Schedule Number: N1-053-00-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1 053 05 004 item 1, N1 053 06 005 item 75, and GRS 5.1 item 020 (DAA GRS 2016 0016 0002)
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(see instructions to reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NAR
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
BUREAU OF THE PUBLIC DEBT

2 MAJOR SUBDIVISION
OSAS, DIVISION OF CUSTOMER SERVICE

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
ROBERT KONZ

5 TELEPHONE
(304) 480-6601

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required, ☑ is attached, or ☐ has been requested

DATE 6/16/00
SIGNATURE OF AGENCY REPRESENTATIVE ROBERT KONZ
TITLE Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

SEE THE ATTACHED SHEETS

Set sent to Agency, N:\\temp, N:\\temp, NR
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
</table>
| N1-53-00-05-0001 | **Title** REINVEST DIRECT NOTICE - NONEXCEPTIONS  
Title Memo MEMO (PD F 5181) A signature is not required on this form. A box is marked for the desired reinvestment. These are supporting documents for transactions other than original issues (e.g., reinvestments). The FRB of Philadelphia electronically produces the front of this form. On the front are listed reinvestment options for a maturing Treasury security. An exception is anything other than a routine reinvestment. Any change (address, type of security, amounts) is an exception. |
|          | **Form Number** Form Series: Restrictions:  
Computer System: Cost Code: 530  
Retention Years 0 Retention Months 0 Vital Records:  
Retention Description DESTROY 5 BUSINESS DAYS AFTER REINVESTMENT |
| N1-53-00-05-0002 | **Title** TREASURY DIRECT REINVESTMENT REJECT REPORT  
Title Memo This report is used to respond to investors who attempted a reinvestment by TDES or by mailing in a reinvest direct notice, and the transaction could not be processed as entered. |
|          | **Form Number** Form Series: Restrictions:  
Computer System: Cost Code:  
Retention Years 0 Retention Months 3 Vital Records:  
Retention Description ACCUMULATE FILES FOR THE MONTH AND DESTROY 3 MONTHS AFTER END OF MONTH |
| N1-53-00-05-0003 | **Title** WORD PROCESSING ELECTRONIC FILES  
Title Memo Electronic copies of records that are created and used to generate a recordkeeping copy of the items in this schedule. |
|          | **Form Number** Form Series: Restrictions:  
Computer System: Cost Code: 530  
Retention Years 0 Retention Months 0 Vital Records:  
Retention Description DELETE WHEN DISSEMINATED, REVISED OR THERE IS NO ADMINISTRATIVE VALUE |
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
</table>
| N1-53-00-05-0004 | **Title** ELECTRONIC MAIL FILES  
Title Memo: Electronic copies of records that are created and used to generate a recordkeeping copy of the items in this schedule  
Form Number  
Computer System:  
Retention Years 0  
Retention Description DELETE WITHIN 90 DAYS AFTER CREATED/RECEIVED AND RECORD COPY HAS BEEN FILED IN A RECORDKEEPING SYSTEM |                                |                              |
JUSTIFICATION FOR DESTROYING NON-EXCEPTION ITEMS

Retention of PD F 5181 more than 5 days is not cost effective and the risk is minimal. The customer is not required to sign the form, only to mark a box for the desired reinvestment. Each individual customer account number and reinvestment options are pre-identified on the form automatically by the Treasury Direct system. For those forms being destroyed after 5 days, the only transaction that can be requested is to schedule a reinvestment. Exceptions are to be retained for 7 years (Exceptions may include a request to change the address on the account or other request for which the form was not intended). If a customer later states that the requested reinvestment was not scheduled, it is DCS policy to schedule a retroactive reinvestment without checking the form. If a customer later states that the term was not that which was requested, it is DCS policy to change the term without checking the form. If a customer later states that a scheduled reinvestment was not requested, it is DCS policy to "back-out" the reinvestment without checking the form.