

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(see instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

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

2 MAJOR SUBDIVISION
DIVISION OF DATA SERVICES

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
ROBERT KONZ

5 TELEPHONE
(304) 480-6601

LEAVE BLANK (NARA use only)

JOB NUMBER
71-053-00-6

DATE RECEIVED
9-19-00

NOTIFICATION TO AGENCY

In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column

DATE
2-5-01

ARCHIVIST OF THE UNITED STATES
John W. Paul

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: 6/21/00
SIGNATURE OF AGENCY REPRESENTATIVE: *Lilli S. Thope*
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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			

copy to: agency, NWMDC, NWMWA, NR 2/15/01 clb

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For the Bureau of the Public Debt

September 18, 2000

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
N1-53-00-06-0001	<p>Title <u>PHOTOPRINT REQUEST AND TRANSMITTAL - ISSUING AGENT</u></p> <p>Title Memo This form is used to request a copy of program documents The form (PD F 3307-2) used to request documents would be covered by GRS-23, item 7 but because the documents provided are used in a court of law, a 2 year retention period is being requested The form scheduled by this item will not be used in court Issuing agent information is provided to the Division of Transaction and Ruling Branch. This information is certified as the original data. Included are prints of the bond serial number, issue dates, issuing agent code and bank and the batch number and the transfer date and the validation date</p> <p>Form Number PD F 3307-2 Form Series A COPY Restrictions: NO Computer System: Cost Code: 660 Retention Years 2 Retention Months 0 Vital Records:</p> <p>Retention Description DESTROY 2 YEARS AFTER CERTIFIED DOCUMENTS PROVIDED TO REQUESTING BRANCH</p>		
N1-53-00-06-0002	<p>Title <u>PHOTOPRINT REQUEST AND TRANSMITTAL - PAYING AGENT</u></p> <p>Title Memo This form is used to request a copy of program documents The form (PD F 3307-3) used to request documents would be covered by GRS-23, item 7 but because the documents provided are used in a court of law, a 2 year retention period is being requested The form scheduled by this item will not be used in court Paying agent information is provided to the Division of Transaction and Ruling Branch This information is certified as the original data. Included are prints of the bond serial number, issue date, paying agent code and bank, batch number, the transfer date and paid date.</p> <p>Form Number PD F 3307-3 Form Series: A COPY Restrictions: NO Computer System: Cost Code: 660 Retention Years 2 Retention Months 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description DESTROY 2 YEARS AFTER CERTIFIED DOCUMENTS PROVIDED TO REQUESTING BRANCH</p>		
N1-53-00-06-0003	<p>Title <u>CAR008AR - DAILY PROOF LISTING</u></p> <p>Title Memo The Daily Proof Listing is part of the auditing process for the Coupon Audit system by SBOO/DDS/Data Capture/Coupon Audit Entry Section The audit is for the redemption of interest payments The information on the report comes from the detailed audit sheets (item 12 on this schedule) and is generated to use to audit coupons sent by the Federal Reserve banks (to Public Debt) The daily proof listing shows each bank, loan code, coupons value, pieces, due date, amount and id number</p> <p>Form Number CAR008AR Form Series: A COPY Restrictions: NO Computer System: Coupon Audit System Cost Code: 660 Retention Years 3 Retention Months 0 Vital Records: <input type="checkbox"/></p> <p><i>a microfilm b paper</i></p> <p>Retention Description MICROFILM REPORT AT END OF EACH ACCOUNT MONTH DESTROY PAPER AFTER FILMING RETAIN FILM FOR 3 YEARS</p> <p><i>Destroy Film When 3 yrs Old Talked to Konz 10/17/00</i></p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
N1-53-00-06-0004	<p>Title CAR13AAR - CONSOLIDATED MONTHLY STATEMENT OF REDEEMED INTEREST COUPONS</p> <p>Title Memo This run is requested at the end of each month to verify what each bank sent equals the debit/credits The run consolidates information for each coupon date on the Coupon Audit System This report shows the class, due date, coupons value, combined pieces and amount of all shipments listed in date order Any agency class with a date after October 1974 and treasury class after January 1, 1942 will appear on this report Since the coupons are held for 3 years, the film is not kept permanently because without the coupons the reports are useless</p> <p>Form Number CAR13AAR Form Series: A COPY Restrictions: NO Computer System: Coupon Audit System Cost Code: 660 Retention Years 3 Retention Months 0 Vital Records: a. microfilm b. paper</p> <p>Retention Description MICROFILM REPORT AT END OF EACH ACCOUNT MONTH DESTROY PAPER AFTER FILMING RETAIN FILM FOR 3 YEARS. OLD Destroy When</p>		<p>Approved by Robert Konz 10/17/00</p>
N1-53-00-06-0005	<p>Title CAR014AR SUPPLEMENTAL CONSOLIDATED MONTHLY STATEMENT</p> <p>Title Memo The CAR14AAR is a list of redeemed securities with coupons. It is a monthly statement from the Coupon Audit system The difference between this report and the CAR13AAR is that it contains an agency class with a date of 10/1974 or earlier and a Treasury class with a date of 1/1/1942 or earlier Since the coupons are held for 3 years, the film is not kept permanently because without the coupons the reports are useless (see item 4 of this schedule)</p> <p>Form Number CAR014AR Form Series: A COPY Restrictions: NO Computer System: Coupon Audit System Cost Code: 660 Retention Years 3 Retention Months 0 Vital Records: a. microfilm b. paper</p> <p>Retention Description MICROFILM REPORT AT END OF EACH ACCOUNT MONTH DESTROY PAPER AFTER FILMING RETAIN FILM FOR 3 YEARS old Destroy When</p>		<p>Approved by Robert Konz 10/17/00</p>
N1-53-00-06-0006	<p>Title CROSS REFERENCE REPORT</p> <p>Title Memo The cross-reference report is to show what the current account value is for a month from the Coupon Audit system It shows class, due date, coupon value, payment pieces (coupon pieces), amount (total amount of coupons), FRB code, receipt date, advice number, total pieces and amount for all shipments received for the current account month When someone needs to look for a specific coupon, finding the date and coupon amount and the bank uses this report and advice shown above the entry is the one that the date and amount are in Since the coupons are retained for 3 years, the film is not kept permanently because without the coupons the reports are useless</p> <p>Form Number CAR013AR Form Series: A COPY Restrictions: NO Computer System: Coupon Audit System Cost Code: 660 Retention Years 3 Retention Months 0 Vital Records:</p>		

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	<p><i>a. microfilm b. paper</i> Retention Description MICROFILM REPORT AT END OF EACH ACCOUNT MONTH DESTROY PAPER AFTER FILMING RETAIN FILM FOR 3 YEARS <i>old</i> Destroy when</p>		<p>Approved by Robert Konz 10/17/00</p>
<p>N1-53-00-06-0007</p>	<p>Title. PARS MONTHLY REPORT</p> <p>Title Memo The Coupon Audit system generates a monthly report that lists the various transaction codes and provides the total number of transactions received for each transaction code during the account month This report is used to satisfy reporting requirements related to the governments Public Debt Outstanding Debts (PARS, Public Debt Accounting and Reporting System)</p> <p>Form Number CAR0172A Form Series: A COPY Restrictions: NO Computer System: Coupon Audit System Cost Code: 660 Retention Years 3 Retention Months 0 Vital Records:</p> <p><i>a. microfilm b. paper</i> Retention Description MICROFILM REPORT AT END OF EACH ACCOUNT MONTH DESTROY PAPER AFTER FILMING RETAIN FILM FOR 3 YEARS <i>old</i> Destroy when</p>		<p>Approved by Robert Konz 10/17/00</p>
<p>N1-53-00-06-0008</p>	<p>Title CAVS SHEETS</p> <p>Title Memo This report has record of serial numbers of coupons that are separated during an audit Coupons of \$1,000 or more are shown on the list It is not a "redeemed coupon" but rather the redemption of interest payments Retain paperwork until coupons are redeemed, which is 3 years</p> <p>Form Number Form Series Restrictions: NO Computer System: Cost Code: 660 Retention Years 3 Retention Months 0 Vital Records:</p> <p>Retention Description RETAIN PAPERWORK FOR 3 YEARS</p>		
<p>N1-53-00-06-0009</p>	<p>Title INTEREST COUPONS FROM REDEEMED BEARER TREASURY SECURITIES AND AGENCY SECURITIES</p> <p>Title Memo These are bearer Treasury Securities (bonds and notes) and agency securities that have interest coupons attached that may be redeemed at any bank or Public Debt After redemption, the interest coupons are then sent to Public Debt to be audited and are described as treasury coupon</p> <p>Form Number Form Series: Restrictions: NO Computer System: Cost Code: 660 Retention Years 3 Retention Months 0 Vital Records:</p> <p><i>a. microfilm b. paper</i> Retention Description MICROFILM DESTROY PAPER AFTER FILMED RETAIN FILM FOR 3 YEARS <i>old</i> Destroy when</p>		<p>Approved by Robert Konz 10/17/00</p>

