Item 11	
v.	PD 2475 - (G Copy) Advice of Shipment (Matured Coupons)	NCI-53-78-14 Item 11	
vi.	PD 2565 - (H Copy) Daily Report of Security Charges for Public Debt Transactions (Bearer)		

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Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
a.	(Con't)		
vii.	PD 3265 - (G Copy) Daily Report of Security Charges for Agency Transactions (Bearer)		
vii.	PD 4260 - (Photo Copy) of form letter to customer which is sent to DSO with coupons.		
ix.	PD 4264 - Receipt of Temporary Withdrawal		
x.	PD 4290 - (Photo Copy) Shipping Letter		
xi.	No Title - Balance Sheet Block B-L (custody accounts) DESTROY 1 YEAR AFTER THE FISCAL YEAR IN WHICH THE VAULT HAS BEEN AUDITED BY DIVISION OF PUBLIC DEBT ACCOUNTING.		
b.	Stock - These files document additions to, withdrawals from, and general maintenance of U. S. Treasury Securities bearer stock in this Branch.		
i.	PD 1328 - (C Copy) Securities Stock Requisition (requests stock from DSO)		
ii.	PD 4286 - Record of Security Stock on Hand		
iii.	PD 4297 - Daily Report of Changes on Low Serial Numbers of Unissued Stock on Hand		
iv.	PD 4309 - Schedule of U.S. Coupons Submitted to the Bureau of the Public Debt for Payment.		
v.	PD 4319 - High and Low Serial Numbers of Securities Stock on Hand DESTROY 1 YEAR AFTER FISCAL YEAR IN WHICH THE VAULT HAS BEEN AUDITED BY DIVISION OF PUBLIC DEBT ACCOUNTING.		
c.	Daily/Monthly Transactions		
i.	PD 2531 - (Vault Copy) Delivery of Securities Against Wire Advice (incoming wire)		
ii.	PD 2532 - (Vault Copy) Wire Transfer of Government Securities (outgoing wire)		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
c.	(Con't)		
iii.	PD 2834 - Report of Book Entry Balances Outstanding or Securities on Hand		
iv.	PD 3800-1- (D Copy) Registered Issue Request		
v.	PD 4226 - Daily Report of Collateral and Custody Accounts Transactions		
vi.	PD 4235 - (Carbon Copy) Deposit Ticket (securities)	NCI-53-78-14	Item 12g
vii.	PD 4259 - (Carbon Copy) Securities Transaction Branch Withdrawal Ticket	NCI-53-78-14	Item 12g
viii.	PD 4308 - (Carbon Copy) Memorandum of Security Stock Transaction		
ix.	PSF 3877 - Registered Mail Sheet		
	DESTROY 1 YEAR AFTER FISCAL YEAR IN WHICH THE VAULT HAS BEEN AUDITED BY DIVISION OF PUBLIC DEBT ACCOUNTING		
d.	Check Issue - These files cover the Assistant Regional Disbursing Officer function in STB (checks are issued by STB).		
i.	PD 4327 - Request for Securities Redemption. This form replaced by PD 4930 in 1980.		
ii.	PD 4930 - Request for Securities Redemption		
iii.	No number- Check Stubs (copy of check)		
iv.	SF 1166 - (H Copy) Voucher and Schedule of Payments		
v.	PD M-140 - Check Cards		
vi.	TFS-Form 3045 (This form replaced PD-M-140)		
vii.	PD R0-102- Inventory Report		
viii.	Receipt copy of memo acknowledging the delivery of check stock from Financial Management Service.		
	DESTROY 7 YEARS AFTER CREATION.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5	Custody/Safekeeping Accounts Maintenance Files - these are files maintained by the Custody Control Desk in STB for government organizations which have securities in custody in the STB Vault. These records include the authorities and requests for deposits and withdrawals and the record of interest coupons to be detached and paid to the customer or credited to an account.		
a.	PD 4226 - Daily Report of Collateral and Custody Accounts Transactions		
b.	PD 4235 - Deposit Ticket used for making deposits to Custody and Safekeeping accounts in STB's Vault.		
c.	PD 4242 - (Carbon Copy) Advice of Book Entry Transactions in Depository and 2% REA Series Bonds.		
d.	PD 4249 - Account Cards - Custody/Safekeeping		
e.	PD 4259 - Securities Transactions Branch, Withdrawal Ticket. Used for withdrawals from Custody and Safekeeping Accounts.		
f.	PD 4260 - (Carbon Copy) of form letter to customer which is sent to DSO with coupons.		
g.	PD 4264 - Receipt for Temporary Withdrawal		
h.	PD 4279 - Coupon Interest Control Plate Adjustment Letter from DSO: Payment and Reissue Section to verify name and address of payee. (This form was discontinued 4/82.)		
i.	PD 4285 - Receipt of Depository for Securities Deposited by Bond Approving Officer. It is a deposit receipt for securities held in Custody Accounts.		
j.	PD 4290 - (Carbon Copy) "Shipping Letter". A form letter used when sending bearer securities to investors.		
k.	PD 4307 - (Carbon Copy) Confirmation Letter on Securities Held in Custody. Sent to organization.		

7.
ITEM NO8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9.
SAMPLE OR
JOB NO10.
ACTION TAKEN

l.	PD 4324 - Custody Receipt. Used to deposit securities in STB's Vault.	NCI-53-78-14 Item 12h.	
m.	SF 215 - Deposit Ticket used to deposit checks from HEW representing proceeds of matured securities that had been held in Custody Safekeeping.	NCI-53-78-14 Item 15a	
n.	TUS 7165 - Coupon Interest Control. Card used to post interest each time it is paid.		
o.	SF 5163 - (Carbon Copy) No title. Used for sending payment instructions to DSO: Payment and Reissue Section for Custody/Safekeeping accounts. (This form has been replaced by a memorandum in 1984.)		
p.	SF 1081 - (Carbon Copy) Voucher and Schedule of Withdrawals and Credits. Used to report interest on a scholarship fund account to Washington Disbursing Center.		
q.	Locator Cards DESTROY a-q ABOVE 1 YEAR AFTER ACCOUNT IS CLOSED	NCI-53-78-14 Item 12c	
r.	Authority Files for Custody Blocks F-G - evidence of authority of an individual to request disposition of securities held in custody. DESTROY 6 YEARS AFTER AUTHORITY OF INDIVIDUAL IS SUPERSEDED.		
s.	Teletype Files - These files relate to authorized transfers of securities by teletype.	NCI-53-78-14 Item 13a	

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9
SAMPLE OF
JOB NO.

10
ACTION TAKEN

PD 2531 - Delivery of Securities Against Wire Advice

PD 2532 - Wire Transfer of Government Securities

DESTROY WHEN 6 MONTHS OLD.

27 Interest Earning and Broker Reporting Statements
Details of interest earning and broker reporting -
This is COMFILM of the System of Interest and
Broker Reporting (SIBR) masterfile which provides
information reported to IRS and the investor.

DESTROY MICROFILM 7 YEARS AFTER CREATION

NOTE: All records listed will be held in Bureau of the Public Debt space. Any records for which microfilm is to be retained permanently will be filmed in accordance with FPMR 101-11.506. All original (master copies) microfilm will be stored in the Bureau's Ravenswood facility for the required retention times in the schedule. Duplicate copies of the master copy microfilms may be maintained in the work area as long as required for administrative (ready reference) use but not longer than the master copies are retained.

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p style="text-align: center;">ACCOUNTING CONTROL BRANCH DOCUMENT CONTROL AND DISTRIBUTION SECTION</p> <p>This Section: Maintains, for all Bureau of- fices located in the Engraving and Printing Annex, a teletype and telecopier center for transmitting to and receiving information from the Federal Reserve Banks and other Government offices.</p> <p>Provides word processing support for the Division.</p> <p>Coordinates the encoding of data with the Data Processing Branch and ensures that scheduling priorities are met.</p> <p>Controls and distributes to various operating segments of the Division numerous transaction documents and computer runs received from other operations in the Bureau.</p> <p>Receives, controls and determines distribution of undesignated mail received by the Division.</p>		

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Period)

8. Daily Wire Receipts - These are carbon copies of wires removed from the teletype receive unit containing accounting data and showing that the wires have been sent to their destination. Originals are sent various receiving offices.
- DESTROY AFTER 6 MONTHS FROM
DATE OF RECEIPT.
9. Daily Transmitted Wires - These are the copies of acknowledgment wires containing accounting data and showing that the wires were sent to their destination. Originals are sent to originating offices.
- DESTROY AFTER 6 MONTHS FROM
DATE OF TRANSMISSION.
10. Treasury Bill Tender Log - This log was used to record the request number, receipt date, manifest number, loan, and transaction date for each Bank. (No longer in use).
- DESTROY 1 YEAR AFTER THE END
OF THE FISCAL YEAR IN WHICH
THE LAST ENTRY WAS POSTED.
11. CPD-In-Log - (original, no copies made) This log is used to record the receipt of and disposition of telegraphic messages (PD Form 2531) for accounts that have been transferred from a Bank into the Treasury Book Entry System. (Form PD 2531 is received from STB and distributed).
- DESTROY 1 YEAR AFTER THE END
OF THE FISCAL YEAR IN WHICH
THE LAST ENTRY WAS POSTED.
12. PD Form 2532 - (copy) Wire Transfer of Government Securities.
- DESTROY 6 MONTHS AFTER TRANSACTION
DATE.

6. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Period)

- 13 CPD-Out-Log - (original, no copies made) This log is used to record the transmitting and disposition of telegraphic messages for Treasury Book-Entry bill accounts that have been transferred from the Bureau to a commercial bank.

DESTROY 2 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH THE LAST ENTRY WAS POSTED.

- 14 BPD Number Transaction Log - (original) This log is used to record the receipt of all transaction requests, Book Entry related correspondence and to assign a consecutive Bureau of the Public Debt (BPD) Control Number.

MICROFILM. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS BEEN PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM 7 YEARS AFTER FILMING.

- 15 Telecopy Receipt Log - (original, no copies made) This log is used to record the receipt and transmission of material.

DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH THE LAST ENTRY WAS POSTED.

- 16 Treasury Bill Tender Batch Log - (original, no copies made) This log is used to record tenders in groups of 40 showing Bank request and CUSIP numbers for encoding and to assign a consecutive batch number to each group.

DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH THE LAST ENTRY WAS ENTERED.

- 17 PD 4528 - (original, no copies made) Registered Accounts System Issue Folder Record-This log is used to record the receipt, location and disposition of batches for "A" and "B", Issue Schedules, Issue Replace, High Serial Number Printed and Tin Changes.

DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH THE LAST ENTRY WAS ENTERED.

8. DESCRIPTION OF ITEM
 (With Inclusive Dates or Retention Periods)

ACTIVITY

18. PD 4699 - (original) Registered Accounts System Retirement Folder Record- This log is used to record the receipt, location and disposition of batches for Retirements, Redemptions and Schedule of Serial Numbers for Registered Spoiled or Unissued Stock Form PD-3) and memos for batch numbers not used for Registered Securities.

DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH THE LAST ENTRY WAS ENTERED.

19. Registered Accounts System Encoding Control Number Log- (original, no copies made) This log is used to record the number of cases, batches, transaction types and priority numbers for encoding.

DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH THE LAST ENTRY WAS ENTERED.

20. Registered Accounts System Control Log for Other Transactions - (original) This log is used to record the total of various transactions for encoding.

DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH THE LAST ENTRY WAS ENTERED.

21. PD 4831 State and Local Government (SLG) Receipt Control Log - (original) This log was used to record the receipt and type of subscriptions. (Its use was discontinued as of 10/82.)

DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH THE LAST ENTRY WAS ENTERED.

22. PD 4832 Receipt Control Log - (original, no copies made) This log was used to record the receipt of Two Percent Depository Bonds, Two Percent REA and Five Percent REA securities. (Its use was discontinued as of 10/82.)

DESTROY 1 YEAR AFTER THE FISCAL YEAR IN WHICH THE LAST ENTRY WAS ENTERED.

8. DESCRIPTION OF ITEM
With Inclusive Dates or Retention PeriodFORM NO. 101-107
OCTOBER 1964

- 23 Wire Desk Control Log - (original, no copies made)
This log is used to record wires received for transmitting.

DESTROY 1 YEAR AFTER THE FISCAL
YEAR IN WHICH THE LAST ENTRY WAS
ENTERED.

- 24 PD 661-1 Schedule Release Record Log - (original, no
copies made) This log is used to assign and record
case numbers, receipt and release dates.

DESTROY 1 YEAR AFTER THE FISCAL
YEAR IN WHICH THE LAST ENTRY
WAS ENTERED.

- 25 Status of Registered Accounts System Work - This
document is used to record all registered type
transactions received and processed in the Data
Recording Section and Registered Accounts Section.

DESTROY 3 YEARS AFTER THE END OF
THE FISCAL YEAR IN WHICH CREATED.

- 26 PD 2-1-Manifest of Shipment (original) These are shipping
documents used to report the number and amount of
tenders being sent from each Federal Reserve Bank for
Treasury bills, State and Local Government and REA
subscriptions.

MICROFILM. DESTROY PAPER
DOCUMENT WHEN MICROFILM
HAS BEEN PROVEN TO BE AN
ADEQUATE SUBSTITUTE. DESTROY
MICROFILM (WIA-19) 3 YEARS AFTER FILMING.

- 27 Incoming Correspondence Microfilm - all incoming
correspondence, including reinvestment cards, is
microfilmed before distribution to the affected
offices, or processing by the Document Control and
Distribution Section.

DESTROY MICROFILM (WIA-21 & WIA-22)
8 YEARS AFTER THE END OF THE
FISCAL YEAR IN WHICH MICROFILM IS CREATED.

8 DESCRIPTION OF ITEM
With Inclusive Dates or Retention Period

ACCOUNTING CONTROL BRANCH
ACCOUNTING REPORTS SECTION

This Section prepares daily and monthly accounting and operating reports for the Division.

- 28+. Transcript of the General Account of the U.S. Treasury (GFO Form 17). Documents are still maintained but function was discontinued 3/1/81: Original TFS 17, formerly GFO 17, was sent to GAO, copy retained in ARS. Although the function has been discontinued, supporting documents are being used by the Accounting Reports Section as an aid in an internal reconciliation of the account 20X6822(53) which in the past was used as the Treasury bill paying account, and 20X6203, the prepayment account. The following are examples of supporting forms that were used for the preparation of the "Transcript". They are identified in the Accounting Reports Section as being support for the "Transcript" and should be destroyed as a package, i.e., all forms listed below should be destroyed at the same time only if they were related to and supported the preparation of the Transcript.
- a. Debit Vouchers:
 - TFS Form 5522 17-860 (copy, original was sent to GAO)
 - TFS Form 12 17-210 (copy, original was sent to GAO)
 - TFS Form 5208 17-169 (copy, original was sent to GAO)
 - TFS Form 5402 17-866 (copy, original was sent to GAO)
 - SF 5515 (copy, original was sent to GAO))
 - b. Credit Documents:
 - TFS 5523 17-860 Credit Voucher (copy, original was sent to GAO)
 - SF 215 Deposit Ticket (copy, original was sent to GAO)
 - c. TFS Form 1081 - Investment Authorization and Schedules of Withdrawals and Credits (copy received from STB and retained in ARS).
 - d. TFS Form 6105 - These were used for Redemptions of Special Government Account Series Securities (original received from STB and retained in ARS).

7.
ITEM NO8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9.
SAMPLE OR
JOB NO10.
ACTION TAKEN

e.

D 2547 - Daily Report of Public Debt Interest Charges and Credits (original sent to Interest Accounting Branch, copy retained in ARS).

DESTROY a-e ABOVE 1 YEAR AFTER INTERNAL RECONCILIATION OR 7 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH THE DOCUMENT WAS CREATED, WHICHEVER IS LATER.

f.

TFS Forms 1081 and TFS Forms 6105 covering transactions in special government series securities from July 1979 through February 1981 were microfilmed (5 reels) in October 1984 and the original documents have been destroyed.

DESTROY MICROFILM (WIA-54) AFTER 6-1-87.

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Monthly Reporting for the SF 224 Report Statement of Transactions. The SF 224 Report package may contain one or more of the following documents. This report is no longer prepared. The supporting documents listed below, while still being prepared for other processes, are related only to the extent of the SF 224 preparation and are still being used in an internal reconciliation of Treasury accounts 20X6822(53) and 20X6203. Therefore, they should be destroyed, as a package, in accordance with the destruction schedule outlined for the SF 224 preparation. These particular documents are identified in the Accounting Reports Section as support material for the now discontinued SF 224 preparation and should not be confused with documents used to prepare the "Transcript" or other processes requiring the preparation, receipt or disbursement of these same documents.

- a. SF 1166 - (copy, confirmed) Voucher and Schedule of Payments.
- b. SF 1081 - (copy) Investment Authorizations and Schedules of Withdrawals and Credits.
- c. SF 215 - Deposit Ticket (accomplished copy).
- d. SF 5515 - Debit Voucher (confirmed copy prepared by Riggs).

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
e.	SF 1098 - Schedule of Cancelled Checks (retained confirmed copy prior to new cancellation procedures).		
f.	PD 4956 - (copy) Cash Internal Journal Voucher DESTROY 1 YEAR AFTER INTERNAL RECONCILIATION OR 7 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH DOCUMENTS WERE CREATED, WHICHEVER IS LATER.		
30-	Treasury-bill Loan Folders - These folders contain supporting documentation of transactions affecting the issue, servicing and redemption of a specific Treasury bill Issue. The folder is identified by the issue date that corresponds to a particular issue. The folder and its contents should be destroyed at the same time. These are site audit records.		
a.	Allotment wire control sheet - (original) This document provides a record of all the allotment wire transactions affecting a specific CUSIP. There may be up to 4 CUSIPs (26, 13 or 52 week issues, and maturing loan) in the loan folder.		
b.	KATAI wire - (original) This wire is used to report reinvestments and over-the-counter sales at STB.		
c.	Roll-over sheet - (original) This is used to report the amount and count of reinvestments resulting from a maturing CUSIP.		
d.	Over-the-Counter(OTC) Report from STB, (telecopied) This report is received, via the telecopier in D&T, by ARS from STB. The report shows the count and amount of OTC sales for a specific T-bill issue.		
e.	Issue worksheet - (original) This is an accounting worksheet used to specify the accounts and documents used to provide information regarding the accountability profile of a specific T-bill issue.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
f.	KAYAN Wire - (copy) This wire is an updated version of a previously prepared KATAI allotment wire.		
g.	PD 2566-2 - (copy) Daily Report of Security Credits for Public Debt Transactions (Book-Entry).		
h.	PD 2565-2 - (copy) Daily Report of Security Charges for Public Debt Transaction (Book-Entry).		
i.	PD 22G - Summary of Check Issue Redemption run - (copy) This listing provides a summary of the count and amount of a specific maturing CUSIP and reinvestments (13, 26 and 52 weeks) associated with the new issues.		
j.	Predate issues/Cancellation/Split memorandum -(original) This document is received from the Accounts Payments Branch and is used to notify ARS of adjustments affecting the above types of transactions.		
k.	SF 1081 - (corrected copy, unconfirmed) Investment Authorizations and Schedules of Withdrawals and Credits.		
l.	Daily Cash Wire - (copy) This wire is used to report the accountability amount for a specific T-bill issue.		
m.	PD 4956 - (copy) Cash Internal Journal Voucher.		
n.	PD 4957 - (copy) Interest Internal Journal Voucher.		
o.	PD 2834 - (corrected copy) Book-Entry Balance Outstanding Report. This report is submitted to PDA.		
p.	PD 4885 - (copy) - Overpayment History MICROFILM AFTER FINAL RECONCILIATION WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS BEEN PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-32 & WIA-35) 7 YEARS AFTER FILMING.		

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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
31	<p>SF 215 Deposit Ticket (Site Audit Record)</p> <p>a. Check log (original) for checks received from D&T and deposited to the servicing bank.</p> <p>b. Confirmed copy of SF 215 returned from the servicing bank.</p> <p>c. Confirmed copy of SF 215 from STB for checks deposited to 20X6203 Prepayment Account.</p> <p style="text-align: center;">DESTROY 7 YEARS AFTER CREATION.</p>		
32	<p>Security Report Folders</p> <p>a. PD 2565 -2 - (copy) Daily Report of Security Charges for Public Debt Transaction (Book-Entry).</p> <p>b. PD 2566-2 - (copy) Daily Report of Security Credits for Public Debt Transactions (Book-Entry).</p> <p>c. PD 2531 - (Bookkeeper's copy) Delivery of Securities Against Wire Advice; Incoming</p> <ol style="list-style-type: none"> 1. Type 2018 - Accountability Transfer 2. CPD In (Type 20 and 2002) <p>d. PD 2532 - (Bookkeeper's copy) Wire Transfer of Government Securities - outgoing</p> <ol style="list-style-type: none"> 1. Type 2019, Accountability Reversal 2. CPD Out (Type 20 and 2002) <p>e. PD 4713 (copy) Summary of Daily Transactions Treasury Securities.</p> <p style="text-align: center;">MICROFILM AFTER FINAL RECONCILIATION WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS BEEN PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-32) 7 YEARS AFTER FILMING.</p>		
33	<p>Other Accounting Reports</p> <p>a. PD 4714 - (copy) Summary of Daily Transactions Agency Securities</p> <p>b. PD 3265-2 - (copy) Daily Report of Security Charges for Agency Transactions (Book-Entry).</p>		

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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
c.	<p>PD 2565-1 - (copy) Daily Report of Security Charges for Public Debt Transactions (Registered).</p>		
d.	<p>PD 2566 - (copy) Daily Report of Security Credits for Public Debt Transactions (Bearer).</p>		
e.	<p>PD 2565 - (copy) Daily Report of Security Charges for Public Debt Transactions (Bearer).</p>		
f.	<p>PD 2566-1 - (copy) Daily Report of Security Credits for Public Debt Transactions (Registered).</p>		
g.	<p>PD 4288 - (copy) Treasury and Agency Securities Accountability Summary.</p> <p>MICROFILM AFTER FINAL RECONCILIATION WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS BEEN PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-27) 7 YEARS AFTER FILMING.</p>		
34	<p>Monthly Deposit Fund Reconciliation and Outstanding Suspense Funds Report Folders and Files may contain the following documents:</p>		
a.	<p>SF 215 Deposit Ticket - (accomplished copy)</p> <p>MICROFILM. DESTROY PAPER DOCUMENTS AFTER MICROFILMING HAS BEEN PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-56) 7 YEARS AFTER FILMING.</p>		
b.	<p>SF 1098 Schedule of Cancelled Checks (accomplished copy).</p> <p>MICROFILM. DESTROY PAPER DOCUMENTS AFTER MICROFILMING HAS BEEN PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-56) 7 YEARS AFTER FILMING.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p> <p>g.</p>	<p>PD 4957 Interest IJV (copy)</p> <p>SF 1081 (Unaccomplished copy) Investment Authorizations and Schedules of Withdrawals and credits.</p> <p>SF 1166 (accomplished copy) Voucher and Schedule of Payment.</p> <p>SF 1184 (copy) Unavailable Check Cancellation.</p> <p>Aging Schedules of Suspense Held Items.</p> <p>DESTROY c-g ABOVE 3 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.</p>		
35	<p>Unclassified Suspense Ledger - This is used to record all transactions affecting the Suspense Account 20X6822(54). It is posted on a continuous basis, from the time funds credit the account until the time of withdrawal (debit).</p> <p>WHEN ALL FUNDS LISTED IN A BOOK HAVE BEEN WITHDRAWN (DEBITED), DESTROY 7 YEARS AFTER THE DATE OF THE LATEST DEBIT IN THAT BOOK.</p>		
36	<p>TFS 6652 - (original) Statement of Differences, Received from the Disbursing Office. (No longer received as of 3/1/81, when the SF 224 function was transferred to PDA, IAB.)</p> <p>DESTROY 1 YEAR AFTER FINAL INTERNAL RECONCILIATION OR 7 YEARS AFTER THE END OF FISCAL YEAR IN WHICH CREATED, WHICHEVER IS LATER.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
37.	<p>TFS 6654 - (original) Undisbursed Appropriation Accounts- Trial Balance (No longer receive this as of 3/1/81 when the SF 224 function was transferred to PDA, IAB.)</p> <p>DESTROY 1 YEAR AFTER FINAL INTERNAL RECONCILIATION OR 7 YEARS AFTER THE END OF FISCAL YEAR IN WHICH CREATED, WHICHEVER IS LATER.</p>		
38.	<p>TFS 6653 - (original) Undisbursed Appropriation Account (No longer receive this as of 3/1/81 when the SF 224 function was transferred to PDA, IAB.)</p> <p>DESTROY 1 YEAR AFTER FINAL INTERNAL RECONCILIATION OR 7 YEARS AFTER THE END OF FISCAL YEAR IN WHICH CREATED, WHICHEVER IS LATER.</p>		
39.	<p>PD 3926 - Book Entry 02 Ledger (original) These forms are used to record all accountability transactions affecting a specific Treasury bill issue. The ledger records accountability transactions from issue through redemption.</p> <p>MICROFILM. DESTROY HARDCOPY WHEN MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.</p>		
40.	<p>SF 1081 File - Voucher and Schedule of Withdrawals and Credits (confirmed copies). This file contains confirmed SF 1081s which may be necessary for a site audit.</p> <p>DESTROY 7 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.</p>		
41.	<p>PD 2834 File - Book Entry Balance Outstanding Report (copy). These are monthly reports on principal outstanding submitted to PDA. These are site audit records.</p> <p>DESTROY 7 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
42	<p>State and Local Government Securities Security Reports - These are copies of the security report (on Forms PD 2566-2, PD 2565-2) sent to the Division of Public Debt Accounting to report issues and retirements of SLG principal.</p> <p>MICROFILM AFTER FINAL RECONCILIATION WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-16) 7 YEARS AFTER FILMING.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	ACCOUNTING CONTROL BRANCH SECURITIES RECONCILIATION SECTION		
	<p>Verifies and reconciles the Division accounting records to those maintained by the Division of Public Debt Accounting, Division of Financial Management and the Financial Management Service.</p> <p>Assures management that the Division-maintained accounts and the payment of principal and interest are being performed properly, timely and accurately.</p>		
43	<p>Undeliverable Reconciliation Folder and Files</p> <p>a. PD 2381-General Ledger and Trial Balance (copy) received from the Administrative Accounts Branch and are used to reconcile undeliverable transactions.</p> <p>b. PD 4153 - (copy) Report of Undeliverable Account Balances. Original forwarded to Administrative Accounts Branch.</p> <p>c. Stock Form 1014 -General Ledger for Undeliverable, Book Entry and Registered, (copy). These are used to post undeliverable transactions.</p> <p style="text-align: center;">DESTROY 3 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.</p>		
44	<p>Accounts Receivable Report (Account 20A1610, 20A1612 and 20A1620) (copy)</p> <p style="text-align: center;">DESTROY 3 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.</p>		
45	<p>PD 4708 - Control Ledger for Overpayments (Account 20A1610, 20A1612 and 20A1620). The Control Ledger for overpayments is posted to on a continuous basis when an overpayment is discovered and a receivable is established.</p> <p style="text-align: center;">A BOOK MAY BE DESTROYED 7 YEARS AFTER THE DATE OF THE LATEST ENTRY IN THAT BOOK.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
46	<p>Registered Payments Loan Folder - (original) This folder contains forms and records which are prepared to support the payment of Registered Interest on securities with terms of maturity up to 40 years. The folder is prepared by the Account Payments Branch and is used by Accounting and Reports Section personnel for reconciling the interest payments and are site audit records. The folder contains the following forms:</p> <p>a. PD 4025 (original) - Registered Interest Payable by loan.</p> <p>b. SF 1166 (confirmed copy) Voucher and Schedule of Payments.</p> <p>c. SF 2625 - (copy) Authorization to Withhold/Redirect Interest Checks.</p> <p>d. SF 1081 - (copy) Voucher and Schedule of Withdrawal and Credits.</p> <p>e. PD26H - (original) Registered Accounts System Check Issue Listing.</p> <p>MICROFILM. DESTROY FOLDER AND ITS CONTENTS WHEN MICROFILM HAS PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WAA-25G & WIA 23) 47 YEARS AFTER FILMING.</p> <p>47 PD 4576 - (original) Registered Accounts Systems Match to Account 34. Monthly Reconciliation by loan. Loans have terms of maturity up to 40 years. (Site audit records).</p> <p>MICROFILM. DESTROY HARDCOPY WHEN MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM (WIA-24) 47 YEARS AFTER FILMING.</p> <p>48 PD261E - Account 34 FHA Listing by Month (Computer Printout original)</p> <p>DESTROY 2 YEARS AFTER FINAL RECONCILIATION WITH DIVISION OF PUBLIC DEBT ACCOUNTING.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
49	<p>Treasury Bill Audit Files. These are files and records of Treasury bill audits and account records and payments.</p> <p>a. Audit Report for Treasury bills; 1st, 2nd and 3rd reports generated 2 times before maturity and once afterwards.</p> <p>b. Audit Worksheets for Treasury bills (original).</p> <p>c. Active Accounts Audit "B" Run (PD 22B).</p> <p style="text-align: center;">COMFILM/MICROFILM - DESTROY HARDCOPY WHEN MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM (WIA-26) 7 YEARS AFTER FILMING.</p>		
50	<p>FHA Loan Folders contain the following types of information regarding the interest paid on Federal Housing Administration Debentures which have terms of maturity up to 20 years:</p> <p>a. PD 4025 -(original) Registered Interest Payable by loan.</p> <p>b. SF 1166 - (copy, confirmed) Voucher and Schedule of Payments.</p> <p>c. HUD - 2063 (Formerly FHA 2363-1) Department of Housing and Urban Development Schedule of Federal Housing Administration Debenture Authorization and Schedule and Requisition. Original Issue (copy)</p> <p>d. SF 1098 - Schedule of Cancelled Checks (copy)</p> <p>e. PD 4885 -Overpayment History (copy)</p> <p>f. PD 3637 - Daily Report of Original Issues and FHA Debentures (copy)</p> <p>g. PD 1668 - Request for Redemptions of Registered Securities (photocopy)</p> <p>h. SF 1081 - Voucher and Schedule of Withdrawals and Credits (copy, unconfirmed)</p> <p style="text-align: center;">MICROFILM. DESTROY HARD COPY WHEN MICROFILM HAS BEEN PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-25) 27 YEARS AFTER FILMING.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 32
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
51.	<p>FHA Main Folders, also known as the "First Folders" and the "Check Issue Folders". These folders contain payment information, and the supporting documents for payments of interest on FHA Debentures which have terms of maturity up to 20 years.</p> <p>a. SF 1166 (confirmed original and copy) Voucher and Schedule of Payments.</p> <p>b. PD 2625 (copy B) Authorization to Hold/Redirect Interest Checks.</p> <p>c. SF 1081 (confirmed copy) Voucher and Schedule of Withdrawals and Credits.</p> <p style="text-align: center;">MICROFILM. DESTROY HARD COPY WHEN MICROFILM HAS BEEN PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM 27 YEARS AFTER FILMING.</p>		
52.	<p>Computer Generated Listings for FHA Debentures which have terms of maturity up to 20 years.</p> <p>a. FHA outstanding listing (original)</p> <p>b. Dump of tape that was sent to Disbursing Office (original)</p> <p>c. FHA Check issue listing (original)</p> <p style="text-align: center;">MICROFILM. DESTROY HARD COPY WHEN MICROFILM HAS BEEN PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM 27 YEARS AFTER FILMING.</p>		
53.	<p>Security Reports (DSO) - These are documents (on Forms PD 3265-1) prepared by DSO to report registered securities redemption transactions (retirements, transfers, etc.). These documents are used by the Accounting and Reports Section to reconcile interest payments.</p> <p style="text-align: center;">MICROFILM. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-36) AFTER 2 YEARS AFTER THE TRANSACTION DATES ON THE DOCUMENTS.</p>		

Request for Records Dispositior Authority - Continuation	JOB NO	PAGE OF 32 33	
7 ITEM NO	8 DESCRIPTION OF ITEM With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
54.	<p>T-Bill Certification Project - This documentation was the result of a special project from November 1979 - June 1981 the purpose of which was to verify the discount amount paid to the principal issued on T-Bill loans L53 (maturing 12/1/77) to V60 (maturing 4/20/80). The documents include worksheets and SF 1166s. (The project was never completed.)</p> <p>PAPER DOCUMENTS WERE MICROFILMED AFTER FINAL RECONCILIATION WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING. ALL PAPER DOCUMENTS HAVE BEEN MICROFILMED AND DESTROYED AFTER MICROFILM WAS PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-34) 7 YEARS AFTER FILMING.</p>		
55.	<p>State and Local Government Securities</p> <p>a. SLG Principal Control Report #302 - These are computer listings which show the issues and redemptions which update the master file on a daily basis. The listings are sorted by issue transactions and then redemption transactions.</p> <p>MICROFILM AFTER FINAL RECONCILIATION WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-28) 7 YEARS AFTER FILMING.</p> <p>b. TASAS Update Listing #305 - This is a computer listing of SLG issue and redemption transactions which were reported to the Division of Public Debt Accounting on magnetic tape. The listing is sorted by issue transactions and then redemption transactions.</p> <p>MICROFILM AFTER FINAL RECONCILIATION WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS PROVEN TO BE AN ADEQUATE SUBSTITUTE. DESTROY MICROFILM (WIA-29) 7 YEARS AFTER FILMING.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (with inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
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NOTE: All records listed will be held in Bureau of the Public Debt space. Any records for which microfilm is to be retained permanently will be filmed in accordance with FPMR 101-11.506. All original (master copies) microfilm will be stored in the Bureau's Ravenswood facility for the required retention times in the schedule. Duplicate copies of the master copy microfilms may be maintained in the work area as long as required for administrative (ready reference) use but not longer than the master copies are retained.

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p style="text-align: center;">ACCOUNTS PAYMENTS BRANCH</p> <p>The Accounts Payments Branch authorized the timely payment of discount interest and redemption amounts on Treasury and Agency Securities.</p> <p>Checks are authorized on payment schedules and issued by the Washington Financial Center. The Accounts Payments Branch maintains the payment records for payments made by check and wire authorization. The Branch also maintains the accounts covering the deposits of unclaimed monies and accounts pertaining to the overpayment of discounts, interest and redemption amounts.</p> <p style="text-align: center;">ACCOUNTS PAYMENTS BRANCH BOOK ENTRY PAYMENTS SECTION</p> <p>Authorizes the payment of discount interest and principal on Treasury securities maintained at the Treasury in Book Entry form. Maintains accounts for the deposits of proceeds of undeliverable redemption or discount checks and the collection of overpayments.</p>		

Part 4

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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
56,	<p>Reinvestment Loan Folders and Redemption Loan Folders--Treasury bills are issued for 13 weeks, 26 weeks and 52 weeks. All information regarding payments are kept in these folders by loan.</p> <p>The Loan Folders may contain the following types of records, some of which may be necessary for site audits:</p> <ul style="list-style-type: none"> a. SF 1166 OCR - Voucher and Schedule of Payments (before 9/30/82-unconfirmed copy) after 10/1/82-confirmed copy of SF 1166 and supplements. b. PD 4885 - (photocopy) overpayment history. c. PD 2625 - (photocopy) authorization to withhold/redirect interest checks. d. Ledger sheet - control documents -- summary of the payment activity. e. Check issue totals summary page of the PD 22G run. f. Memorandum (photocopies) requesting redemption (PD 22G) and matured (22F) runs and Book Entry tapes. g. Loan audit reports (photocopy from ARS) h. Automated listing (original) Automated Payments Discount totals for OTC and reinvestment. i. SF 1664R - Request to remail Undeliverable Check and/or Bond <p>REINVESTMENT LOAN FOLDERS ARE MICROFILMED 1 YEAR AFTER THE ISSUE DATE AND REDEMPTION LOAN FOLDERS 1 YEAR AFTER THE PAYMENT DATE. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM (WIA-13) 7 YEARS AFTER FILMING OR AFTER FINAL RECONCILIATION WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING (PDA) WHICHEVER IS LATER.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
57.	<p>SF 1166 OCR-Voucher and Schedule of Payments - Confirmed copies and supplements prior to, 10/1/82.</p> <p>DOCUMENTS HAVE BEEN DESTROYED AFTER MICROFILM PROVED ADEQUATE. DESTROY MICROFILM (WIA-20) 7 YEARS AFTER FILMING OR AFTER FINAL RECONCILIATION WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING (PDA) WHICHEVER IS LATER.</p>		
58.	<p>Nonreceipt of Interest (NRI) Log - lists the Book Entry and Registered Payments NRI case numbers in numerical sequence by month that are sent to the Washington Financial Center. Example: 8-100=eighth month (August)-100th case to the Washington Financial Center.</p> <p>MICROFILM RELATED LOG AFTER THE CLOSE OF THE FISCAL YEAR IN WHICH STOP PAYMENTS WERE REQUESTED. DESTROY DOCUMENTS WHEN MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.</p>		
59.	<p>Over Payment (O/P) Records describe the O/P collection activity for the section.</p> <p>a. PD 4708 - Control Ledger for Overpayment of Registered Interest-used for Book Entry overpayments.</p> <p>MICROFILM AT THE END OF EACH FISCAL YEAR ONLY LEDGER PAGES THAT COVER CONSECUTIVE CASES THAT HAVE BEEN COLLECTED (CLOSED). DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.</p> <p>b. Overpayment case file which may contain:</p> <p>i. Correspondence to/from investor</p> <p>ii. Legal documents (ie, death certificates, letters testamentary, etc.)</p> <p>iii. Photocopies of checks (Negotiated Treasury Check)</p> <p>iv. SF1180 ("c" and "d" copies) - Advice of Request of Stop Payment (used before 7/9/84 to request photocopies of the checks)</p>		

Request for Records Disposition Authority - Continuation

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
b.	(Con't)		
v.	SF 1184 ("d" copy) Unavailable Check Cancellation (used to request photocopies of checks - implemented 7/9/84)		
vi.	Instructions to ARS for the disposition of the returned check.		
vii.	PD 4632 (photocopy of the "A" copy) (Tender)		
viii.	PD 4885 - Overpayment History (original)		
ix.	Authority for write off		
x.	Documentation for Legal		
xi.	Check (photocopy collection check)		
xii.	PD 4957 - Bureau Public Debt Internal Journal Voucher		
xiii.	PD 4149 - Telephone Call Memorandum		
	<p>MICROFILM CLOSED CASE AFTER THE END OF THE FISCAL YEAR IN WHICH CLOSED. DESTROY DOCUMENTS WHEN MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.</p>		
60	<p>Foreign Accounts - BEPS is responsible for withholding a percentage of the interest earned on foreign accounts, these funds are deposited to the Internal Revenue Service account held in Richmond, Virginia.</p>		
a.	Individual case folder may contain the following types of records:		
i.	Photocopy of Treasury bill tender Form PD 4632-A		
ii.	IRS Form 4224 - "Exemption from Withholding of Tax on Income Effectively Connected with the Conduct of Trade or Business in the United States"		
iii.	IRS Form 1001 - "Ownership, Exemption or Reduced Rate Certificate", Must be renewed every three years.		
iv.	Correspondence		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	DESTROY OUTDATED FORM 4224 OR 1001. DESTROY CASEFOLDERS WHICH HAVE HAD NO ACTIVITY FOR 7 YEARS AFTER THE LAST IRS REPORTING FOR THE CALENDAR YEAR.		
d.	IRS Forms and calendar year end report		
i.	IRS Form 1042 - "U.S. Annual Return of Income Tax to be Paid by Source (under Chapter 3, Internal Revenue Code)"-IRS combined yearly report		
ii.	IRS Form 1042S - (Copy "C") Income Subject to Withholding under Chapter 3, Internal Revenue Code		
iii.	BGFO FTD Form 512 (photocopy) - Federal Tax Deposit Form		
	MICROFILM AFTER THE CALENDAR YEAR IN WHICH DOCUMENTS ARE CREATED. DESTROY DOCUMENTS WHEN MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.		
f.c.	1166 OCR - (unconfirmed copy) Voucher and Schedule of Payments		
	MICROFILM AFTER THE CALENDAR YEAR IN WHICH DOCUMENTS ARE CREATED. DESTROY DOCUMENTS WHEN MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.		
61	<u>Undeliverable Accounts</u> --The Bureau attempts to deliver discount and redemption funds to the investor when due. When this can not be done the funds are deposited to the Undeliverable Account pending receipt of legitimate claim by or on behalf of owner. There is no statute of limitation for filing such a claim.		
a.	PD 2367 or PD 4866 - Individual Deposit Account Cards		
	MICROFILM CARDS AFTER ACCOUNT IS CLOSED OR AFTER ACCOUNT IS MAINTAINED IN AN AUTOMATED SYSTEM. DESTROY CARDS WHEN MICROFILM PROVES ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER THE LAST UNDELIVERABLE ACCOUNT IS CLEARED.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
61	<p>Closed Account case may contain:</p> <ul style="list-style-type: none"> i. BGFO 1664X (photocopy of returned check) ii. PD 4866 or PD 2367 - Individual Deposit Account Card (if not destroyed in 6a. above) iii. Correspondence/Legal documentation iv. Telephone Sheet v. SF 1098 (Photocopy) vi. SF 1185 (Photocopy) - Schedule of Undeliverable Checks for credit to Government Accounts vii. SF 1166 OCR - Voucher and Schedule of Payments (Photocopy Confirmed) <p>MICROFILM AFTER THE END OF THE FISCAL YEAR IN WHICH THE ACCOUNT WAS CLOSED. DESTROY DOCUMENTS WHEN MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.</p>		
62	<p>Undeliverable Ledger</p> <p>SF 1014 General Ledger - Used to control deposit to Undeliverable Accounts - See item 6 above.</p> <p>WHEN ALL FUNDS LISTED IN ANY BOOK HAVE BEEN WITHDRAWN (DEBITED), THAT BOOK MAY BE DESTROYED 7 YEARS AFTER THE DATE OF THE LATEST DEBIT IN THAT BOOK.</p>		
63	<p>Retroactive cases - corrections of erroneous redemption. Each case may contain the following types of records:</p> <ul style="list-style-type: none"> a. PD 4632 - Photocopy of "A" copy of original T-bill tender. b. PD 4632 - "C" copy of retroactive tender or photocopy of "A" retroactive tender. 		

7 ITEM NO	8 DESCRIPTION OF ITEM (with Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
c.	Photocopy of returned check		
d.	Correspondence		
e.	Telephone Sheet		
f.	PD 4633-1-2 - Request for Reinvestment of Book Entry Bills (photocopy)		
g.	Book Entry Payment memo to Accounting and Reports Section		
h.	PD 4633 - Request for Transactions in Book Entry Treasury bills maintained by the Bureau of the Public Debt		
	MICROFILM AFTER THE END OF FISCAL YEAR IN WHICH CASE WAS CREATED. DESTROY DOCUMENTS AFTER MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM AFTER FINAL AUDIT WITHIN THE DIVISION OR 7 YEARS AFTER FILMING, WHICHEVER IS LATER.		
64	Backout cases - Corrections of erroneously established T-bill accounts. Each case may contain the following types of records:		
a.	PD 4632 - "A" photocopy of original T-bill tender		
b.	PD 4633 - Request for Transaction in Book Entry Treasury bills maintained by the Bureau of the Public Debt		
c.	Telephone Sheet		
d.	Correspondence		
e.	Book Entry Payments memo to Accounting and Reports Section		
f.	Tender cancellation memo		
g.	Availability of funds memo from Accounting and Reports Section		
	MICROFILM AFTER THE END OF FISCAL YEAR IN WHICH CASE WAS CREATED. DESTROY DOCUMENTS AFTER MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM AFTER FINAL AUDIT WITHIN THE DIVISION OR 7 YEARS AFTER FILMING, WHICHEVER IS LATER.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
65	<p>Book Entry Automated Payments System Check Issue Detail Reports-matured masterfile of Treasury bill accounts as of time of check issue (COMfilm).</p> <p>DESTROY COMFILM AFTER FINAL AUDIT WITHIN THE DIVISION OR 7 YEARS AFTER FILMING, WHICHEVER IS LATER.</p>		
66	<p>Interest Earning Statements Book Entry Treasury bills (COMFILM)</p> <p>DESTROY 7 YEARS AFTER CALENDAR YEAR IN WHICH REPORTED TO IRS.</p>		
67	<p>Matured Master file COMFILM - COMFILM of the matured Treasury bill account by Social Security number</p> <p>a. Quarterly COMFILM</p> <p>DESTROY COMFILM RECEIVED QUARTERLY WHEN ANNUAL COMFILM IS RECEIVED.</p> <p>b. Annual COMFILM</p> <p>DESTROY ANNUAL COMFILM AFTER FINAL AUDIT WITHIN THE DIVISION OR 7 YEARS AFTER FILMING, WHICHEVER IS LATER.</p>		
68	<p>Book Entry Automated Payments System Details of Discount (C Run) (COMFILM). - COMFILM of Reinvested and Over-the-counter discount amounts.</p> <p>DESTROY AFTER FINAL AUDIT WITHIN THE DIVISION OR 7 YEARS AFTER FILMING, WHICHEVER IS LATER.</p>		
69	<p>2% Depository and 2% R.E.A. principal plus accrued interest payments on Book Entry Securities. Payment Files may contain the following types of records:</p> <p>a. SF 1166 OCR - Voucher and Schedule of Payments (photocopy of confirmed)</p> <p>b. PD 4242 - Advice of Book Entry Transactions in Depository and 2% R.E.A. Series Bonds (photocopies)</p> <p>c. Form RAB51 - 2% Depository Account Card (photocopy)</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<p>d.</p> <p>e.</p> <p>70</p> <p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p> <p>7</p> <p>g.</p>	<p>Correspondence</p> <p>Telephone Sheet</p> <p>DESTROY 7 YEARS AFTER THE FISCAL YEAR IN WHICH CREATED.</p> <p>5% R.E.A. principal plus accrued interest payments in Book Entry Securities. Payment files may contain the following types of records:</p> <p>PD 4223 - Redemption of Book Entry Securities (photocopy)</p> <p>PD 4140 - Certificate of Indebtedness R.E.A. Account Card (photocopy)</p> <p>PD 4228 - Subscription for Purchase of Unites States 5 percent Treasury Certificates of Indebtedness R.E.A. Series (photocopy)</p> <p>SF 1166 OCR - Voucher and Schedule of Payment (photocopy)</p> <p>Payment Wire</p> <p>Interest Computation Worksheet</p> <p>Worksheet</p> <p>DESTROY 7 YEARS AFTER THE FISCAL YEAR IN WHICH CREATED.</p> <p>COMFILM of the Treasury bill system "F" run - This is a list of all accounts and amounts of each account held by a particular TIN. The run is produced quarterly in a calendar year and consolidates the information from previous quarters into the latest run. The listing is sorted by TIN and CUSIP and provides the par amount and status of each account at redemption, i.e., reinvestment and term, redemption.</p> <p>DESTROY COMFILM (WIA-11) 7 YEARS AFTER FILMING.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
72	<p>Interest Earning Statements - This is COMFILM of the Treasury bill system "H" run which is a listing of the amount of interest earned and reported to IRS for each account in a particular loan that matured in a reporting calendar year. The listing provides such information as name, address, CUSIP, issue and due date, par amount, interest earned, date earned.</p> <p>DESTROY COMFILM (WIA-10) 7 YEARS AFTER FILMING.</p>		
73	<p>Details of Check Issue - This is the COMFILM of the Treasury bill system "G" run which shows information regarding the disposition of each account in a maturing bill loan, such as name; correspondence and/or check address; amount of check (for redemption); old and new CUSIP, FRB Request Number, and reinvestment amount (for reinvestment).</p> <p>DESTROY COMFILM (WIA-7) AFTER FINAL AUDIT WITHIN THE DIVISION OR 7 YEARS AFTER FILMING, WHICHEVER IS LATER.</p>		
74	<p>Details of Discount - This is microfilm or COMFILM of the Treasury bill system "C" run which shows information on each account for which the Bureau was responsible for paying the discount amount, i.e., reinvestments, OTS's. The information provided includes the account recordation, check address, amount of payment, CUSIP, FRB Request Number, par amount.</p> <p>DESTROY COMFILM (WIA-8) AFTER FINAL AUDIT WITHIN THE DIVISION OR 7 YEARS AFTER FILMING, WHICHEVER IS LATER.</p>		

7
ITEM NO8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9.
SAMPLE OR
JOB NO10.
ACTION TAKENACCOUNTS PAYMENTS BRANCH
REGISTERED PAYMENTS SECTION

Prepares authorizations for release of interest checks and reports the transfer of funds for interest payments. Maintains accounts for deposits of proceeds of undeliverable interest checks, payment thereof, overpayments and repayments of interest and collection of overpaid interest. Administers a balance and control program for registered interest. Provides for the timely issuance of interest earnings statements and records adjustments as necessary.

75. Interest Paid/Held Adjustments

- a. PD 26J - Interest Paid Held Adjustment Report
- b. PD4246 - Account Payments Branch Interest Adjustments--encoding document
- c. Adjustment documents which substantiate adjustment may include photocopies of the following:
 - i. SF 1166 OCR - Voucher and Schedule of Payments (Confirmed copy)
 - ii. Form 1664X - Thermofax copy of returned check
 - iii. SF 1081 - Voucher and Schedule of Withdrawal and Credits (photocopy)
 - iv. PD 4885 - Division of Investor Accounts, Accounts Payments Branch Overpayment History
 - v. SF 1098 EDP - Schedule of Cancelled or Undeliverable Checks. (Photocopy of confirmed copy)
 - vi. PD 3128 - Voucher for withdrawal from Deposit Fund Account of Proceeds of Undeliverable Interest Checks.

NN-162-60
Item 16b

MICROFILM. WHEN MICROFILM PROVES ADEQUATE DESTROY PAPER DOCUMENTS. DESTROY MICROFILM (WRA-406) 7 YEARS AFTER FILMING.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
76	<p><u>Undeliverable Accounts</u>--The Bureau attempts to deliver discount and redemption funds to the investor when due. When this can not be done the funds are deposited to the Undeliverable Account pending receipt of legitimate claim by or on behalf of owner. There is no statute of limitation for filing such a claim.</p> <p>a. PD 2367 - Individual Deposit Account Card for open accounts which have been converted and established on the automated Interest Paid/Held system. All cards have been microfilmed.</p> <p style="text-align: center;">DESTROY CARDS WHEN MICROFILM HAS PROVEN ADEQUATE. RETAIN MICROFILM PERMANENTLY. <i>Destroy microfilm when no longer needed for administrative use.</i></p> <p>b. PD 2367 - Individual Deposit Account Card for closed accounts that were not converted to the automated system. All cards have been microfilmed.</p> <p style="text-align: center;">DESTROY PAPER DOCUMENTS WHEN MICROFILM PROVES ADEQUATE. DESTROY MICROFILM (WIA-3) 7 YEARS AFTER FILMING.</p>		
77	<p>Undeliverable Ledger - ledger contains a record of all deposits or withdrawals in the undeliverable accounts. See item 21 above.</p> <p style="text-align: center;">WHEN ALL FUNDS LISTED IN ANY BOOK HAVE BEEN WITHDRAWN (DEBITED), THAT BOOK MAY BE DESTROYED 7 YEARS AFTER THE DATE OF THE LATEST DEBIT IN THAT BOOK.</p>		
78	<p>Release from Undeliverable - Case may contain the following records, some of which may be necessary for site audits:</p> <p>a. SF 1166 - Voucher and Schedule of Payments (confirmed copy)</p> <p>b. PD 3128 - Voucher for Withdrawals from Deposit Fund Account (yellow copy)</p>	NN-162-60 Item 16b	

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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
78 C.	<p>PD 2367-Individual Deposit Account Card (As of the close of calendar year 1981 this document was no longer created)</p> <p>MICROFILM AFTER THE CLOSE OF THE FISCAL YEAR IN WHICH DOCUMENTS ARE CREATED. DESTROY DOCUMENTS AFTER MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.</p>		
79	<p>Overpayment Ledger</p> <p>PD 4708 - Ledger for Overpayment of Registered Interest</p> <p>MICROFILM AT THE END OF EACH FISCAL YEAR ONLY LEDGER PAGES THAT COVER CONSECUTIVE CASES THAT HAVE BEEN COLLECTED (CLOSED). DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.</p>		
80	<p>State and Local Government Payment Wire - Copies of wires sent to Federal Reserve Banks for payment of interest on and redemption of SLG securities.</p> <p>MICROFILM AFTER THE CLOSE OF THE FISCAL YEAR IN WHICH CREATED. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM AFTER PAYMENT RECONCILIATION WITH DIVISION OF PUBLIC DEBT ACCOUNTING OR 7 YEARS AFTER FILMING, WHICHEVER IS LATER.</p>		
81	<p>Registered Accounts System Details of Check Issue COMFILM - Semiannual update of interest paid on registered securities.</p> <p>DESTROY COMFILM (WRA-615 & WLC-3) 7 YEARS AFTER FILMING.</p>		
82	<p>Check Images - Washington Disbursing Office microfilm of interest payment checks mailed to owners of registered securities. Film was no longer created after December 31, 1978.</p> <p>DESTROY MICROFILM (WRA-605) 7 YEARS AFTER FILMING.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
83	SLG and REA Depository Automated Interest and Redemption Reports (Wire breakdown for payment).		
	MICROFILM AFTER THE CLOSE OF FISCAL YEAR IN WHICH REPORT CREATED. DESTROY DOCUMENTS AFTER MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM AFTER PAYMENT RECONCILIATION WITH DIVISION OF PUBLIC DEBT ACCOUNTING OR 7 YEARS AFTER FISCAL YEAR IN WHICH CREATED WHICHEVER IS LATER.		
84	"SLG and REA/Depository Automated System Auxiliary Transaction Report". This report shows all numerics on new issues used to verify posting to master file.		
	MICROFILM. DESTROY DOCUMENT AFTER MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM 3 YEARS AFTER FILMING.		
85	Early Redemption Transaction Report and Early Redemption Calculation Report		
	MICROFILM AFTER THE CLOSE OF THE FISCAL YEAR IN WHICH COLLECTED. DESTROY DOCUMENTS AFTER MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.		
86	1166 OCR - Voucher and Schedule of Payments (Confirmed Copy). Payment of SLG and REA/Depository interest and redemption.	NN-162-60 Item 16b	
	MICROFILM AFTER THE CLOSE OF THE FISCAL YEAR IN WHICH CREATED. DESTROY DOCUMENTS AFTER MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.		
87	SLG Wires (Original wire and confirmation of payment were forwarded to Federal Reserve Banks)		
	MICROFILM AFTER CLOSE OF THE FISCAL YEAR IN WHICH CREATED. DESTROY DOCUMENTS AFTER MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
88	PD 4885 - Overpayment History for Closed Accounts MICROFILM AFTER THE CLOSE OF THE FISCAL YEAR IN WHICH PAYMENT IS COLLECTED. DESTROY DOCUMENTS AFTER MICROFILM HAS PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.		
89	SF 1185 - Schedule of Undeliverable Checks for Credit to Government Accounts photocopies and originals (No longer prepared as of June 1982). DESTROY 7 YEARS AFTER THE CONFIRMATION DATE.		
90	Deposit to Suspense Account a. SF 1098 EDP - (confirmed copy) Schedule of Cancelled or Undeliverable Checks b. SF 1098 - (confirmed copy) Listing of Cancelled Checks DESTROY 7 YEARS AFTER THE CONFIRMATION DATE.		
91	Foreign Accounts -- Registered Payments Section is responsible for withholding a percentage of the interest earned on foreign accounts. These funds are deposited to the Internal Revenue Service account held in Richmond, Virginia. a. Individual investors' case folders may contain the following types of records: i. IRS Form 4224 - "Exemption from Withholding of Tax on Income Effectively Connected with the Conduct of Trade or Business in the United States". ii. IRS Form 1001 - "Ownership, Exemption or Reduced Rate Certificate". Must be renewed every three years. iii. Correspondence iv. Authorization Memo DESTROY OUTDATED FORM 4224 or 1001. DESTROY CASE FOLDERS WHICH HAVE HAD NO ACTIVITY FOR 7 YEARS AFTER THE LAST IRS REPORTING FOR THE CALENDAR YEAR.	NN-162-60 Item 16b	

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ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPL OR JOB NO	10. ACTION TAKEN
b.	(Con't)		
	IRS Forms and calendar year end report		
i.	IRS Form 1042 - "U.S. Annual Return of Income Tax to be Paid by Source (under Chapter 3, Internal Revenue Code)"-IRS combined yearly report		
ii.	IRS Form 1042S - (Copy "C") Income Subject to Withholding Under Chapter 3, Internal Revenue Code		
iii.	BGFO FTD Form 512 (photocopy) Federal Tax Deposit Form		
iv.	SF 1166 - (unconfirmed copy) Voucher and Schedule of Payments		
	MICROFILM AFTER THE CALENDAR YEAR IN WHICH DOCUMENTS ARE CREATED. DESTROY DOCUMENTS WHEN MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.		
92	F.H.A. Semi-Annual Reports - Computer listings of the Semi-Annual Certification, Semi-Annual Outstanding, Rate Table, D. O. Tape Dump and Check Issue Listing. The reports are generated prior to each Semi-Annual F.H.A. Interest Payment. Federal Housing Administration Debentures have terms of maturity up to 20 years.	NN-162-60 Item 16b	
	DESTROY LISTING WHEN MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM (WAA-25, WAA-25A, WAA-25B, WAA-25C, WAA-27A, WIA-31, WLC-3, WLC-3B) 27 YEARS AFTER FILMING.		
93	Interest Earnings Statements		
a.	Details of Interest Earning - This is COMFILM of a computer listing which provides information on interest earned by each registered account in a particular loan for a reporting year.		
	DESTROY MICROFILM (WRA-690) 7 YEARS AFTER FILMING.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
b.	<p>Statements of interest that was paid (on Form PD 3459) for each account in a loan for a reporting calendar year.</p> <p style="text-align: center;">DESTROY MICROFILM (WLC-3B) 7 YEARS AFTER THE CALENDAR YEAR IN WHICH CREATED.</p>		
c.	<p>Film images of cards (on Form PD 3609) sent to owners of Treasury notes and bonds, reflecting total interest earned for the year.</p> <p style="text-align: center;">DESTROY MICROFILM (WRA 692) 7 YEARS AFTER THE CALENDAR YEAR IN WHICH CREATED.</p>		
d.	<p>Retroactive Interest Payment (F.H.A.) - This film contains statements (on Form PD 3369) of retroactive interest. (This form is no longer used.)</p> <p style="text-align: center;">ALL PAPER DOCUMENTS HAVE BEEN DESTROYED AFTER BEING MICROFILMED. DESTROY MICROFILM (WLC-3C) 7 YEARS AFTER FILMING.</p> <p>Open Interest Accounts - These are film images of the account cards used for payment of interest on Registered securities (prior to the 1972 automation). The microfilm shows the paying status of the account as of the interest payment date.</p> <p style="text-align: center;">DESTROY MICROFILM (WLC-3 AND WAA-25) 7 YEARS AFTER FILMING OR AFTER FINAL RECONCILIATION WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING, WHICHEVER IS LATER.</p> <p><u>NOTE:</u> All records listed will be held in Bureau of the Public Debt space. Any records for which microfilm is to be retained permanently will be filmed in accordance with FPMR 101-11.506. All original (master copies) microfilm will be stored in the Bureau's Ravenswood facility for the required retention times in the schedule. Duplicate copies of the master copy microfilms may be maintained in the work area as long as required for administrative (ready reference) use but not longer than the master copies are retained.</p>		

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Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 52
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
95	<p style="text-align: center;">DETAILED ACCOUNTS BRANCH BOOK ENTRY ACCOUNTS SECTION</p> <p>This section establishes and maintains individual accounts for purchases of book-entry Treasury bills; authorizes and records changes in the status or holdings of bill accounts; authorizes wire transfer of accounts; maintains the public phone system for handling inquiries on Treasury securities.</p> <p style="text-align: center;">RECONCILIATION UNIT</p> <p>Over-the-Counter Memos (Worksheet)</p> <p>These memos are sent to the Book Entry Payments Section to inform them of all the Over-the-Counter (OTC), add-on, and reinvestment transactions which have been processed for each loan.</p>		

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
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96

PD 5517 - Daily OTC Report (IND)
 PD 5524 - Daily OTC Report (Combined)

 DESTROY 1 YEAR AFTER THE END OF
 THE FISCAL YEAR IN WHICH CREATED.

Batch Identifier and Batch Control Logs

 These logs are used to identify and control batches
 of tenders, OTC's, transaction changes, etc.

 DC&DS Batch Identifier Log
 STB Over-the-Counter Batch Identifier Log
 PD 5519 - Correction Batch Log

DESTROY 1 YEAR AFTER THE END OF
 THE FISCAL YEAR IN WHICH CREATED.

97

Control Sheet

 These forms are used as a covering documents when
 sending account establishment corrections to
 Investment Approval Unit for re-encoding.

 PD 5502 - Control Sheet (Tenders)
 PD 5503 - Control Sheet (Deletes)
 PD 5518 - Monetary Transactions

DESTROY 1 YEAR AFTER THE END OF
 THE FISCAL YEAR IN WHICH CREATED.

98

Monetary PD 22 "A" Run Reconciliation Ledger and
 documentation for original issue transactions.

 This ledger and documentation are used for
 controlling and reconciling T-Bill Accounts and
 dollar amounts that posted to the masterfile.

 PD 4984 - Monetary Schedule
 PD 4984-1 - Monetary Sub-schedule
 Edit Error Listing (computer generated)
 Master File Update Report (computer generated)-
 "total" page only
 FRB Tape Totals (computer generated)
 Advanced Control Sheets

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
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MICROFILM AFTER FINAL AUDIT WITHIN THE BRANCH HAS BEEN COMPLETED. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. RETAIN MICROFILM (WIA-18) FOR 7 YEARS AFTER FILMING.

B. INVESTMENT APPROVAL UNIT

99

Telephone Inquiry Sheet

This sheet is used to document any telephone conversations made to correct problems, tenders, etc.

PD 5507 - Telephone Inquiry Sheet

DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.

100

Wires

Administrative wires are sent to FRB's requesting or clarifying information on problem tenders (applications for purchase of securities); administrative wires are received from FRB's providing information; administrative wires notifying FRB's of the cancellation of a problem tender.

PD 5508 - 2nd Wire Worksheet
 PD 5509 - 1st Wire Worksheet
 Copy of wire sent and/or received.

DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.

101

Cancellation Memorandum (Copy)

This is a copy of the memorandum used to notify the Accounting Control Branch that a tender has been cancelled.

DESTROY AFTER AUDIT BY ACCOUNTING CONTROL BRANCH OR 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED, WHICHEVER IS LATER.

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
102	<p>CPD-In Reversal Worksheet and Wires</p> <p>These forms are used to account for and control reversals on accounts which were to be transferred into the Treasury system.</p> <p>PD 2531 - CPD - In reversal wire (vault copy) PD 5002 - CPD - In Reversal (preparation copy) Copy of wire</p> <p>DESTROY AFTER RECONCILIATION WITHIN THE UNIT OR 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED, WHICHEVER IS LATER.</p>		
103	<p>CPD-In Wires</p> <p>These wires are sent by commercial banks in order to transfer an account into the Treasury's system.</p> <p>PD 2531 - Advice of Wire Transfer</p> <p>DESTROY AFTER RECONCILIATION WITHIN THE UNIT OR 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED, WHICHEVER IS LATER.</p>		
104	<p>Manifests</p> <p>This document is prepared for tenders which are produced in the Section and forwarded to ACB: Document Control and Distribution Section.</p> <p>PD 2-1 - Manifest of Shipment (yellow copy)</p> <p>DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.</p>		
105	<p>Batch Identifier and Batch Control Logs</p> <p>These logs are used to identify and control batches of tenders, OTC's, Transaction changes, etc., which are to be encoded.</p> <ul style="list-style-type: none"> - DC&DS Batch Identifier Log - Payment Inforex Batch Control Log - STB Over-the-Counter Batch Identifier Log - Non-Monetary Correction Batch Control Log - Monetary Correction Batch Control Log 		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
106	<p>- DC&DS Over-the-Counter Log - STB Document Control Sheet - Shipment Control Log - (PD 5514) - Vendor Shipment Control Sheet</p> <p>DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.</p> <p>Add on Advance Sheet</p> <p>This form is used to keep account of "Add ons" sent to Accounting Reports Section.</p> <p>PD 5528 - Add on Advance Sheet</p> <p>DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.</p>		
107	<p>C. ACCOUNTS MAINTENANCE UNIT</p> <p>Master File Update Report - Comfilm</p> <p>The update report from the PD 22 "A" run, is a report showing any and all service transactions or changes updating the masterfile for all loans.</p> <p>DESTROY COMFILM (WIA-6) 7 YEARS AFTER FILMING.</p>		
108	<p>AMU Maturing Loan Memo</p> <p>This form is used to notify APB: Book Entry Payments Section that check issue run can be processed.</p> <p>DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.</p>		
109	<p>D. ANALYSIS AND INFORMATION UNIT</p> <p>A.I.U. Master Log</p> <p>This Log is used to record correspondence received in the Unit.</p> <p>DESTROY 1 YEAR AFTER THE FISCAL YEAR IN WHICH CREATED.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 ACTION TAKEN
110	<p>CPD-OUT Cases and Matured Accounts</p> <p>These forms are used to prepare a wire to transfer a book entry Treasury bill account to the commercial sector and to delete closed accounts and matured accounts from the automated system.</p> <p>PD 5003 - CPD Message Preparation Copy. PD 2532 - CPD wire (vault copy) PD 4632 - T-Bill tender ("A" copy)-matured or closed accounts PD 4633 - Request for transactions (original) Cancellation Authorization (worksheet)</p> <p>MICROFILM. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM (WIA-1) 7 YEARS AFTER FILMING.</p>	<p>NC1-53-81-3 Item 1 Item 2</p>
111	<p>Correspondence/Transaction Request Files that have been assigned "BPD numbers."</p> <p>a. BPDs - The following may be included (all originals):</p> <p>PD 4633 - Request for Transactions PD 4633-1 - Reinvestment/Rollover Request PD 4633-2 - Reinvestment Request Punch Card PD 4634 - Request for Transactions (no administration of deceased depositor's estate).</p> <p>Correspondence and replies Evidence</p> <p>MICROFILM. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM (WIA-9) 7 YEARS AFTER FILMING</p>	<p>NC1-53-81-3 Item 2</p>
b.	<p>Reinvestment Cards</p> <p>PD 4633-2 - Reinvestment Request signed by investors requesting transactions.</p> <p>MICROFILM. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM (WIA-12) 7 YEARS AFTER FILMING.</p>	

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ITEM NO

8. DESCRIPTION OF ITEM
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9
SAMPLE OR
JOB NO

10.
ACTION TAKEN

112

Alpha Cross Reference Cards/Numeric Cross Reference

Cards filed alphabetically by depositor's name with a cross reference to the Treasury bill account number. Cards are no longer prepared (since 1979).

ALL THE CARDS HAVE BEEN DESTROYED AFTER BEING MICROFILMED. DESTROY MICROFILM (WIA-5) 2 YEARS AFTER CREATION.

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
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**DETAILED ACCOUNTS BRANCH
REGISTERED ACCOUNTS SECTION**

This section establishes and maintains interest bearing accounts for registered and book-entry securities, such as U. S. notes and bonds, State and Local Government Series, Depository and REA bonds, FHA, etc; examines, analyzes and approves or disapproves transaction schedules and legal evidence submitted in connection with transactions in securities; releases registration on securities surrendered for retirement; prepares and approves information to be included in release of registration wires to banks; adjusts and records changes in the status of holdings of accounts for owners of registered securities; maintains the automated numeric registers on registered securities.

A. REGISTERED BOOK ENTRY SECURITIES

113

State and Local Government Notes and Bonds, and Certificates of Indebtedness Account Cards - These account cards were used to establish accounts for owners of State and Local Government Securities on the manual book-entry system. They describe the type of security and interest payment dates. The manual system was replaced by an automated system which does not require account cards. Open accounts are paid and closed in regular course at maturity. The maximum length of maturity is 40 years.

- PD 4104 - State and Local Government Series (Note)
- PD 4204 - State and Local Government Series (Bond)
- PD 4844 - State and Local Government Series (Certificate of Indebtedness)
- PD 4864 - State and Local Government Series (Bond and Note 0% - no interest)

ALL CARDS HAVE BEEN DESTROYED AFTER BEING MICROFILMED. DESTROY MICROFILM (WAA-29) 47 YEARS AFTER FILMING.

114

State and Local Government Note and Bond Schedules- These schedules are used to set up new accounts on the Automated System (and were also used in the manual system).

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
115	<p>PD 4144 - Subscription for Purchase and Issue of U.S. Treasury Certificates of Indebtness/ Treasury Note/Treasury Bond - State and Local Government Series.</p> <p>MICROFILM. DESTROY SCHEDULES AFTER MICROFILM HAS BEEN PROVEN TO BE ADEQUATE. DESTROY MICROFILM 47 YEARS AFTER FILMING.</p> <p>Early Redemption of Book-Entry Securities - These documents authorize redemption of State and Local Government securities accounts, in whole or in part.</p> <p>PD 4223 - Redemption of Book-Entry Securities (Form is no longer used for SLG's as of 1/79.) Early Redemption Letters from owners</p> <p>MICROFILM. DESTROY DOCUMENTS AFTER MICROFILM HAS BEEN PROVEN TO BE ADEQUATE. DESTROY MICROFILM 47 YEARS AFTER FILMING.</p>		
116	<p>SLG Listings (computer generated)</p> <p>Numeric Masterfile Update Report Name and Address Masterfile Update Report - Corrections are handwritten on these printouts.</p> <p>MICROFILM. DESTROY LISTINGS AFTER MICROFILM HAS BEEN PROVEN TO BE ADEQUATE. DESTROY MICROFILM 47 YEARS AFTER FILMING.</p>		
117	<p>State and Local Government Correspondence (Incoming correspondence that is answered by the Section.) The correspondence is filed by account.</p> <p>a. Audit letters and other letters requesting information about or status of an account.</p> <p style="padding-left: 40px;">DESTROY WHEN 2 YEARS OLD.</p> <p>b. Letters pertaining to any changes in a subscription (account). This correspondence may be annotated throughout the life of an account.</p>		

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Date or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
118	<p>MICROFILM IF NECESSARY AND PRACTICAL DUE TO VOLUME AND PROCEDURES AND DESTROY DOCUMENTS AFTER MICROFILM HAS BEEN PROVEN ADEQUATE. OTHERWISE DESTROY DOCUMENTS 7 YEARS AFTER THE MATURITY DATE OF THE ACCOUNT. DESTROY MICROFILM 7 YEARS AFTER THE LATEST MATURITY DATE ON THE FILM.</p> <p>2% Depository and 2% REA securities - This file contains issue and retirement advices received from Financial Management Service and the Rural Electrification Administration, and copies of all monthly computer reports and control logs. The maximum length of maturity is 12 years at which time the securities are reinvested.</p> <p>PD 4242 - Advice of Book-Entry Transaction in Depository and 2% REA Series Bonds Numeric Masterfile Update Report (computer generated) Name and Address Masterfile Update Report (computer generated)</p> <p>MICROFILM. DESTROY DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM 19 YEARS AFTER FILMING.</p>		
119	<p>2% Depository (Form RAB-15) and 2% REA (Form RAB 50) Account Cards - These cards were used to record increases and decreases for an established account or to establish an account on advice from the Financial Management Service and Rural Electrification Administration. These cards are no longer prepared or updated (since 7/80) with the automated system. For 2% Depository there are 49 cards for open accounts and 44 cards for closed accounts; there is 1 card for 2% REA.</p> <p>DESTROY CARDS 7 YEARS AFTER LAST MATURITY DATE ON CARD.</p>	<p>NN-162-60 Item 15</p>	
120	<p>5% REA Securities - This advice is authorization from the Department of Agriculture to issue 5% REA securities. Maximum maturity is 1 year at which time the bonds are reinvested.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<p>B.</p> <p>121.</p> <p>122.</p>	<p>PD 4220 - Advice of Book Entry Transaction for 5% REA Series Bonds</p> <p>MICROFILM. DESTROY DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM 8 YEARS AFTER FILMING.</p> <p>FEDERAL HOUSING ADMINISTRATION SECURITIES</p> <p>FHA Reference Cards - These cards are established for each FHA account showing the loan title, account number, inscription and address. They are used to locate an account or update an address. The cards are filed both alphabetically and in account number order. The definitive securities must be retired in order to close an account.</p> <p>DESTROY CARDS 7 YEARS AFTER ALL ACCOUNT(S) ON CARD ARE CLOSED.</p> <p>FHA Schedules (Current Interest Period) - These schedules are used to establish, increase, decrease or close an account and are filed by interest period and/or case number. (These schedules document the creation of a Government liability. This liability exists until the securities are presented for retirement by the owner.)</p> <p>PD 3800 - Securities Transaction Request ("A" and "B" Copies)</p> <p>PD 1668 - Request for Redemption of Registered Securities ("A" and "F" Copies)</p> <p>FHA 2363-1 - Schedule of FHA Debentures Original Issue ("A" Copy)</p> <p>MICROFILM. DESTROY DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8 and WAA-27), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	<p>N-162-60 Item 14.b</p>	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
123	<p>FHA Daily Transaction Listing - This computer listing contains all FHA daily transactions for a given month.</p> <p style="text-align: center;">DESTROY 6 MONTHS AFTER SUBSEQUENT INTEREST PAYMENT DATE.</p>		
124	<p>FHA Monthly Reports - These are computer listings showing updated transactions for a given month (i.e. Certification, Journal, Address Update, Retired Interest Report of FHA Debentures, Maturing Debentures). The maximum length of maturity is 20 years.</p> <p style="text-align: center;">MICROFILM. DESTROY LISTINGS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM (WAA-25B) 27 YEARS AFTER FILMING.</p>		
125	<p>FHA Adjusted Call - These are ledger sheets (on forms PD 3353 and PD 3668) of FHA outstanding securities selected for call. The lists are sorted by loan code, account number.</p> <p style="text-align: center;">ALL PAPER DOCUMENTS HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL CALLED FHA DEBENTURES HAVE BEEN RETIRED, MICROFILM (WLC-3D AND WLC-3E, 4 REELS) MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>		
C.	<p>OTHER REGISTERED SECURITIES.</p>		
126	<p>Advice of Cancellation and Issue Delete and Retirement Removals File - This file contains documents that are used to cancel or delete serial numbers posted incorrectly to the Registered Accounts System, and to place the correct serial number on file or to remove a retirement transaction for a serial number which has functioned erroneously in the Registered Accounts System.</p> <p>PD 930 - Advice of Cancellation ("A" Copy) PD 4477 - Encoding Document for Numeric: Insert, Replace, and Delete</p>		

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
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DESTROY 1 YEAR AFTER THE RECONCILIATION OF THE LOAN WITH DIVISION OF PUBLIC DEBT ACCOUNTING. (NEVER DESTROY BEFORE RECONCILIATION HAS OCCURRED UNLESS DEPARTMENT RULES THAT LOAN(S) NEED NOT BE RECONCILED).

Registered Issue Schedules, Issue Specials, Issue Replaces, Tin Changes - These documents are used in connection with an automated system to establish a Registered Account to pay interest on definitive securities; to correct an established account posted with incorrect serial number; to replace incorrect transaction information; to correct TIN numbers; and to put check inscription and security inscription on file. (These schedules document the creation of a Government liability. The liability exists until the securities are presented for retirement by the owner.)

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PD 3800 - Securities Transaction Request ("A" Copy)
PD 3800-1- Securities Transaction Request ("A" Copy)

PD 3800 - Issue Special (Photo Copy)
PD 4477 - Issue Replace
PD 4470 - Waiver/Edited Check Inscription TIN Change
RAB 30 - Registered Owner TIN Change
PD 4691 - Special TIN Change
PD 12-3 - Recap of Registered Securities Issued ("A" Copy)
PD 4475 - Correction Batch Recap
Daily Transaction Listing - (computer generated)

MICROFILM. DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS PROVEN TO BE ADEQUATE. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WAA-25 H AND WAA-27), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.

128

Bank Issue Schedules and Stubs - These are issue transaction records of registered Treasury bonds and notes issued by Federal Reserve Banks.

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FORM 108 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9
S- B E = ACTION DATE

PD 3811- Registration Stub
 PD 4003- Security Inscription Abbreviation Worksheet
 PD 12-3 - Advice of Registered Securities Issued

ALL PAPER DOCUMENTS WERE DESTROYED AFTER MICROFILM WAS PROVEN TO BE ADEQUATE. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8 AND WAA-27), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE..

129. Alpha Cross Reference Microfilm - This computer generated file contains an ever increasing alphabetical listing of names of owners of registered securities for the purpose of identifying each individual's account number.

DESTROY MICROFILM WHEN SUPERSEDED BY UPDATED MICROFILM.

130 Change of Address Control Log - This log is used to control address corrections on the Registered Accounts System (corrections due to clerical or encoding errors, etc.)

DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH TRANSACTION WAS POSTED TO THE SYSTEM.

131 Interest Hold Request Issue/Removal - This document is used to place a hold against interest payments on accounts and subsequently removing the holds.

PD 4467- Interest Hold Request Issue/Removal

DESTROY 1 YEAR AFTER HOLD ISSUE/REMOVAL ACTION HAS BEEN ACCOMPLISHED.

132 Change of Address File Listing - This file contains a computer printout indicating a change of address on accounts of owners of registered securities.

DESTROY DOCUMENTS 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH THE CHANGE OF ADDRESS WAS ACCOMPLISHED.

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
133	<p>TIN Change Control Log - This log is used to record the batch number, loan code, submission date and posting date for TIN Changes, Issue Replaces and Issue Specials (corrections due to clerical or encoding errors, etc.).</p> <p>DESTROY 1 YEAR AFTER THE BATCHES (See Item 33 above) HAVE BEEN MICROFILMED.</p>		
134	<p>Masterfile Run Printouts</p> <p>a. Registered Accounts System Tape Totals (Worksheet) - used to record from audit reports and computerized total sheets to control the computer input and output tapes for accurate item counts processed daily through the Registered Accounts System.</p> <p>PD 4612 - Registered Accounts System Tape Totals PD 4618 - Registered Accounts System File Totals</p> <p>b. Masterfile Listing - daily printouts showing updates which have been processed on the masterfile (i.e. alpha and numeric changes). Corrections are handwritten on the printouts.</p> <p>c. Wire and Schedule Release Listings - daily listings showing that a release was granted for wires and schedules submitted by the Federal Reserve Banks and</p> <p>d. Division of Securities Operation. These are used as temporary transactions to reduce principal paying interest and to verify that the transaction functioned to the Registered Accounts System. Corrections are handwritten on listings.</p> <p>e. New York Issues on Tape - reports of transactions as they appear on the magnetic tape submitted from FRB New York and an audit report. They are used to prove the accuracy of input and balance totals for pieces, cases and amount.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
135	<p style="text-align: center;">MICROFILM. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM (WAA-28) AFTER 47 YEARS.</p> <p>New York Spoils - computer listings of securities that were spoiled during the inscribing process by FRB New York.</p> <p style="text-align: center;">DESTROY 1 YEAR AFTER THE RECONCILIATION OF LOANS FOR SPECIFIC CALENDAR YEAR WITH THE DIVISION OF PUBLIC DEBT ACCOUNTING. (NEVER DESTROY BEFORE RECONCILIATION HAS OCCURRED UNLESS DEPARTMENT RULES THAT LOANS NEED NOT BE RECONCILED.)</p>		
136	<p>Purged Loans - These loans are matured Federal Land Bank Bonds, Registered Notes and Bonds selected for purging from the Registered Accounts System Numeric and Alpha Masterfiles to reduce the size for daily processing and to establish an Inactive Masterfile which is processed as needed.</p> <p>a. Computer printouts, worksheets and Audit Reports - These reports are used to prove the accuracy of the purge operations.</p> <p style="text-align: center;">DESTROY AFTER ALL REPORTS FROM THE PURGE RUN ARE VERIFIED.</p> <p>b. Listing of Numeric and Alpha transactions - two printouts showing numeric and alpha input posting to a recycling transaction file which is updated daily until an Inactive Masterfile is updated.</p> <p style="text-align: center;">DESTROY WHEN REPLACED BY SUBSEQUENT LISTING.</p>		

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
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c.

Registered Accounts System Audit Report - printout of input and output totals used for posting to a worksheet to prove the accuracy of item counts processed for purged loans posting to the recycling transaction file.

MICROFILM. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.

d.

Inactive Masterfile Update - printouts of the Numeric and Alpha Masterfiles showing the update of transactions from the recycling transaction file. Corrections are handwritten on the printouts.

MICROFILM. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.

e.

Inactive Registered Accounts System tape totals (worksheets) - used to record from audit reports and computerized total sheets to control the computer input and output tapes for accurate item counts processed to update the Inactive Registered Accounts System.

PD 4612 - Registered Accounts System Tape Total
PD 4618 - Registered Accounts System File Total

MICROFILM. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.

f.

Wire and Schedule Release Listing - printout showing that a release was granted for Release of Registration wires submitted by the Federal Reserve Banks. These are temporary transactions posting to the masterfile awaiting the input of redemption transactions.

MICROFILM. DESTROY PAPER DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM 7 YEARS AFTER FILMING.

g.

COMfilm of Updated Inactive Masterfile - created when loans are purged from the Active Masterfile (usually annually).

DESTROY MICROFILM WHEN REPLACED BY NEW COMFILM OF UPDATED INACTIVE MASTERFILE.

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
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137 Registered Issue Schedules - These are issue transaction schedules prepared by the Federal Reserve Banks and U. S. Treasury prior to conversion to an automated system. NN-162-60
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- PD 206-4- Request for Original Issue of Registered Securities.
- PD 206-1- Request for Exchange of Coupon Securities for Registered Securities.

ALL PAPER DOCUMENTS HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WAA-27 and WLC-8), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.

138 Cancellation by FRB - This file contains notices of cancellation of notes and bonds by FRB's due to errors in schedules or securities.

- PD 200-A - Schedule of Bonds and Notes Requisitioned.
- PD 1425 - Redemption schedule of U.S. Savings Bonds

ALL PAPER DOCUMENTS HAVE BEEN DESTROYED AFTER BEING MICROFILMED. DESTROY MICROFILM (WLC-8) 7 YEARS AFTER FILMING OR 1 YEAR AFTER RECONCILIATION WITH ACCOUNTING CONTROL BRANCH WHICHEVER IS LATER.

139 Certificates of Inadebtedness - This is the documentation used to issue and retire definitive Certificates of Indebtedness securities. NN-162-60
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- PD 200-A- Schedule of Bonds and Notes Requisitioned.
- PD 206-4- Request for Original Issue of Registered Securities.
- PD 206-3- Request for Transfer or Reissue of Registered Securities.

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ITEM NO8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9
DATE

10

ACTION TAKEN

PD 1668- Request for Redemption of Registered Securities
 PD 206-1- Request for Exchange of Coupon Securities

ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8, 53 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.

140 Treasury Savings Certificates Redemption Schedules - These are retirement schedules on Treasury Savings Certificates and stubs from issuance.

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ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN IT HAS BEEN DETERMINED THAT ALL THE CERTIFICATES COVERED BY THE ISSUE DOCUMENTS HAVE BEEN RETIRED, THEN THE MICROFILM (WLC 8 AND WLC 12) MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.

141 Philippine Island Land Purchase Bonds Schedules. These are forms requesting that the Philippine Land Purchase Bonds be transferred from one registration to another.

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PD 200-A- Schedule of Bonds and Notes Requisitioned.

ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8, 16 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.

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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION T. KEN
142.	<p>Registered War Savings Certificates - These are issue and retirement documents for War Savings Certificates issued during 1918-1921.</p> <p>ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN IT HAS BEEN DETERMINED THAT ALL CERTIFICATES COVERED BY THE ISSUE DOCUMENTS HAVE BEEN RETIRED, THEN THE MICROFILM (WLC 8 AND WLC 15) MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 14.b.	
143.	<p>Panama Canal - This file contains records of securities issued for various projects, schools, libraries, etc.</p> <p>PD 200-A- Schedule of Bonds and Notes Requisitioned</p> <p>ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8, 11 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 14.b.	
144.	<p>Excess Profit Tax (Schedules) - These are transaction schedules used to request the Bureau to redeem registered Excess Profit Tax Bonds.</p> <p>ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8, 56 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 14.b.	
145.	<p>Thrift Stamps - These are issue and redemption schedules of Thrift Stamps.</p> <p>ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8, 2 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 14b	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
146	<p>Conversion Series and Consolidation Series loans - These are issue and transaction schedules for Consolidation Series loans and account cards for Conversion Series loans.</p> <p>PD 200-A- Schedule of bonds and Notes Requisitioned</p> <p>ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC 8, 11 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 14.b	
147	<p>Puerto Rico Loans - This file contains issue and transaction schedules for registered bonds purchased under the Puerto Rico Immigration Loan.</p> <p>ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8, 14 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 14.b	
148	<p>Postal Saving Certificates - This is a transaction request for issuance and transfer of Postal Savings Certificates.</p> <p>PS 609 - Depositor's Application for Postal Savings Bonds</p> <p>ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8, 58 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 14.b	
149	<p>Postal Savings Registered Transfer - These are schedules of a transfer of securities from one owner to another.</p> <p>PD 206-A- Schedule of Bonds and Notes Requisitioned</p>	NN-162-60 Item 14.b	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8, 71 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>		
150	<p>Conversion Account Cards - These are account cards which were open and converted to the automated system from the manual system in 1973.</p> <p>Form PD 1506 - Account Card</p>	NN-162-60 Item 15	
	<p>ALL PAPER DOCUMENTS HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WAA-28, 51 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>		
151	<p>Open Account Cards - These are account cards for registered securities (Liberty Loan Bonds, Excess Profit Tax, Postal Savings, CFFL Bonds, and various Treasury notes and bonds) that matured in or prior to 1972, but are not yet redeemed and/or converted to the Automated Registered Accounts System.</p>	NN-162-60 Item 15	
	<p>DESTROY DOCUMENTS AFTER MICROFILM HAS BEEN PROVEN ADEQUATE. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WAA-25, 471 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>		
152	<p>Closed Account Cards - These are account cards for registered securities (Liberty Loan Bonds, Excess Profit Tax, Postal Savings, CFFL Bonds, and various Treasury notes and bonds) that matured in or prior to 1972 that have been redeemed.</p>	NN-162-60 Item 15.a	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
153	<p>DESTROY CARDS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. RETAIN MICROFILM (WLC-4, 5,814 REELS) UNTIL THE RETIREMENT INFORMATION THEREON IS NO LONGER NECESSARY TO SUBSTANTIATE THE RETIREMENT OF SECURITIES SHOWN IN ISSUE DOCUMENTATION ON OTHER MICROFILM. (THE SUBSTANTIATION OF THE RETIREMENT IS NECESSARY SO THAT MICROFILM OF THAT ISSUE DOCUMENTATION MAY BE DESTROYED.)</p> <p>Liberty Loan Issue and Retirement - These are records of issues and retirements of Treasury Bonds and Notes issued during World War I.</p> <p>ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-8, 862 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 14.b	
154	<p>Third Liberty Loan Ledger Accounts - These are account cards showing activity on Liberty loan bonds which were issued. The cards provide a record of securities issued, as well as interest payment information, i.e., payment date, amount, check number.</p> <p>ALL PAPER DOCUMENTS TO DATE HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-3, 319 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 15	
155	<p>Old Loan Account Cards - These are account cards used to establish an account prior to Liberty Loans, showing owner's name, address and case number.</p> <p>ALL PAPER DOCUMENTS HAVE BEEN DESTROYED AFTER BEING MICROFILMED. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WLC-3, 85 REELS), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 15	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
156.	<p>History Books - This is documentation of the conversion of the manual system to the automated system. All account information, as well as any corrections made, are documented on the film. The film includes such documents as PD 4061, PD 4065, PD 4075, PD 4066, PD 316, Registered Interest Detailed Account listing (computer generated), D.O. Tape Run (computer generated).</p> <p>RETAIN MICROFILM (WAA-25D, 41 REELS) UNTIL ANY AND ALL UNRESOLVED DIFFERENCES AT THE TIME OF CONVERSION HAVE BEEN RESOLVED.</p>		
157.	<p>Conversion History Books - This film contains documents used to control the process of converting loans and accounts to the automated Registered Accounts System. The film includes various computer listings, account cards, correction sheets, and control sheets.</p> <p>RETAIN MICROFILM (WAA-28, 87 REELS) UNTIL ANY AND ALL UNRESOLVED DIFFERENCES AT THE TIME OF CONVERSION HAVE BEEN RESOLVED.</p>		
158.	<p>Matured Loan Principal Control Log - This log is used to record the receipt of redemption schedules for matured non-converted registered loans. The principal amount is posted to the account card to decrease or close the account, and then posted to the log by loan showing a principal amount balance.</p> <p>DESTROY 1 YEAR AFTER THE RECONCILIATION OF THE LOAN WITH DIVISION OF PUBLIC DEBT ACCOUNTING. (NEVER DESTROY BEFORE RECONCILIATION HAS OCCURRED UNLESS DEPARTMENT RULES THAT LOAN(S) NEED NOT BE RECONCILED.)</p>		
159.	<p>Matured Loan Wire and Schedule Release Log - This log is used to record the receipt of Release of Registration Wires and Schedule Releases for posting to the account card prior to receiving the redemption transaction for matured non-converted registered loans.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
160	<p>DESTROY 1 YEAR AFTER THE RECONCILIATION OF THE LOAN WITH DIVISION OF PUBLIC DEBT ACCOUNTING. (NEVER DESTROY BEFORE RECONCILIATION HAS OCCURRED UNLESS DEPARTMENT RULES THAT LOAN(S) NEED NOT BE RECONCILED.)</p> <p>Tax and Loss Bonds - These schedules are used to manually issue and increase accounts or to redeem and decrease accounts for companies engaged in the business of writing Mortgage Guaranty Insurance.</p> <p>PD 3800 - Securities Transaction Request ("A" and "B" Copies)</p> <p>DESTROY PAPER DOCUMENTS AFTER MICROFILM HAS PROVEN TO BE ADEQUATE. WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 14.b	
161	<p>Tax and Loss Bonds Control Logs</p> <p>a. Serial Number Control Log - shows bond serial number, transaction date, case number, principal amount and issue/redemption information. DESTROY 1 YEAR AFTER THE RECONCILIATION OF THE LOAN WITH DIVISION OF PUBLIC DEBT ACCOUNTING. (NEVER DESTROY BEFORE RECONCILIATION HAS OCCURRED UNLESS DEPARTMENT RULES THAT LOAN(S) NEED NOT BE RECONCILED.)</p> <p>b. Outstanding Balance Log - shows case number, transaction date, registered owner's name and outstanding balance. DESTROY 1 YEAR AFTER THE RECONCILIATION OF THE LOAN WITH DIVISION OF PUBLIC DEBT ACCOUNTING. (NEVER DESTROY BEFORE RECONCILIATION HAS OCCURRED UNLESS DEPARTMENT RULES THAT LOAN(S) NEED NOT BE RECONCILED.)</p>		

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c. Registered Owner Log - shows for each registered owner's name, the transaction dates, case number, bond serial number and issue/redemption information.

WHEN ALL SECURITIES SHOWN ON A GIVEN PAGE TO HAVE BEEN ISSUED HAVE ALSO BEEN REDEEMED/RETIRED, THAT PAGE MAY BE DESTROYED 7 YEARS AFTER THE LATEST REDEMPTION/RETIREMENT TRANSACTION DATE.

162 Caveat Entry and Removal - These documents are used to place a notation against a serial number for registered notes and bonds for lost, stolen, or mutilated securities, and to remove the notations when the securities are replaced or found.

PD 4465 - Caveat Entry, Removal Request ("A" Copy)

DESTROY 7 YEARS AFTER CAVEAT HAS BEEN REMOVED.

163 Registered Wire Release Log - This log is used to record the receipt and disposition of Release of Registration Wires by FRB Code for processing through the Registered Accounts System.

DESTROY 1 YEAR AFTER THE FISCAL YEAR IN WHICH CREATED.

164 Wire Release - This file contains teletype communications to and from FRB's requesting release of registration on registered securities.

MICROFILM. DESTROY DOCUMENTS WHEN MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM (WAA-25F) 47 YEARS AFTER FILMING.

165 Registered Retirement and Redemption Schedules - These schedules are used to decrease or close an account for definitive Registered Notes and Bonds (including tax and loss bonds) after the securities have been surrendered by the owners.

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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
166	<p>PD 3800 - Securities Transaction Request ("D" Copy) PD 1668 - Request for Redemption of Registered Securities ("A" Copy) PD 3641 - Description of Retired Registered Securities ("A" Copy) PD 3865 - Audit Schedule - (Recap) ("A" Copy) PD 2565-1- Advice of Shipment of Retired Registered Securities (Recap) ("D" copy) Computer Printouts - Daily Transaction Listings</p> <p>MICROFILM. DESTROY PAPER DOCUMENTS WHEN THE MICROFILM HAS BEEN PROVEN TO BE ADEQUATE. DESTROY MICROFILM (WAA-27C, WAA-27B, WLC-8, and WLC-8C) 47 YEARS AFTER FILMING.</p> <p>Reference Cards - These are cards which were prepared for each registered security (i.e., notes, and bonds) issued prior to the automated Registered Account System. Each card provided the original inscription on the security and loan title. These cards are no longer being prepared (since 1979).</p> <p>DESTROY CARDS AFTER MICROFILM HAS PROVEN TO BE ADEQUATE. DESTROY MICROFILM (WAA-25) 7 YEARS AFTER FILMING.</p>		
167	<p>Registered Numerical Registers - These are the actual registered numerical ledgers which the Division of Investor Accounts (DIA) obtained when the Division of Securities Operations discontinued posting the ledgers (for receipts of 5/20/82) and transferred the function to DIA. This film is of ledgers of loans which matured before January 1, 1973 and were not converted to the Registered Accounts System (RAS) and ledgers of loans which matured after January 1, 1973 and were converted to the automated RAS.</p> <p>WHEN ALL SECURITIES, COVERED BY ISSUE DOCUMENTATION ON THE MICROFILM (WIA-15 AND WLC-9), HAVE BEEN RETIRED, THAT MICROFILM MAY BE DESTROYED 7 YEARS AFTER THE LATEST RETIREMENT DATE.</p>	NN-162-60 Item 43a	

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NOTE: All records listed will be held in Bureau of the Public Debt space. Any records for which microfilm is to be retained permanently will be filmed in accordance with FPMR 101-11.506. All original (master copies) microfilm will be stored in the Bureau's Ravenswood facility for the required retention times in the schedule. Duplicate copies of the master copy microfilms may be maintained in the work area as long as required for administrative (ready reference) use but not longer than the master copies are retained.

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
168	<p style="text-align: center;">Securities Systems Branch</p> <p>Leads or participates in projects to review, analyze, design, test, improve, procure equipment for or otherwise change, document and train employees in the function of accounting, securities or management systems or procedures. Program-related records which may result from such projects are retained by the line organizations concerned. Formal system documentation that may result is retained by responsible units of the Division of ADP Management. Schedules runs and validates results of runs of DIA automated systems.</p> <p>Project Files - contain records of project assignment, progress, findings, reports and results.</p> <p>REVIEW 1 YEAR AFTER THE FISCAL YEAR IN WHICH THE PROJECT IS CLOSED AND ANNUALLY THEREAFTER AND DESTROY IF NO FURTHER REFERENCE VALUE.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

Part 6

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
169	<p>Technical Reference Files - Contain general reference and informational records not related to specific projects.</p> <p>REVIEW ANNUALLY AND DESTROY MATERIAL OF NO FURTHER REFERENCE VALUE.</p>		
170	<p>Computer Generated Audit Reports (Original) - Automated hardcopy audit reports of output from each automated run request processed which are used to verify its accuracy. This item pertains to those audit reports which <u>do not</u> reflect masterfile changes and payments made.</p> <p>DESTROY AFTER 3 MONTHS.</p>		
171	<p>Computer Generated Audit Report-(Original) - Automated hardcopy audit report output from each run request processed, used to verify the accuracy of the run. This item pertains to those audit reports which reflect changes in masterfiles and payments made.</p> <p>MICROFILM. DESTROY DOCUMENTS AFTER MICROFILM HAS BEEN PROVEN ADEQUATE. DESTROY MICROFILM (WIA-17) 7 YEARS AFTER FILMING.</p>		
172	<p>No Number - (Original) "FRB Mag Tape Processing Log". Used to monitor and control the submission of FRB mag tapes for processing.</p> <p>DESTROY 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH CREATED.</p>		