

REQUEST FOR RECORDS DISPOSITION AUTHORITY*(See Instructions on reverse)*NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 204081. FROM (Agency or establishment)
BUREAU OF THE PUBLIC DEBT2. MAJOR SUBDIVISION
Retail Securities Services

3. MINOR SUBDIVISION

5. TELEPHONE

4. NAME OF PERSON WITH WHOM TO CONFER
(304) 480-8186**Robert Konz**

Robert.konz@bod.treas.gov

LEAVE BLANK (NARA use only)

JOB NUMBER

71-053-06-5

DATE RECEIVED

6-17-2006

NOTIFICATION TO AGENCY

In accordance with provisions of 44
U.S.C. 3303a the disposition request,
including amendments, is approved
except for items that may be marked
"disposition not approved" or
"withdrawn" in column 10.

DATE

7/11/06

ARCHIVIST OF THE UNITED STATES

Mike Wanta

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ XX

is not required;

☐ is attached; or☐ has been requested.

DATE

7/11/06

SIGNATURE OF AGENCY REPRESENTATIVE

Vicki Thorpe

Vicki S. Thorpe

TITLE

Records Officer

Reviewed by Office of the Chief Counsel

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION10. ACTION
TAKEN (NARA
USE ONLY)**See the Attached Sheets**

SA 4/6/07 Copies Sent to Agency, NWD, NWT, NARA, NWCTC, NR

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For the Bureau of the Public Debt

July 10, 2006

7. ITEM NO.	8. DESCRIPTION OF ITEM and PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-06-I- Category No	Title and description	Proposed Disposition	

THIS SCHEDULE IS MEDIA NEUTRAL

	3000	Retail Securities Services		
	3100c	Securities Operations		
	3101c	General Accounting		
0001	3101.01	Accounting for Undeliverable, Statedated, and Matured Payments and Securities - Various documents and reports used to receive, account for, and report undeliverable or statedated interest and redemption payments and undeliverable or matured marketable and savings securities. Includes, but is not limited to, reclassification of undeliverable funds to unclaimed monies, reconciliation of accounts, release of held funds, etc.	Disposition Rule # 1511 Cutoff at end of fiscal year. Destroy 7 years after cutoff.	N1-53-86-01, 034 N1-53-86-01, 061 N1-53-86-01, 076 N1-53-86-01, 110
0002	3101.02	Accounting Ledgers (Retail Securities) - Records of accounts for savings and marketable securities maintained prior to implementation of electronic masterfiles. Ledgers may be maintained in hardcopy, on microform, or electronically.	Disposition Rule # 3317 Cutoff when last entry added to ledgers. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	N1-53-01-05, 0013
0003	3101.03	Accounts Receivable and Debt Collection Records (Retail Securities) - Daily and monthly accounts receivable records and reports. May include, but is not limited to, daily and monthly ledgers, audit reports, error reports, reconciliation worksheets, trial balances, memos to charge the Government Losses in Shipment Fund, etc.	Disposition Rule # 1506 Cutoff at end of fiscal year. Destroy 4 years after cutoff.	NC1-53-78-04, 11A NC1-53-78-04, 12A
0004	3101.04	Advices of Shipment (Retail Securities) - Transmittal documents received or sent with marketable securities and coupons, savings securities, savings stamps, transaction requests, etc. Documents may be used to verify or audit shipment contents.	Disposition Rule # 1105 Cutoff at end of month. Destroy 3 years after cutoff.	NC1-53-78-04, 14 NC1-53-82-02, 026A NC1-53-82-02, 067A N1-53-03-08, 0001
0005	3101.05	Audit Records for Internal Control (Retail Securities) - Various records used to monitor, verify, compare, and validate savings and marketable securities processing. Reports are not used for general accounting purposes.	Disposition Rule # 3214 Cutoff at end of month. Destroy 6 months after cutoff.	
0006	3101.06	Bond / Note Control Blotter and Transfer Advice - Transmittal document for records relating to retirement of savings securities and savings stamps through redemption, reissue, cancelled sales, exchange, and retired authorities. Supports entries and adjustments to Treasury, Public Debt, and agent accounts. Hardcopies are	Disposition Rule # 1110 Cutoff at end of month. Destroy images 36 years and 3 months after cutoff.	NC1-53-78-04, 09A NC1-53-78-04, 14 NC1-53-78-04, 25B

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	destroyed after verification of microfilm or electronic images.			
0007	3101.07 Cash Remittance / Interest Assessment Documents - Various records used to monitor the timeliness of agent submissions of savings bond sales proceeds and those relating to the computation, collection, and reconciliation of interest assessments. May include, but is not limited to, cash and securities details; detailed reports of interest assessments imposed and collected; delinquent assessment reports; etc.	Disposition Rule # 1512 Cutoff at end of fiscal year. Destroy 10 years after cutoff.	NC1-53-78-04, 01B NC1-53-78-04, 03H N1-53-03-09, 0042 N1-53-03-09, 0044	
0008	3101.08 Current Income Bond Interest Payment Documentation - Records pertaining to payment of interest on current income savings bonds. Includes, but is not limited to, returned payments listings; schedules of payments received for overpayments; records of interest held; adjustment documentation; annual interest rate certification records; classification and supporting documentation; errors/adjustments during payments; etc.	Disposition Rule # 1106 Cutoff at end of month. Destroy 4 years after cutoff.	N1-53-02-12, 0003 N1-53-02-13, 0002 NC1-53-78-04, 03F NC1-53-78-04, 03H NC1-53-78-04, 10A NC1-53-78-04, 10B NC1-53-78-04, 12C NC1-53-78-04, 13B NC1-53-78-04, 13C	
0009	3101.09 Daily Balance Wires (Retail Securities) - Records relating to financial wires listing the major receipts and expenditures affecting Treasury's General Account which is reported to Financial Management Service each day.	Disposition Rule # 1509 Cutoff at end of fiscal year. Destroy 6 years after cutoff.	N1-53-86-01, 100	
0010	3101.10 Marketable Securities Accounting and Transaction Records - Various accounting and financial records relating to transactions in marketable securities and special investments. Reports include, but are not limited to, security transfer reports, transaction reports, tender transfer reports, daily security balance reports, accountability reports, batch control sheets, tenders, cancellation requests, cash and financial wire reports, etc. Does not include records held solely for contingency purposes. Records may pertain to transactions in Legacy Treasury Direct, TreasuryDirect, a prior system, or a successor system.	Disposition Rule # 1107 Cutoff at end of month. Destroy 7 years after cutoff.	N1-53-02-07, 0002 N1-53-02-07, 0003 N1-53-02-07, 0006 N1-53-03-03, 0058 N1-53-03-04, 0001 N1-53-86-01, 001C(111) N1-53-86-01, 030E N1-53-87-02, 04 N1-53-87-02, 10 N1-53-87-02, 11 NC1-53-82-02, 114 N1-53-86-01, 027 N1-53-86-01, 030C N1-53-86-01, 030P N1-53-86-01, 071 N1-53-86-01, 072 N1-53-86-01, 073	

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				N1-53-86-01, 074 N1-53-86-01, 081 N1-53-86-01, 082 N1-53-86-01, 091B N1-53-86-01, 093C N1-53-86-01, 094 N1-53-86-01, 107 N1-53-86-01, 110A N1-53-86-01, 110B N1-53-86-01, 110C N1-53-86-01, 110D N1-53-86-01, 111A N1-53-86-01, 112 N1-53-86-01, 166 NC1-53-82-02, 026F
0011	3101.11	Marketable Securities Interest Coupon Files - Documentation of the payment, audit, and accounting for marketable securities interest coupons, including those converted to book entry (Coupons Under Book Entry System -- CUBES). Records may include, but are not limited to, daily files, proof sheets, mail sheets, and summary and detail audit listings.	Disposition Rule # 1107 Cutoff at end of month. Destroy 7 years after cutoff.	N1-53-86-01, 001C(111) N1-53-96-04, 0048 N1-53-00-06, 0003 N1-53-00-06, 0004 N1-53-00-06, 0005 N1-53-00-06, 0006 N1-53-00-06, 0008 N1-53-00-06, 0010 N1-53-00-06, 0012 N1-53-00-06, 0014
0012	3101.12	Matured Marketable Securities Audit - TreasuryDirect and Legacy Treasury Direct documents and reports used to audit maturing notes, bonds, and bills. Audit validates balances to PARS.	Disposition Rule # 1520 Cutoff at end of fiscal year. Retain current and previous year onsite. Destroy 6 years after cutoff.	N1-53-86-01, 049 N1-53-86-01, 171
0013	3101.13	Public Debt Accounting and Reporting System (PARS) Documentation (Retail Securities) - Records supporting entries to PARS for all securities transactions, including issues, redemptions, adjustments, reconciliations, exception reports, coupons, etc.	Disposition Rule # 1107 Cutoff at end of month. Destroy 7 years after cutoff.	N1-53-00-06, 0004 N1-53-00-06, 0007 N1-53-01-01, 0008 N1-53-01-01, 0009 N1-53-01-01, 0010 N1-53-01-01, 0011 N1-53-01-05, 0010 N1-53-01-05, 0011 N1-53-02-07, 0007

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				N1-53-02-07, 0008 N1-53-02-07, 0009 N1-53-02-07, 0010 N1-53-02-16, 0002 N1-53-86-01, 001C(111) N1-53-86-01, 047 N1-53-97-03, 0003.001 NC1-53-78-04, 11A NC1-53-83-03, 053
0014	3101.14	Recap of Series HH/H Transactions - Monthly listings of HH/H issues and redemptions by Bank and denomination.	Disposition Rule #1512 Cutoff at end of fiscal year. Destroy 10 years after cutoff.	NC1-53-78-04, 05A
0015	3101.15	Savings Bond Agent Fee Documentation - Records relating to the payment of fees to issuing agents that inscribe bonds and paying agents that redeem them.	Disposition Rule #1504 Cutoff at end of fiscal year. Destroy 3 years after cutoff.	N1-53-01-05, 0012 N1-53-01-05, 0014 N1-53-03-09, 32
0016	3101.16	Savings Securities Accounting and Transaction Daily Work Folders - Various accounting and financial records relating to daily activity in accrual savings securities. Records are used to verify transaction totals, identify and reconcile discrepancies, and monitor workflow. May include, but are not limited to, trial balances, discrepancy listings, transaction journals, general ledgers, contra balance reports, reissue reports, match reports, and workflow reports. Does not include records held solely for contingency purposes. Records may pertain to transactions in BESI, SABRS, SaBRe, the HH/H System, the Early Series, or a successor system.	Disposition Rule #1103 Cutoff at end of month. Destroy 1 year after cutoff.	NC1-53-78-04, 10B N1-53-03-09, 21
0017	3101.17	Savings Securities Accounting and Transaction Monthly Work Folders - Various detailed and summary accounting and financial records relating to savings securities transactions. Records may support the principal outstanding balances for savings securities and calculation of interest accruals. Records include, but are not limited to, transaction journals, trial balances, reconciliation documents, debit vouchers, deposit tickets, unissued stock claims, general ledgers, preliminary outstanding reports, and advices of adjustment. Does not include records held solely for contingency purposes. Records may pertain to transactions in BESI, SABRS, SaBRe, the HH/H System, the Early Series, or a successor system.	Disposition Rule #1107 Cutoff at end of month. Destroy 7 years after cutoff.	N1-53-01-01, 0003 N1-53-01-01, 0005 N1-53-01-01, 0006 N1-53-01-01, 0007 N1-53-01-01, 0012 N1-53-01-05, 0015 N1-53-02-16, 0001 N1-53-02-16, 0003 N1-53-04-02, 0001 N1-53-91-02, 01A N1-53-96-04, 0084 N1-53-96-04, 0085 NC1-53-78-04, 09C

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0018	3101.18 Stamp Album Files - Albums containing savings stamps in denominations of \$.10, \$.25, \$.50, \$1.00, and \$5.00 originally sold to accumulate the purchase price of a savings bond. Most are redeemed for cash through post offices and Federal Reserve Banks and are forwarded for audit and subsequent destruction.	Disposition Rule # 3113 Cutoff when audit is complete. Destroy immediately after cutoff.	NC1-53-78-04, 15
0019	3101.19 Suspense Account Documentation (Retail Securities) - Records of payments received and deposited in a holding, or suspense, account pending verification of appropriate disposition. May include, but is not limited to, records of deposit, account reconciliation, transfers, and copies of PARS reporting documents.	Disposition Rule # 1511 Cutoff at end of fiscal year. Destroy 7 years after cutoff.	N1-53-86-01, 035
0020	3101.20 Treasury Securities Adjustment Documentation - Records documenting adjustments initiated to correct accounting, masterfile, and other discrepancies identified in processing. May include, but is not limited to, adjustment tickets, correspondence, cross match worksheets, discrepancy listings, classification support and control documents, erroneous redemption ledger reporting - input documents, daily security listing, coupon audit reconciliation, daily financial listings, etc.	Disposition Rule # 1105 Cutoff at end of month. Destroy 3 years after cutoff.	N1-53-02-12, 0002 NC1-53-82-02, 067A
	3102 Administrative Files		
0021	3102.01 Backup or Contingency Copies (Retail Securities) - Backup copies maintained for potential use in the event of a processing disruption, system failure, or other unintentional loss of original records. May include, but is not limited to, copies of retired savings securities submitted for credit; listings, reports, and transmittals used to create backup interest payments; contingency copies of Legacy Treasury Direct records; etc.	Disposition Rule # 3221 Cutoff when created. Destroy when superseded, when processing of original records is confirmed, or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.	N1-53-02-12, 0001 N1-53-04-04, 0001 N1-53-04-04, 0002 NC1-53-78-04, 22
0022	3102.02 Consolidation of Savings Bond Processing Sites - Project Files - Records relating to the consolidation of processing centers for savings bonds. May include, but is not limited to, feasibility and cost/benefit analyses, site proposals, implementation plans, and correspondence.	Disposition Rule # 3316 Cutoff when project is complete. Review 30 years after cutoff to determine whether administrative, legal, audit, or operational need for retention exists; if not, files may be destroyed.	N1-53-01-04, 0004
0023	3102.03 EZ Clear Monitoring Records - Reports received from the EZ Clear central site and supporting documents used to monitor, review, and verify EZ Clear activity.	Disposition Rule # 1502 Cutoff at end of fiscal year. Destroy 1 year after cutoff.	N1-53-01-04, 0007
0024	3102.04 Marketable Securities Interest Coupon Images - Images of marketable securities interest coupons with a par value of \$1,000 or	Disposition Rule # 1111 Cutoff at end of month. Destroy images	N1-53-00-06, 0009

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		more. Original coupons are destroyed after verification of image quality.	3 years after cutoff.	
0025	3102.06	Production of Department Circulars - Documents used to create and publish subject-specific excerpts from the Code of Federal Regulations. Excerpts are identified as Department Circulars, including, but not limited to, those identified as Public Debt Series, revisions, and amendments.	Disposition Rule # 3217 Cutoff when created. Destroy when agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	
0026	3102.07	Savings and Marketable Securities Correspondence and Transmittals - Incoming and copies of outgoing memoranda, letters, telegrams and faxes communicating with fiscal agents, issuing agents, paying agents, Treasury offices, and bondowners. Does not include customer service files.	Disposition Rule # 1104 Cutoff at end of month. Destroy 2 years and 6 months after cutoff.	N1-53-03-03, 0033
0027	3102.08	Savings Bond Masterfile Special Projects Documentation - Records of various special projects to correct errors on savings bond masterfile records including, but not limited to, substitute stub errors, misprinted savings bonds, counterfeits, sales reported as spoiled bonds, and duplicate sales. Project files are maintained separately and remain open until all corrections are made.	Disposition Rule # 3319 Cutoff when project is complete. Destroy 4 years after cutoff.	NC1-53-78-04, 10A
0028	3102.09	Securities Destruction Documentation - Records authorizing and documenting the destruction of retired savings and marketable securities, coupons, savings stamps, microfilm records of retired securities, and other valuables. Includes, but is not limited to, memos and letters authorizing destruction by FRBs and contractors; securities listings; receipts and other documents related to destruction of bonds alleged stolen; and certificates of destruction.	Disposition Rule # 1108 Cutoff at end of month. Destroy 10 years after cutoff.	NC1-53-78-04, 04A NC1-53-82-02, 041 NC1-53-82-02, 047 NC1-53-82-02, 096
0029	3102.10	Statistical and Management Reports (Retail Securities) - Statistical and management reports including, but not limited to, securities transaction volume reports, comparative volume reports, and month-end reports. Does not include records used for general accounting purposes.	Disposition Rule # 1512 Cutoff at end of fiscal year. Destroy 10 years after cutoff.	NC1-53-78-04, 05A N1-53-02-07, 0004 N1-53-03-09, 24
0030	3102.11	Stock Inventory, Consignment, and Reconciliation (Retail Securities) - Records pertaining to the audit and reconciliation of vault inventory and savings bond issuing agent consignment accounts. May include, but is not limited to, permanent receipts, sales volume reports, etc.	Disposition Rule # 1504 Cutoff at end of fiscal year. Destroy 3 years after cutoff.	NC1-53-78-04, 09B
0031	3102.12	Stock Production Files (Retail Securities) - Records supporting ordering and maintenance of savings bond stock supplies including, but not limited to, copies of Government Printing Office contracts	Disposition Rule # 3108 Cutoff when definitive savings bonds have reached their final maturity.	N1-53-05-05, 0001

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		with printing vendors; stock orders; documentation of design changes; information about security features; stock production contingency plans; contract claims; etc.	Destroy 20 years after cutoff.	
0032	3102.13	Stock Vault Inventory (Retail Securities) - Records used to monitor savings bond stock levels in the centralized vault. Files may include, but are not limited to, vault inventory reports, general stock on hand reports, usage statistics, etc.	Disposition Rule # 1502 Cutoff at end of fiscal year. Destroy 1 year after cutoff.	N1-53-05-05, 0002
	3103	Investor Payment and Tax System (INPAX) and Legacy Treasury Direct Electronic Services (TDES)		
0033	3103.01	Investor Payment and Tax System (INPAX) Customer / Securities Masterfile - The system's primary masterfile contains customer and securities data relating to bearer and registered marketable securities, Armed Forces Leave Bonds, and Adjusted Service Bonds.	Disposition Rule # 3013 Cutoff when system is superseded or all securities referenced in database have been retired. Destroy after cutoff.	N1-53-01-08, 0001A
0034	3103.02	Investor Payment and Tax System (INPAX) Payment Database - The payment database contains information relating to redemptions of bearer and registered marketable securities, Armed Forces Leave Bonds, and Adjusted Service Bonds.	Disposition Rule # 3116 Cutoff at end of payment cycle. Retain 2 years online. Destroy 7 years after cutoff.	N1-53-01-08, 0001B
0035	3103.03	Investor Payment and Tax System (INPAX) Payment Files - Files of payment information, including customer information, payment amounts, etc., generated by the system to accomplish payment for bearer and registered marketable securities, Armed Forces Leave Bonds, and Adjusted Service Bonds and supporting documentation. Electronic payment file is transmitted to an FRB via bulk data transfer.	Disposition Rule # 3116 Cutoff at end of payment cycle. Retain 2 years online. Destroy 7 years after cutoff.	N1-53-01-08, 0003 N1-53-01-08, 0005A
0036	3103.04	Legacy Treasury Direct Electronic Services (TDES) Transaction Database - Masterfile of transaction requests submitted by Legacy Treasury Direct account holders via phone or internet. May include, but is not limited to, requests to purchase or reinvest Treasury securities, receive account balances, order account or duplicate tax statements, change address and/or phone numbers, or pay account maintenance fees by ACH debit from checking or savings accounts.	Disposition Rule # 1511 Cutoff at end of fiscal year. Destroy 7 years after cutoff.	N1-53-02-02, 0001
0037	3103.05	Legacy Treasury Direct Electronic Services (TDES) Transaction Requests - Daily file of requests received from Legacy Treasury Direct account holders via phone or internet. May include, but is not limited to, requests to purchase or reinvest Treasury securities, receive account balances, order account or duplicate tax statements, change address and/or phone numbers, or pay account maintenance fees by ACH debit checking or savings accounts. Requests are	Disposition Rule # 1009 Cutoff at end of day. Destroy 45 days after cutoff.	N1-53-02-02, 0005

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		recorded in the system's database, and the daily file is transferred to Legacy Treasury Direct for processing.		
	3104	Legacy Treasury Direct Fees		
0038	3104.01	Legacy Treasury Direct Fee System (TDFeeS) Initial Dataset - Files received from Legacy Treasury Direct central site used to populate the Legacy Treasury Direct Fee System Masterfile for the upcoming fee cycle. May contain, but are not limited to, investor names, account numbers, taxpayer identification numbers, account balances, account types, check numbers, voucher numbers, fee amounts, dates received, dates processed, and information about fees prepaid from investors' accounts.	Disposition Rule # 3211 Cutoff after verification that data was entered into TDFeeS. Destroy 7 years after cutoff.	N1-53-02-01, 0003
0039	3104.02	Legacy Treasury Direct Fee System (TDFeeS) Payment Reports - Daily Reports - TDFeeS produces reports daily, monthly, and at the end of the fee cycle that are used to update the Legacy Treasury Direct masterfile at the central site. The reports are generated electronically and contain information about fee payments received, fees outstanding, and accounts on which holds should be placed for nonpayment. Data may include, but is not limited to, investor names, account numbers, taxpayer identification numbers, account balances, etc.	Disposition Rule # 1009 Cutoff at end of day. Destroy 45 days after cutoff.	
0040	3104.03	Legacy Treasury Direct Fee System (TDFeeS) Payment Reports - Monthly and End of Cycle Reports - TDFeeS produces reports daily, monthly, and at the end of the fee cycle that are used to update the Legacy Treasury Direct masterfile at the central site. The reports are generated electronically and contain information about fee payments received, fees outstanding, and accounts on which holds should be placed for nonpayment. Data may include, but is not limited to, investor names, account numbers, taxpayer identification numbers, account balances, etc.	Disposition Rule # 3221 Cutoff at end of month and cycle. Destroy 3 years after cutoff.	N1-53-02-01, 0005 N1-53-02-01, 0006 N1-53-02-01, 0007
0041	3104.04	Legacy Treasury Direct Fees Documentation - Records relating to the assessment and payment of fees by Legacy Treasury Direct account holders.	Disposition Rule # 3117 Cutoff at end of fee cycle. Destroy 7 years after cutoff.	N1-53-86-01, 001C(111) N1-53-03-03, 0053
	3105	Savings Bond Redemption Values		
0042	3105.01	Savings Bond Redemption Values - Computation - Documents used and created to calculate and verify redemption values for savings securities. May include, but is not limited to, tape dumps, drafts of redemption value and interest tables, and memoranda.	Disposition Rule # 1302 Cutoff at end of update cycle. Destroy 3 years after cutoff.	N1-53-02-13, 0001
0043	3105.02	Savings Bond Redemption Values - Master Copies - Originating	Disposition Rule # 3222	N1-53-01-04, 0001

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	office records of redemption values for savings bonds and notes, including Individual Retirement and Retirement Plan Bonds. May include, but is not limited to, hardcopy tables of redemption values, public information tables, and files of electronic bond pricing data.	Cutoff at end of update cycle. Destroy when agency determines they are no longer needed for business, administrative, audit, or legal purposes.	N1-53-01-04, 0002 N1-53-01-04, 0003	
	3106 Tax Reporting			
0044	3106.01 Internal Revenue Information System (IRIS) Database - Data extracted from Legacy Treasury Direct and REGII is imported electronically and used to report interest paid to foreign investors. Interest payment data -- used to generate interest statements on IRS Form 1042-S or its equivalent for customers and an electronic tax file for the IRS -- is maintained in the system's database.	Disposition Rule # 1408 Cutoff at end of calendar year. Destroy 10 years after cutoff.	N1-53-02-08, 0001	
0045	3106.02 Tax Reporting (Retail Securities) - Records pertaining to interest and principal on savings and marketable securities reported to the Internal Revenue Service and to customers. May include, but is not limited to, records pertaining to tax withheld, backup withholding, broker reporting, and foreign taxes. Records may include payee names, interest amounts, amounts withheld, etc.	Disposition Rule # 1407 Cutoff at end of calendar year. Destroy 7 years after cutoff.	N1-53-01-01, 0013 N1-53-01-08, 0007A N1-53-02-07, 0001 N1-53-02-08, 0004 N1-53-02-08, 0005 N1-53-03-03, 0055	
	3107 Systems			
0046	3107.01 Batching and Encoding System for Issues (BESI) Database - Information entered in the system database is used to effect issue of accrual savings securities as approved by customer service representatives. Includes, but is not limited to, bondowner names, addresses, and taxpayer identification numbers.	Disposition Rule # 1521 Cutoff at end of fiscal year. Retain online for 1 year. Destroy 7 years after cutoff.	N1-53-96-04, 0155	
0047	3107.02 Checks - Masterfile - Database of checks received in Public Debt. Data includes, but is not limited to, check amounts, drawers' names, casefile names, etc. Data is used to establish accountability but is not used for general accounting purposes.	Disposition Rule # 1503 Cutoff at end of fiscal year. Destroy 2 years after cutoff.		
0048	3107.03 Control and Tracking System (CTS) - Masterfile - Database supports monitoring of work volumes, workflow, distribution, and turnaround times in the microfilm search operation. Data may include, but is not limited to, inquiry numbers, casefile names, piece counts, work categories, etc.	Disposition Rule # 1503 Cutoff at end of fiscal year. Destroy 2 years after cutoff.		
0049	3107.04 Early System Masterfile - A database of Series F, G, and J bonds created from numerical register records to facilitate electronic searching.	Disposition Rule # 3013 Cutoff when system is superseded or all securities referenced in database have been retired. Destroy after cutoff.		
0050	3107.05 HH/H System Masterfile - The HH/H System masterfile consists of several data tables and is the primary database of current income	Disposition Rule# 3013 Cutoff when system is superseded or all		

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		savings bond issue and retirement information.	securities referenced in database have been retired. Destroy after cutoff.	
0051	3107.06	Legacy Treasury Direct Fee System (TDFeeS) Masterfile - The system's masterfile contains information used to assess and collect the annual maintenance fee for each Legacy Treasury Direct account that exceeds a specified par value. Data includes, but is not limited to, account numbers, remittance numbers, taxpayer identification numbers, payment amounts, etc.	Disposition Rule # 3118 Cutoff at end of fee cycle. Destroy when no longer needed for business, administrative or legal purposes.	N1-53-02-01, 0001
0052	3107.07	Mail Cost Masterfile - Database is used to collect statistics pertaining to outgoing mail dispatched using contracted services, including, but not limited to FedEx, FedEx Ground, UPS, etc.	Disposition Rule # 1509 Cutoff at end of fiscal year. Destroy 6 years after cutoff.	
0053	3107.08	Management Reporting System (MRS) - Masterfile - Database collects and summarizes data from employee daily activity logs that is used to monitor organizational performance.	Disposition Rule # 1512 Cutoff at end of fiscal year. Destroy 10 years after cutoff.	
0054	3107.09	Savings Bonds Redemption System (SABRS) Database - Information entered in the system database is used to effect redemption of accrual savings securities as approved by customer service representatives and for reporting accrued interest for tax purposes. Includes, but is not limited to, payee names, taxpayer identification numbers, accrued interest, and payment amounts.	Disposition Rule # 1522 Cutoff at end of fiscal year. Retain 18 months online. Destroy 7 years after cutoff.	N1-53-96-04, 0089
0055	3107.10	Specimen Securities Masterfile - Database of unissued securities held as specimens for legal and informational purposes. Includes, but is not limited to, securities descriptions, serial numbers, loan titles, records of release and return, etc.	Disposition Rule # 3314 Cutoff when system is superseded or when the agency determines masterfile is no longer needed for administrative, legal, audit or other operational purposes. Destroy after cutoff.	
0056	3107.11	Undeliverable and Staledated Checks Masterfile (DTR 87 Card File Program) - Database supports tracking and accounting functions associated with undeliverable and staledated checks issued upon redemption or in payment of interest on savings bonds, notes, and stamps. Data may include, but is not limited to, customer casefile name and state; account and case identification numbers; check date; check inscription; check status (staledated, undeliverable, or returned); check number, originating system, and accounting information.	Disposition Rule # 3314 Cutoff when system is superseded or when the agency determines masterfile is no longer needed for administrative, legal, audit or other operational purposes. Destroy after cutoff.	N1-53-02-03, 0001
0057	3107.12	Unissued Stock System - Masterfile - Database supports tracking and accounting functions for claims for loss, theft, mutilation, or destruction of unissued savings bond stock held by issuing agents.	Disposition Rule # 3314 Cutoff when system is superseded or when the agency determines masterfile is	N1-53-02-06, 0001

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		Data may include, but is not limited to, the name and address of agents that have submitted unissued stock claims and the amount of credit extended.	no longer needed for administrative, legal, audit or other operational purposes. Destroy after cutoff.	
	3108	Primary Records		
0058	3108.01	Savings Bond Replacement System (SaBRE) Masterfile - The SaBRE masterfile consists of several data tables, including but not limited to the Bond Identification (BDID) table – the primary database of accrual savings bond issue and retirement information.	Disposition Rule #3001 Cutoff when system is superseded or all securities referenced in database have been retired. Destroy after cutoff.	N1-53-03-09, 0001A
0059	3108.02	Securities Issue Records - Records of issue of savings and marketable securities received from agents or generated internally, with associated batch cards, camera operator reports, etc. Issue records may be received in hardcopy or electronically and may be maintained in hardcopy, on microform, or electronically. Hardcopy issue records are microfilmed or imaged and are destroyed after 5 days or when film or image has been verified.	Disposition Rule #3320 Cutoff when all definitive securities have been retired. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	N1-53-86-01, 127 N1-53-86-01, 128 N1-53-86-01, 134B N1-53-86-01, 137 N1-53-86-01, 139 N1-53-86-01, 144 N1-53-86-01, 145 N1-53-86-01, 147 N1-53-86-01, 148 N1-53-86-01, 149 N1-53-86-01, 153 N1-53-86-01, 157 NC1-53-78-04, 01A
0060	3108.03	Securities Ledgers - Records of issue and/or retirement of savings and marketable securities maintained prior to implementation of electronic masterfiles. Ledgers may be maintained in hardcopy, on microform, or electronically.	Disposition Rule #3317 Cutoff when last entry added to ledgers. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	N1-53-86-01, 152 N1-53-86-01, 167 N1-53-96-04, 0043 NC1-53-78-04, 24 N1-53-86-01, 150 N1-53-86-01, 151 N1-53-86-01, 154 N1-53-86-01, 155
0061	3108.04	Securities Retirement Records - Records of retirement of savings and marketable securities received from agents or generated internally, with associated batch cards, camera operator reports, etc. Retirement records may be received in hardcopy or electronically and may be maintained in hardcopy, on microform, or electronically. Hardcopy retirement records are microfilmed or imaged and are destroyed after 5 days or when film or image has been verified.	Disposition Rule #3320 Cutoff when all definitive securities have been retired. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	N1-53-86-01, 156E N1-53-01-05, 0016 N1-53-03-09, 0005 N1-53-86-01, 134C N1-53-86-01, 139 N1-53-86-01, 144 N1-53-86-01, 145 N1-53-86-01, 147 N1-53-86-01, 148

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					N1-53-86-01, 149 N1-53-86-01, 153 N1-53-86-01, 157 N1-53-86-01, 164 N1-53-86-01, 165
0062	3108.05		Securities Transaction Requests - Requests for transactions in savings and marketable securities processed by Public Debt or fiscal agents. May include, but is not limited to, claims, requests for reissue, redemption, exchange, and reinvestment. Hardcopy transaction records are microfilmed or imaged and are destroyed after 5 days or when film or image has been verified.	Disposition Rule #3320 Cutoff when all definitive securities have been retired. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	N1-53-03-09, 0007 N1-53-03-11, 0001A N1-53-03-11, 0001B N1-53-97-03, 0002.003 NC1-53-78-04, 09D
	3200		Investor Services -		
	3201		Customer Service Files / Documents -		
0063	3201.01		Immediate Disposition Customer Service Documents - These items include returned (undeliverable) statements and notices on which no action is taken.	Disposition Rule #3124 Cutoff when received. Destroy when no longer needed for business, administrative, legal, or financial purposes.	
0064	3201.02		Temporary Investor Locator Files - These documents include letters, e-mails, telephone call messages, screen prints, and reports. These are records of unsuccessful attempts to contact owners of matured unredeemed securities or owners with undeliverable securities or payments. Also included are any responses received in the attempt to contact the owner. The information contained in these documents includes, but is not limited to, customer names, addresses, social security numbers, telephone numbers, bond serial numbers, and payment amounts.	Disposition Rule #1102 Cutoff at end of month Destroy 3 months after cutoff.	N1-53-03-11, 0002
0065	3201.03		One-Year Customer Service Files - One-year customer service files include, but are not limited to, customer letters, changes of address, copies of incoming e-mail messages, enclosures, copies of forms submitted to request transactions that are subsequently rejected, envelopes, notes from telephone conversations, copies of letters, copies of e-mails sent to customers, copies of case file documents, screen prints of account information from automated systems, mutilated savings securities, and documents related to mailings by the Internal Revenue Service to aid in locating customers.	Disposition Rule #1103 Cutoff at end of month. Destroy 1 year after cutoff.	N1-53-03-08, 0004 NC1-53-78-04, 03C NC1-53-78-04, 13D NC1-53-78-04, 17 N1-53-96-04, 0087
0066	3201.04		Ten-Year Customer Service Files - These are case files containing documentation for conducting transactions related to Treasury	Disposition Rule #1108 Cutoff at end of month. Destroy 10	N1-53-03-08, 0005 N1-53-04-06, 0001

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	securities and of communications with the owners of Treasury securities and their representatives. These transactions include, but are not limited to, new account requests, original issue loan files, security transfers, reissues, reinvestments, exchanges, and redemptions including federal estate tax redemptions. Redemptions, include, but are not limited to, redemptions to owners or their representatives or estates, settled with or without administration, regardless of dollar amount. This item also contains certain types of claims for lost, stolen, missing, or destroyed securities, including marketable securities claims in which the securities were recovered by the owner and no relief was granted; marketable securities claims in which relief was granted, the securities were retired without credit, and any possibility of double payment by Treasury is eliminated; marketable securities claims in which the securities are closed in the numerical registers and no relief was granted; and savings bonds claims approved after January 1996 that do not involve reissue transactions. Related documents contained in case files include, but are not limited to, envelopes, Public Debt and Internal Revenue Service forms, associated correspondence, system screen prints and advices, and supporting documentation, including legal evidence, such as marriage and death certificates. Files of names and signatures of authorizing officials are contained in this category.	years after cutoff.	N1-53-87-02, 01 N1-53-91-02, 01D	
0067	3201.05 Long-Term Customer Service Files - Long-term customer service files include, but are not limited to: 1) Savings bonds files related to: • Bonds of indemnity, PDf 2958, PDf 2958-1, and PDf 1031 that have been executed, returned, and approved prior to January 1996; • Bonds of indemnity approved after January 1996 involving a reissue transaction; • Bonds alleged to have been pledged as collateral or to be in the possession of a known person, including scalper cases; • Funds being held for a missing heir until such funds have been disbursed, at which point the retention period must be changed to ten years; • Relief granted for undeliverable savings stamps until the funds deposited to the subsidiary account for undeliverable miscellaneous proceeds have been disbursed. The retention	Disposition Rule #3318 Cutoff at end of month. Destroy when no longer needed for business, administrative, or legal purposes.	N1-53-03-08, 0006 N1-53-91-02, 01C NC1-53-82-02, 111 NC1-53-78-04, 01B	

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	<p>period must then be changed to ten years;</p> <ul style="list-style-type: none"> • Approved recommendation to discontinue investigation of the payment of original bonds. When the original bonds for which relief was granted are recovered and retired, the retention period must be changed to ten years; and • Forfeitures. <p>2) Marketable Securities files related to:</p> <ul style="list-style-type: none"> • Claims case files for which relief was granted and the possibility of double payment of the security exists. When the original securities for which relief was granted are recovered and retired, the retention period must be changed to ten years; and • Cases involving undeliverable payments in which the payments are not released. When the payments are released, the retention period must be changed to 10 years. 			
0068	3201.06 Securities Payment Tickets - Payment tickets document the payment of marketable, savings, or agency securities or coupons. The tickets may contain name and address of the payee, taxpayer identifying number, a description of the securities being paid, and a payment voucher number. If the proceeds from the securities or coupons are deposited into an account (e.g., undeliverable), the name or number of the account is included on the payment ticket.	Disposition Rule # 1513 Cutoff at end of fiscal year. Destroy 20 years after cutoff.	NC1-53-82-02, 026C NC1-53-82-02, 026D	
0069	3201.07 Federal Estate Tax (FET) Reinstatements - A Federal Estate Tax (FET) reinstatement occurs when securities that were redeemed in payment of FET are subsequently reinstated and returned to the estate of the owner. The files must be kept to supplement the numerical ledgers in order to ensure that a complete history of each security is maintained.	Disposition Rule # 1112 Cutoff at end of month. Destroy 47 years after cutoff.	NC1-53-82-02, 104I	
0070	3201.08 Tracking System Request and Customer History Data Tables - The electronic tracking system tracks customer files, both those created and maintained solely as electronic customer files and those in which physical (paper) customer case files are created and maintained. A customer file is created when a request is received from a customer. The tracking system contains information taken from the customer request, the location of the physical file (if any), the person to whom the case is assigned, and actions taken, when completed. The current system used to maintain this data is the BATS (Bureau Automated Tracking System) application.	Disposition Rule # 1006 Cutoff at end of day. Destroy 18 months after cutoff.	N1-53-03-07, 0001B	

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0071	3201.09		Matured Unredeemed Bonds System (MUD BONDS) Data Files - This system tracks calls made to owners of matured but unredeemed bonds. The calls verify that customers are aware that their bonds are no longer earning interest and to inform them of their options. This is a small application with one continuous data table. Completed calls are dated and marked for deletion. They will automatically be removed from the data table at the set retention period based on completion dates.	Disposition Rule # 3307 Cutoff when complete, closed, settled, expired, or final action is complete. Destroy 3 years after cutoff.	N1-53-01-05, 0006 N1-53-01-05, 0007 N1-53-01-05, 0008
	3202		Customer Service Support Files & Reports		
0072	3202.01		Audit Copies of Advices - These files contain unbroken copies of system advices. These advices are used to maintain an audit trail of system activity that may support the documents that are kept in the case files. The advices show securities account information and general broadcast messages.	Disposition Rule # 1004 Cutoff at end of day. Destroy 6 months after cutoff.	N1-53-03-08, 0002
0073	3202.02		Payment Due Notices - Payment due notices are sent to investors informing them that additional payments are due on their Treasury security accounts. Payment due notices are generated when securities are sold at a premium or accrued interest is due. Information contained on payment due notices includes, but is not limited to, account number, investor name and address, security title, par amount, and the amount due.	Disposition Rule # 1113 Cutoff at end of month. Destroy 13 months after cutoff.	N1-53-03-08, 0003
0074	3202.03		Employee Production, Job Assignments, and Work Progress Reports - These are documents used to track and document activities such as work in progress, job assignments, and employee production.	Disposition Rule # 1103 Cutoff at end of month. Destroy 1 year after cutoff.	NC1-53-78-04, 02 NC1-53-78-04, 03E NC1-53-78-04, 06
0075	3202.04		Legacy Treasury Direct Rejected Reinvestments Reports - These documents include, but are not limited to, reports of unsuccessful reinvestment attempts both by customers who used Legacy Treasury Direct Electronic Services and by customers who mailed in Reinvest Direct Notices. Rejected partial reinvestment reports are also included. Data on the reports may include, but is not limited to, the account number, the loan term, number of reinvestments, amount of the attempted reinvestment, and an error message.	Disposition Rule # 1102 Cutoff at end of month. Destroy 3 months after cutoff.	N1-53-00-04, 0002
0076	3202.05		Customer Service Short Term System-Generated Reports - These are system-generated reports that are used to process work and support customer transactions and may provide short-term audit trails. They include, but are not limited to, Legacy Treasury Direct Miscellaneous Report and Report Unverified File Delete Listings.	Disposition Rule # 1103 Cutoff at end of month. Destroy 1 year after cutoff.	N1-53-01-05, 0005 N1-53-87-02, 06
0077	3202.06		Customer Service Long Term System-Generated Reports - These	Disposition Rule # 1107	N1-53-87-02, 05

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	are system-generated reports that need to be kept for a longer period of time to provide long-term audit trails and to support and research customer transactions. They include, but are not limited to, Payment & Check Reports, Maintenance Reports, Suspense Reports, and History Reports.	Cutoff at end of month Destroy 7 years after cutoff.	N1-53-87-02, 07	
	3400 Investor Education -			
	3401 Market Surveys, Product Studies, and Consumer Research			
0078	3401.01 Market Surveys, Product Studies, and Consumer Research Final Reports - These are studies, surveys, questionnaires and research notes collected about the market, product or consumers of the services and products of Public Debt. This information is used to develop plans on how to market and inform investors about U.S. Treasury securities. Methods of collecting information include mall intercepts, phone intercepts, focus groups, mailed-in questionnaires, and others as approved by OMB. The end products of these studies are reports that generally will alter business practices.	Disposition Rule # 3219 PERMANENT. Cutoff when created. Transfer to NARA 8 years after cut off.	N1-53-05-01, 0001B	
0079	3401.02 Market Surveys, Product Studies, and Consumer Research Working Papers - These are studies, surveys, questionnaires and research notes collected about the market, product or consumers of the services and products of Public Debt. This information is used to develop plans on how to market and inform investors about U.S. Treasury securities. Methods of collecting information include mall intercepts, phone intercepts, focus groups, mailed-in questionnaires, and others as approved by OMB. The end products of these studies are reports that generally will alter business practices.	Disposition Rule # 3312 Temporary. Cutoff when created. Destroy 10 years after cutoff.	N1-53-05-01, 0001A	
	3402 Promotional Materials			
0080	3402.01 Printed Promotional Materials - Printed promotional material is used to promote the Savings Bonds ^{Agency} Program for each fiscal year. These items include, but are not limited to, posters, pamphlets, handouts, flyers, and forms. Home Sales Promotional Representatives distribute these items to companies and individuals during campaigns to provide consumers with updated information on Savings Bonds and what marketing materials were used to do so for each fiscal year.	Disposition Rule # 1517 Permanent. Cutoff at end of fiscal year. Transfer to NARA 30 ¹ years after cut off. <i>PM</i>	N1-53-02-10, 0012	BPD RO 12/12/06
0081	3402.02 Videos Promotional Materials - A variety of videos and films promoting Savings Bonds including new stories, company produced videos, infomercials, historical (50th anniversary), celebrity and government official PSA's and misc. Videos pertaining to the	Disposition Rule # 1517 Permanent. Cutoff at end of fiscal year. Transfer to NARA 30 ⁵ years after cutoff. <i>SEM</i>	N1-53-03-06, 01 N1-53-03-06, 02 N1-53-03-06, 03 N1-53-03-06, 04	BPD RO 12/12/06 <i>PM</i>

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	<p>Savings Bonds Program.</p> <p>Previous document titles included in this item:</p> <ul style="list-style-type: none"> - Original Film, Film Transfers & Video Copy/Dub Historical Savings Bonds Film/Video - Original Film, Film Transfers & Video Copy/Dub-Savings Bonds Campaign Films - Video Master and Video Copies/Dubs-Historical Savings Bonds Videos - Video Master and Video Copies/Dubs-Savings Bonds Campaign Films - Video Master and Video Copies/Research/Focus Groups 		<p>N1-53-03-06, 05</p> <p>N1-53-00-05, 0001</p> <p>N1-53-00-05, 0002</p> <p>N1-53-00-05, 0003</p>	
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