

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-01-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/1/2019

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 001 INDIVIDUAL RETIREMENT BONDS. TABLES OF REDEMPTION VALUES FOR 12 MONTH PERIOD

Item 002 U.S. RETIREMENT PLAN BONDS-TABLES OF REDEMPTION VALUES FOR 12 MONTH PERIOD

Item 004 EZ CLEAR ADJUSTMENTS

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-053-06-005 items 13, 17, and 45 superseded the remaining items on this schedule (item 3, and 5-13).

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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

Savings Bond Operations Office

3. MINOR SUBDIVISION

Division of Transactions & Rulings

4. NAME OF PERSON WITH WHOM TO CONFER

Robert Konz

5. TELEPHONE

(304) 480-6601

LEAVE BLANK (NARA use only)

JOB NUMBER

~~11-53-01-1~~ 11-53-01-1

DATE RECEIVED

9-29-2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column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

6-6-01

ARCHIVIST OF THE UNITED STATES

[Signature]

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 5 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:

8/24/00

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

TITLE

Records Specialist

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			

8/26/01 Copy to: NARA/NR

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

December 27, 2000

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-01-01-0001	<p>Title: INDIVIDUAL RETIREMENT BONDS. TABLES OF REDEMPTION VALUES FOR 12 MONTH PERIOD</p> <p>Title Memo: This item covers the published hardcopy redemption tables for the United States Individual Retirement Bonds (IRB's). The tables are published each year. The purpose of these tables are to show the current redemption values for outstanding IRB's each month during the up coming year. This would be used in event a disaster recovery process was needed and the CRV automated systems was not available to calculate the values. There are no electronic files for Word processing or E-mail records associated with this item.</p> <p>Form Number: PD F 4652 Form Series: Restrictions: NO Computer System: Cost Code: 670 Retention Years: Retention Months: 0 Vital Records: X</p> <p>Retention Description: Temporary. Destroy when superseded.</p>		
N1-53-01-01-0002	<p>Title: U.S. RETIREMENT PLAN BONDS-TABLES OF REDEMPTION VALUES FOR 12 MONTH PERIOD</p> <p>Title Memo: This item covers the published hardcopy redemption tables for the United States Retirement Plan Bonds (RPB's). The tables are published each year. The purpose of these tables are to show the current redemption values for the outstanding RPB's each month during the up coming year. This would be used in event a disaster recovery process was needed and the CRV automated systems was not available to calculate the values. There are no electronic files for Word processing or E-mail records associated with this item.</p> <p>Form Number: PD F 4651 Form Series: A COPY Restrictions: NO Computer System: Cost Code: 670 Retention Years: Retention Months: 0 Vital Records: X</p> <p>Retention Description: Temporary. Destroy when superseded.</p>		
N1-53-01-01-0003	<p>Title: SABRS: SAVINGS BOND REDEMPTION SYSTEM</p> <p>Title Memo: These items are hardcopies generated from the SABRS system. Including: Summary payments and bonds report that contain transaction type, case file name, case tracking number, taxpayer identification number, payment date/method/amount, tax reporting and withholding amounts. Totals extracted from these reports are used in the daily accounting, withholding to FEDTAXII, and for entry of the electronic blotter into the SaBRE system.</p> <p>Form Number: Form Series: Restrictions: Computer System: OS-SABRS Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. DESTROY WHEN 6 YEARS AND 3 MONTHS OLD.</p>		<p>Superseded by: N1-053-06-05/17 DATE (MM/DD/YYYY): 04/07/2007</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-01-01-0004	<p>Title: EZ CLEAR ADJUSTMENTS</p> <p>Title Memo: This item includes four different documents -Advise of Debit, Advise of Credit, SF-215-DEPOSIT TICKET or SF-5515-DEBIT VOUCHER.: These documents are used to either send the bond owner additional funds or request reimbursement from an overpayment. The records are pricing errors originated from incorrect data being entered on SABRS or FACTORS. The four documents are hard copies generated from the Federal Reserve Bank application system "EZ Clear".</p> <p>Form Number: Form Series: Restrictions: PA Computer System: Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records: X</p> <p>Retention Description: Temporary.</p> <ol style="list-style-type: none"> a. Hardcopy, cutoff files by fiscal year. Destroy copies 6 years 3 months after cut off date. b. Any electronic files for Word processing or E-mail records may be deleted after a hardcopy is placed in this file. 		
N1-53-01-01-0005	<p>Title: HH/H TRANSACTION TRANSFER – BLOTTER REPORT</p> <p>Title Memo: This is a HH/H Savings Bond System Blotter Report (HRR1151). Blotter Report from the pricing module. The report shows pieces and face amount for all the transaction codes processed through the HH/H system for each transaction date. The blotter finalizes all HH/H transactions for a transfer date. Once the blotter has been requested, no changes can be made The Pricing Module was schedule under N1-53-96-04, 0121.</p> <p>Form Number: HRR1151R Form Series: A COPY Restrictions: NO Computer System: HH/H-0 Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records: </p> <p>Retention Description: Temporary.</p> <ol style="list-style-type: none"> a. Hardcopy, cutoff files by transaction date. Destroy copies 6 years 3 months after cut off date. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system. 		<p>Items 5+6 Superseded by: N1-053-06-05/17 DATE (MM/DD/YYYY): <u>04/07/2007</u></p>
N1-53-01-01-0006	<p>Title: LISTING AUDIT REPORT FOR HH/H SERIES</p> <p>Title Memo: These reports are from the HH/H-0 module of the HH/H Savings Bond System that includes miscellaneous audit reports, case report, correspondence search listings. The system was scheduled under N1-53-96-04, 121. These hardcopy reports are also used to input data into the Bond Check processing system.</p> <p>Form Number: HRPD701 Form Series: A COPY Restrictions: NO Computer System: Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records: </p> <p>Retention Description: Temporary.</p> <ol style="list-style-type: none"> a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off date. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system. 		

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N1-53-01-01-0007	<p>Title: TRIAL BALANCE REPORT LISTING FOR HH/H SERIES BONDS</p> <p>Title Memo: This is the Trial Balance Report generated from the HH/H savings bonds system. The totals from the report are verified against the bonds, transferred to the daily accounting and encoded into PARS.</p> <p>Form Number: HRR141R Form Series: A COPY Restrictions: NO Computer System: Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records:</p> <p>Retention Description: Temporary. a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		<p>item 7 Superseded by: N1-053-06-05/17 DATE (MM/DD/YYYY): 04/07/2007</p>
N1-53-01-01-0008	<p>Title: PARS DETAIL REPORT NOTIFICATION</p> <p>Title Memo: This is a hardcopy listing generated from the PARS system showing all the transactions entered for reporting entity 134 as well as exceptions for each transaction date. The reports are used to verify the accuracy of the information entered from the input document and to correct any discrepancies. The retention of the hardcopy document is needed to support financial documents.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records:</p> <p>Retention Description: Temporary. a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		<p>items 8+9 Superseded by: N1-053-06-05/13 DATE (MM/DD/YYYY): 04/07/2007</p>
N1-53-01-01-009	<p>Title: PARS INPUT DOCUMENTS</p> <p>Title Memo: These are input documents and supporting documents used to enter transactions on-line to the pars system. These include totals from the daily accounting and the document is verified against the PARS Detail Report Notification. The non-electronic Data Inputs for OPDA are scheduled under N1-53-99-02, item 2. However the office responsible for the input is requesting a longer retention period for the hardcopy documents to support the legal inquiries that come from time to time for financial input data.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records:</p> <p>Retention Description: Temporary. a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		

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N1-53-01-01-0010	<p>Title: CONTROL NO. BOOK- ALSO CALLED T-BOOK</p> <p>Title Memo: These are notebooks containing batch numbers used for various accounting transaction codes in order by transaction date. This is to keep a detail record of batch numbers used for each transaction date. Prior to SaBRe system, the books were accessed for various reasons including (i.e., getting batch number to search for a claims transaction). The books became obsolete when the BESI and SaBRe system went into production in 1998.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records:</p> <p>Retention Description: Temporary. a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		<p>items 10+11 Superseded by: N1-053-06-05/13 DATE (MM/DD/YYYY): 04/07/2007</p>
N1-53-01-01-0011	<p>Title: CASH WIRE</p> <p>Title Memo: This is used as a supporting data in the daily accounting. The Cash Wires were sent to OPDA to reflect the activity for the transaction date. This document became obsolete with on-line reporting to PARS in 1999. Retire this retention item after all boxes have been destroyed.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records:</p> <p>Retention Description: Temporary. a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		
N1-53-01-01-0012	<p>Title: PAYMENT DETAIL REPORT LISTING FOR HH/H SERIES</p> <p>Title Memo: This is a Division of Transaction and Rulings report generated from the HH/H savings bonds system. This report contains information for checks issued for system account 0005 for all processing sites. The retention of this hardcopy document is in addition to the system that was schedule under N1-53-96-04, 124</p> <p>Form Number: HRR0372R Form Series: A COPY Restrictions: NO Computer System: Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records:</p> <p>Retention Description: Temporary. a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		<p>item 12 Superseded by: N1-053-06-05/17 DATE (MM/DD/YYYY): 04/07/2007</p>

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N1-53-01-01-0013	<p>Title: MISC TAX RECORDS</p> <p>Title Memo: This information is used in the preparation of tax returns sent to the IRS. These contain listings of payee names, check amounts, tax amounts, information on 1042 and 945 withholding and various other records used in tax reporting. The value of this information is preparation of tax returns sent to the IRS.</p> <p>Form Number: Form Series: Restrictions: PA Computer System: Cost Code: 670 Retention Years: 6 Retention Months: 3 Vital Records:</p> <p>Retention Description: Temporary.</p> <ul style="list-style-type: none"> a. Hardcopy, cutoff files yearly. Destroy copies 6 years 3 months after cut off. b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system. 		<p>Superseded by: N1-053-06-05/45 DATE (MM/DD/YYYY): <u>04/07/2007</u></p>