REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instruction on reverse)

JOB NO

NC 1 53 78 11

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

DATE RECEIVED

2 8 MAY 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

JUN 7 1978

Date   *ACTING*   Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2. MAJOR SUBDIVISION
Bureau of the Public Debt

3. MINOR SUBDIVISION
Division of Data Processing

4. NAME OF PERSON WITH WHOM TO CONFER
Thom Ellis or Gary Malobisky

5. TEL EXT.
447-9426

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 ___4___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5·15·78	*[signature]*	Assistant Commissioner of the Public Debt

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>DIVISION OF DATA PROCESSING</u> <u>OFFICE OF THE DIRECTOR</u> Provides overall direction for the operations of the Division and directs the implementation of programmed applications. Assures adherence to priorities and schedules developed with offices served. Participates in studies of new or improved ADP operational techniques.		
1.	Division Subject Files - These files consist of general correspondence relative to division operations. DESTROY WHEN 1 YEAR OLD. <u>DATA RECORDING BRANCH</u> Produces and verifies encoded magnetic tape and punched cards from a variety of source documents including accounting reports, forms and listings. Maintains documentation and instructions on data recording jobs, input, output and program formats. Analyzes work volume statistics for quality of production. Reviews production and participates in development of new and revised standards. Prepares tape labels for data files generated.	NN162-60, item 4a	

115-107 *Sent to agency.* NCW, NNF & NNR - 6/9/78 *[a ITEMS]*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	Keyencoding Daily Job Control Log – This file documents the transfer of encoded data from disk to tape by batch. --PD Form 4573 – Keyencoding Daily Job Control Log DESTROY WHEN 6 MONTHS OLD. PRODUCTION, PLANNING AND CONTROL BRANCH Controls, receipts, logs and assigns input documents for data recording. Schedules work for processing in keeping with established priorities. Reviews processing status of jobs and adjusts schedules as required. Operates data processing equipment. Controls output, checks accuracy, completeness and validity of computer printouts produced. Identifies and reports system and program deficiencies. Prepares accounting, statistical, operating and administrative reports. Analyzes equipment utilization statistics and operations. Recommends methods for improving services. Prepares run parameters for remote jobs. Maintains and controls production Executive Control Language Libraries for reference. Maintains back-up tape library.		
3.	Control Log – This file documents the receipt and processing of transactions associated with registered securities. Information noted on the log includes the batch control number, record count, date completed and the operator number of the enterer and verifier. DESTROY WHEN 90 DAYS OLD.		
4.	Scheduling Worksheet – This file documents the planned processing for a two week period. DESTROY WHEN 90 DAYS OLD.		
5.	Remote Job Entry (RJE) Utilization Log – This file documents the utilization of the RJE Terminal. Information included consists of job numbers processed, date/time submitted and completed and the responsible technician. DESTROY WHEN 1 YEAR OLD.		

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	Items 6 and 7 are magnetic tape files. These tapes are not the record copies and are used for the creation of the paper copies only. 5 United States Code 552a (Privacy Act of 1974, Public Law 93-579,88 Stat 1896), particularly subsection (b) and 31 CFR 323.2 (b) cover the confidentiality of these records.		
6.	Registered Accounts Master Files - These cyclic files are the record of all government securities both active and inactive. They give the life cycle of a security in terms of ownership and dividends. They can be accessed by name, registration number or Social Security number. These files give the record of securities, their owners and payments made by the government. DESTROY WHEN SUPERSEDED BY CREATION OF NEW TAPE.		
7.	Division Magnetic Tape Files - These files contain all other magnetic tapes for the Bureau's computer programs. Included in this file are the following items:		
a.	Banks and Institutions Survey File - These files give the Government Securities currently held by banks and institutions by amount and type of security. They give no ownership information. These files are used by the Deputy Assistant Secretary for Debt Management to ascertain how best to market securities.		
b.	Treasury and Agency Security Accounting System Files - These files give the flow of government security transactions passing through Federal Reserve Banks. These transactions are maintained on tape by amount, denomination and loan number. There are no personal identifiers. This file serves as the Federal Reserve's daily "checkbook" regarding securities.		
c.	Coupon Audit Recap Master File - These files show the flow of government bearer security transactions through Federal Reserve Banks. They give the life cycle of bearer securities in the same fashion as the Registered Accounts System with the exception that there is no name, number nor record of intended payment. The securities are recorded by amount, denomination and loan number. They keep a record of securities outstanding and those coupons that have been redeemed on the outstanding securities.		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
d.	Cash Balance Forward Master File - This file gives the total cash flow for security transactions and identifies them by loan code. It measures daily security transactions by the sale of securities, interest outlays and redeemed securities. It gives the daily debt figure and accounts for cash expended and received.		
e.	United States Savings Bond System File - These files show the flow of government E and H series bonds passing through the Federal Reserve Banks. The transactions are maintained on tape by amount, denomination and loan number. There are no personal identifiers. This is the Federal Reserve's daily "checkbook" regarding bonds.		
f.	Federal Housing Administration (FHA) System Master Files - These files give the flow of government securities purchased by the Federal Housing Administration. The transactions are maintained on tape by amount, denomination and loan number. There are no personal identifiers. This is FHA'S "checkbook" regarding securities. If, for example, FHA sells more securities than it redeems, FHA would owe the Treasury money. This money would be sent in daily. DESTROY WHEN 400 DAYS OLD. THIS DISPOSITION APPLIES TO ALL ITEM 7(a-f) ENTRIES		

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