

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
OFFICE OF PUBLIC DEBT ACCOUNTING

3. MINOR SUBDIVISION
DIVISION OF SPECIAL INVESTMENT

4. NAME OF PERSON WITH WHOM TO CONFER
RONDA BLAKE

5. TELEPHONE
(304) 480-6019

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER
71-053-01-7

DATE RECEIVED
7-11-01

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column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
11-15-01

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 9 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: 7-9-01

SIGNATURE OF AGENCY REPRESENTATIVE: *Ronda Blake*

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 GRS OR SUPERSEDED JOB CITATION	10.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		
<i>cc Agency NR NWML NWME NWMD</i>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

August 27, 2001

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-01-07-0006	<p>Title: SPSS-SLGS CHANGE REQUEST-MANUAL INPUTS</p> <p>Title Memo: These are hard copies of forms and correspondence received from State and Local Government Entities, Investment Banking firms, Financial Institutions, Bond Councils, and Resolution Funding Corporations. They are used to request changes be made to existing information contained in cases already established for special purpose securities.</p> <p>Form Number: PD F 5376 Form Series: Restrictions: NONE Computer System: SPSS Cost Code: 25000 Retention Years: 47 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy: Microfilm paper copy 2 years after receipt. Destroy paper copy after microfilm has been reviewed and approved. b. Microfilm: Destroy microfilm after 45 years old.</p>		
N1-53-01-07-0007	<p>Title: SPSS-SLGS EARLY REDEMPTION REQUEST-MANUAL & ELECTRONIC INPUTS</p> <p>Title Memo: These are hard copies of forms and correspondence received from State and Local Government Entities, Investment Banking firms, Financial Institutions, Bond Councils, and Resolution Funding Corporations. They are used to request that special purpose securities be redeemed before their established maturity date. SPSS also receives the same information electronically via Internet from SLGSafe users.</p> <p>Form Number: PD F 5377 Form Series: Restrictions: NONE Computer System: SPSS Cost Code: 25000 Retention Years: 47 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy: Microfilm paper copy 2 years after receipt. Destroy paper copy after microfilm has been reviewed and approved. b. Microfilm: Destroy microfilm after 45 years old. c. Electronic files: Destroy 7 years after case is closed.</p>		<p>WITHDRAWN WITHDRAWN covered by Item 1</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

August 27, 2001

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<p>N1-53-01-07-0008</p>	<p>Title: SPSS-SUBSCRIPTION FOR ISSUE OF TIME DEPOSIT SLGS- MANUAL & ELECTRONIC INPUTS</p> <p>Title Memo: These are subscription request for State and Local Government securities received from State and Local Government Entities, Investment Banking firms, Financial Institutions, Bond Councils, and Resolution Funding Corporations. These forms and correspondence are received by mail and fax. They include but are not limited to forms PD F 4144, PD F 4144-1, PD F 4144-2, letter, and memos. These items supply the data needed to subscribe for purchase of and to issue Special Purpose Securities. SPSS also receives the same information electronically via Internet from SLGSafe users.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE Computer System: SPSS Cost Code: 25000 Retention Years: 47 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy: Microfilm paper copy 2 years after redemption of securities. Destroy paper copy after microfilm has been reviewed and approved. b. Microfilm: Destroy microfilm after 45 years old. c. Electronic files: Destroy 7 years after case is closed.</p>		
<p>N1-53-01-07-0009</p>	<p>Title: SPSS-SUBSCRIPTION FOR PURCHASE OF DEMAND DEPOSIT SLGS-MANUAL & ELECTRONIC INPUTS</p> <p>Title Memo: These are hard copies of forms and correspondence received from State and Local Government Entities, Investment Banking firms, Financial Institutions, Bond Councils, and Resolution Funding Corporations. They include but are not limited to forms PD F 5237, letters, and memos. These items supply the data needed to subscribe for purchase of Special Purpose Securities. SPSS also receives the same information electronically via Internet from SLGSafe users.</p> <p>Form Number: PD F 5237 Form Series: A COPY Restrictions: NONE Computer System: SPSS Cost Code: 25000 Retention Years: 47 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy: Microfilm paper copy 2 years after issuance of securities. Destroy paper copy after microfilm has been reviewed and approved. b. Microfilm: Destroy microfilm after 45 years old. c. Electronic files: Destroy 7 years after case is closed.</p>		

WITHDRAWN

WITHDRAWN
Covered by Item 1

WITHDRAWN

WITHDRAWN
Covered by Item 1

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

August 27, 2001

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-01-07-0010	<p>Title: SPSS-REDEMPTION OF DEMAND DEPOSIT SLGS-MANUAL & ELECTRONIC INPUTS</p> <p>Title Memo: These are hard copies of forms and correspondence received from State and Local Government Entities, Investment Banking firms, Financial Institutions, Bond Councils, and Resolution Funding Corporations. They include but are not limited to forms PD F 5238, letters, and memos. These items supply the data needed to redeem Special Purpose Securities. SPSS also receives the same information electronically via Internet from SLGSafe users.</p> <p>Form Number: PD F 5238 Form Series: A COPY Restrictions: NONE Computer System: SPSS Cost Code: 25000 Retention Years: 47 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy: Microfilm paper copy 2 years after redemption of securities. Destroy paper copy after microfilm has been reviewed and approved. b. Microfilm: Destroy microfilm after 45 years old. c. Electronic files: Destroy 7 years after case is closed.</p>		
N1-53-01-07-0011	<p>Title: SPSS-U.S. MORTGAGE GUARANTY INSURANCE COMPANY TAX & LOSS BONDS-MANUAL INPUTS</p> <p>Title Memo: These are hard copies of forms received from United States Mortgage Guaranty Insurance Companies for the purchase of Tax and Loss Bonds. They include but are not limited to PD F 3871, which supplies the necessary data to subscribe, to purchase and to issue Tax and Loss Bonds.</p> <p>Form Number: PD F 3871 Form Series: Restrictions: NONE Computer System: SPSS Cost Code: 25000 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Hardcopy: Microfilm paper copy 2 years after receipt. Destroy paper copy after microfilm is reviewed and approved. b. Microfilm: Destroy microfilm after 5 years old.</p>		<p>WITHDRAWN covered by Item 1</p>
N1-53-01-07-0012	<p>Title: SPSS-AUTOMATED CLEARING HOUSE-ELECTRONIC INPUTS</p> <p>Title Memo: SPSS electronically receives a daily file from the Automated Clearing House System (ACH) via bulk data. This file contains information about payments rejected by financial institutions for maturity and interests payments due to state and local governments for Special Purpose Securities.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: SPSS Cost Code: 25000 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

August 27, 2001

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-01-07-0013	<p>Retention Description: Temporary. Electronic file: Destroy when 7 years old.</p> <hr/> <p>Title: SPSS-DAILY ACITIVY STATUS REPORT-PAPER REPORT</p> <p>Title Memo: SPSS generates a daily activity status report. This report contains daily information on the purchase, issue, and redemption of Special Purpose Securities.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: SPSS Cost Code: 25000 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. a. Hardcopy: Microfilm paper copy after 2 years. Destroy paper copy after microfilm is reviewed and approved. b. Microfilm: Destroy microfilm after 5 years old.</p>		
N1-53-01-07-0014	<p>Title: SPSS-INTEREST REPORTS-ELECTRONIC OUTPUTS</p> <p>Title Memo: These are reports generated daily by the system reporting on interest earned on Special Purpose Securities. They include but are not limited to Average Interest Report-Miscellaneous, Average Interest Report-SLGS Time, Detailed Interest Accrual Report-Demand, and Detailed Interest Accrual Report-Time.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: SPSS Cost Code: 25000 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. a. Electronic report file: Destroy when 7 years old. b. Hard copy: Destroy when obsolete or no longer needed.</p>		
N1-53-01-07-0015	<p>Title: SPSS-FUNDS RECEIPT REPORTS-ELECTRONIC OUTPUTS</p> <p>Title Memo: These are reports generated daily by the system showing funds received for each case and total due for each transaction date. They include but are not limited to Case funds comparison Report and Due Date Totals.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: SPSS Cost Code: 25000 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. a. Electronic report file: Destroy when 7 years old. b. Hard copy: Destroy when obsolete or no longer needed.</p>		

