

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(see instruction reverse)

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

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

2 MAJOR SUBDIVISION
OFFICE OF PUBLIC DEBT ACCOUNTING

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
ROBERT KONZ (304) 480-6601

LEAVE BLANK (NARA use only)

JOB NUMBER
J1-53-01-2

DATE RECEIVED 9/29/00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column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

WITHDRAWN

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 9/28/00 SIGNATURE OF AGENCY REPRESENTATIVE Robert Konz 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Government Account Series (GAS)</p> <p>SEE THE ATTACHED SHEETS</p> <p>" The Department of Treasury has committed to maintaining all documents under this schedule in conformance with Court Orders entered in the Cobell litigation, including the Court's Order of August 12, 1999, until the conclusion of the litigation or until the Court or Special Master orders otherwise."</p> <p><i>Robert O'Kony For</i> 10/18/01 Vicki Thorpe, BPD Records Officer Date</p>		

WITHDRAWN

**INTRODUCTION TO
GOVERNMENT ACCOUNT SERIES (GAS) SYSTEM AND RELATED RECORDS**

Purpose and function of the system

Bureau of Public Debt's (BPD) Federal Investment Branch (FIB) is responsible for processing investment transactions for Fund Agency Accounts that comprise the Government Account Series (GAS) holdings

The GAS system is a DOS based PC application and maintains investment/redemption detail for recording and processing security transactions for each of the accounts and provides summary financial information to the Public Debt Accounting and Reporting System (PARS) and the Online Payment and Collection System (OPAC) There are no automated interfaces with other systems GAS is a transaction-based accounting system that computes daily, monthly, quarterly, semiannual and annual interest income for all holdings within an account It also calculates investment discounts and premiums for investment / redemption transactions and maintains summary balances for each account as well as balances by security type The system was implemented in November 1996

Note 1. With the exception of item 8, (GAS systems documentation, electronic version) there are no records covered by this schedule that are created using electronic word processing applications None of the record series covered by this schedule contain electronic mail

WITHDRAWN

N1-53-01-02, 001 Title: GAS – GOVERNMENT ACCOUNT SERIES SYSTEM - MASTERFILE

Title Memo: GAS is an automated system that contains records of investment, redemption, and interest payment activity for GAS securities held on behalf of government agencies. This system tracks all GAS transactions and produces various daily, monthly, annual and on-request reports.

Transactions are entered into the current system on a daily basis. One record is created for each transaction.

Retention Description: Temporary. Delete records (data files) 20 years after transaction date.

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N1-53-01-02, 002 Title: GAS INPUTS

Title Memo: Faxes and other input records are transmitted to Bureau of Public Debt from other Government agencies and internal BPD offices. Input records contain trust account information used to initiate transactions in the GAS system. These transactions include initiating an investment/ redemption, reconciling funds, assigning prices, and updating the GAS Master file.

Retention Description: File hard copy data in appropriate file. See items 9 through 14 for disposition instructions.

N1-53-01-02, 003 Title: GAS OUTPUTS

Title Memo: Hard copy reports generated by the GAS system are retained for audit and reference purposes. The reports include daily, monthly, and ad hoc processing activities.

Retention Description: File hard copy report in appropriate file. See items 9 through 14 for disposition instructions.

N1-53-01-0214, 004 Title: GAS DAILY PRINCIPAL OUTSTANDING REPORT – DAILY REPORT

Title Memo: This is a hard copy report that summarizes by fund and security type the outstanding principal at the end of the day. The report displays the CUSIP, Issue date, Maturity date, and Investments/ Redemptions for each security outstanding. This report is issued daily and used by the Federal Investment Branch to reconcile the amount of principal outstanding contained in the GAS system to the amount reported in the Public Debt Accounting and Reporting System (PARS).

Retention Description: Temporary. Destroy 30 days after verification of data.

N1-53-01-02, 005 Title: GAS DAILY PRINCIPAL OUTSTANDING REPORT – MONTHLY REPORT

Title Memo: The hard copy report for this item summarizes by fund and security type the outstanding principal at the end of the day. The report displays the CUSIP, Issue date, Maturity date, and Investments/Redemptions for each security outstanding. This report is issued at month end and is distributed to BPD's Debt Accounting Branch, Treasury's Office of Cash and Debt Management, FMS's Budget Reports Branch, and the Congressional Budget Office.

Retention Description: Temporary. Cut off at end of fiscal year and store offsite. Federal Records Center (FRC) storage is authorized. Destroy 20 years after cutoff.

WITHDRAWN

1-53-01-02, 006

Title: GAS DAILY PRINCIPAL OUTSTANDING REPORT – END OF YEAR REPORT

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Title Memo: This hard copy report summarizes by fund and security type the outstanding principal at the end of the day. The report displays the CUSIP, Issue date, Maturity date, and Investments/Redemptions for each security outstanding. This report is issued on last day of the fiscal year and is used to support summary level information in PARS.

Retention Description: PERMANENT. Cut off at end of fiscal year and transfer 1 copy to the National Archives [IN 5-YEAR BLOCKS]

N1-53-01-02, 007

Title: GAS SYSTEM DOCUMENTATION (HARD COPY VERSION)

Title Memo: This includes data system specifications, file specifications, codebooks, record layouts, and user handbooks relating to data.

Retention Description: Temporary. Destroy when superseded, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system, whichever is latest.

N1-53-01-02, 008

Title: GAS SYSTEM DOCUMENTATION (ELECTRONIC VERSION)

Title Memo: This is the Word processing copy of records covered by item 7 of this schedule.

Retention Description: Temporary. Delete when recordkeeping copy is produced or when no longer needed for revision and updating, whichever is later.

N1-53-01-02, 009

Title: INVESTMENT REQUEST AND TRANSACTION CONFIRMATION RECORDS

Title Memo: Paper trust fund records used for tracking portfolio activity. Records can include but are not limited to (1) Investment / Redemption Requests used to request an investment or redemption transaction and (2) Transaction Confirmation used to confirm the investment/redemption transaction for the customer agencies.

Retention Description: Temporary. Cut off files at end of fiscal year and store offsite. Federal Records Center (FRC) storage is authorized. Destroy 20 years after cutoff.

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N1-53-01-02, 010 Title: DAILY WORK RECORDS SUMMARIZING GAS ACTIVITY

Title Memo Records used to summarize individual fund transactions on a daily basis. Records can include but are not limited to (1) Quotations on Securities for Special Nonmarketable Investments used to assign prices in market-based securities, (2) Overnight Rate Fax from Federal Reserve Bank – New York used to assign prices in one-day certificates, (3) Daily Market Quotes From OMF Request used to request “noon” market prices for pricing market-based transactions, (4) Daily Principal Totals Report used to display the principal amounts invested and redeemed by security type and fund, (5) Daily Interest Totals Detail Report used to display interest, discount and premium amounts related to investments and redemptions, (6) Daily Maturity Total Report used to summarize all maturities for a given day, (7) Daily TIIS Inflation Compensation Report used to show the amount of inflation compensation earned on Inflation Index securities, (8) One Day Redemption Report used to show principal and interest that will be redeemed for One Day securities, (9) Daily Activity Report used to update debt track reporting for the Office of Debt and Cash Management, and (10) Market Based Semi-Annual Interest Report used to show semi-annual interest payable on market based securities

Retention Description: Cut off files at end of fiscal year and store offsite Federal Records Center (FRC) storage is authorized Destroy 20 years after cutoff

N1-53-01-02, 011 Title: MONTHLY WORK RECORDS SUMMARIZING GAS ACTIVITY.

Title Memo: Records used to summarize individual fund transactions on a monthly basis. Records can include, but are not limited to (1) Statement of Account used to summarize monthly investments, redemptions, and interest payments, (2) Average Interest Reports used to calculate the average yield of GAS securities, (3) Monthly AFS Activity Report used to reconcile investment activity with STAR, (4) 1132 Investment Holding of Certain Trust Funds Holding Special Issues used to show investments by Trust Funds in GAS securities, Agency securities and Marketable securities, (5) Interest Cost by Fund Report used to summarize the interest cost amounts for GAS securities, and (6) Deferred Discount Ledger Reports used to report unrealized discount for GAS securities outstanding, (7) Office of Market Finance (OMF) Average Interest Rate used to assign investment rates to various Trust Funds, which are utilized by the Federal Investment Branch, (8) Monthly Trust Fund Rates used to assign investment rates to CUSIPS, which are created each month for trust funds investing in special issue securities

Retention Description: Cut off files at end of fiscal year and store offsite Federal Records Center (FRC) storage is authorized Destroy 20 years after cutoff

N1-53-01-02, 012 Title: AD HOC RECORDS SHOWING CUSTOMIZED INVESTING ACTIVITY

Title Memo: Records used to capture investment activity for a particular fund and timeframe. Records can include, but are not limited to (1) Position Statements used for listing investment activity for a specific time period and (2) Transactions Reports used for listing detailed investment activity with multiple issue prices for a specific time period

Retention Description: Cut off files at end of fiscal year and store offsite Federal Records Center (FRC) storage is authorized Destroy 20 years after cutoff

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N1-53-01-02, 013 Title: RECONCILIATION RECORDS

Title Memo: Records used to compare issuing data (by BPD) with investing data (from agency) and can include, but are not limited to (1) Statements of Transactions – SF 224 used to report receipt and disbursements for various Account Fund Symbols, (2) Supporting material for Statement of Transactions (SF224) to show adjusting entries that are used to balance the SF224 whenever there are differences at the end of a month, (3) Undisbursed Appropriation Account Ledger (TFS6653) used to reconcile 20X6822 56 and 57 reports, (4) 1081/6653 Net Principle/Interest /Differences used to show investment differences between the GAS system and the agencies system, (5) ALC Call Sheets used to document discussion between Public Debt and Federal Agencies regarding accounting differences , (6) Voucher Report by Category used to show detail transactions by Agency Location Code (ALC) and Voucher number, and (7) TFS 6653 Transaction Report 20X6822 used to show investment activity by ALC as reported by Federal Agencies

Retention Description: Cut off files at end of fiscal year and store offsite Federal Records Center (FRC) storage is authorized Destroy 20 years after cutoff

N1-53-01-02, 014 Title: SUMMARY ACCOUNTING RECORDS PRODUCED BY NON-GAS SYSTEMS

Title Memo: Records used for summary reconciliation purposes Records can include, but are not limited to (1) Statement of Differences for Disbursement Transactions (TFS6652) used to reconcile investments and redemption that are supported by On-line Payment and Collection (OPAC) System transactions, (2) Undisbursed Appropriation Account Trial Balance (TFS6654) used to show summary trial balance totals, (3) Report of Unavailable Receipt Transactions (TFS6655) used to show summary trial balance totals, (4) PARS PDPB746 SF224 Section II Line 1 Detail Listing used to confirm that amounts listed on Section II of an SF224 reconcile with the TFS6652, (5) Monthly Register of Transactions (Support Listing) used in conjunction with the TFS6652's and shows where an agency is out of balance, (6) PARS RDPB759 SF224 Section I Detail Listing used to confirm that amounts listed on Section II of an SF224 reconcile with the TFS6652, (7) Automated Reconciliation of the TFS6653, which is used to report the reconciliation of the SF224 with the TFS6653, TFS6654 and the TFS6655, and (8) Financial Accounting Branch Account Reconciliation used to reconcile the PARS general ledger with the TFS6653 and ensure that PARS and STAR are in sync for ALC 20-55-0860

Retention Description: Cut off files at end of fiscal year and store offsite Federal Records Center (FRC) storage is authorized Destroy 20 years after cutoff

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