

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)

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

2. MAJOR SUBDIVISION
 DIVISION OF PROGRAM ADMINISTRATION DIRECTOR'S OFFICE

3. MINOR SUBDIVISION
 DIRECT-ACCESS MARKETABLES BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
Ronda Blake

5. TELEPHONE
(304) 480-6019

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-053-01-08

DATE RECEIVED
7/21/2001

NOTIFICATION TO AGENCY

In accordance with 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
11-15-01

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 3 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: **8/7/01**

SIGNATURE OF AGENCY REPRESENTATIVE: **Vicki Thorpe** *[Signature]*

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 GRS OR SUPERSEDED JOB CITATION	10.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		

cc: Agency, NWML, AR

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

August 6, 2001

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-01-08-0001	<p data-bbox="268 260 1235 287">Title: INVESTOR PAYMENT AND TAX SYSTEM (INPAX)-MASTERFILES</p> <p data-bbox="268 323 1235 695">Title Memo: InPax is an automated accounting system that provides for the processing required to establish, maintain, report, and service all activity related to bearer, registered, Armed Forces Leave Bonds (AFLB), and Adjusted Service Bonds (ASB) payments. This system supersedes the following systems DITS (N1-53-96-04.0044), PITS (N1-53-96-04.0045), FITS (N1-53-96-04.0051), and FALCON (GRS-20, 3a), which was used to track the payments sent to Philadelphia. The system contains two data tables, which are the main customer data table and the payment data table. The main customer data table includes but is not limited to customer and security information. These tables do not have any archiving features. The payment table includes but is not limited to payment information made to individuals for all bearer, registered, AFLB, and ASB securities. The payment information is stored in the main system for two years before it is archived to a secondary storage system.</p> <p data-bbox="268 730 1235 821">Form Number: Form Series: Restrictions: SBU Computer System: InPax Cost Code: 63500 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p data-bbox="268 856 1235 1010">Retention Description: a. Customer data files: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purpose. b. Payment files: Store on-line for 2 years after daily cut off. Move to secondary storage in 2 year intervals. Delete files 7 years after moved to secondary storage.</p>		
N1-53-01-08-0002	<p data-bbox="268 1045 1235 1073">Title: INPAX-MANUAL INPUTS</p> <p data-bbox="268 1108 1235 1262">Title Memo: Information such as but not limited to tax identification numbers, addresses, person entitled to payment, type of security, payment amount, interest amount, maturity date, denominations, and serial numbers are entered into the system. This information is obtained from the following items but not limited to letters, memos, legal documents, securities, and forms.</p> <p data-bbox="268 1297 1235 1388">Form Number: Form Series: Restrictions: SBU Computer System: InPax Cost Code: 63500 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p data-bbox="268 1423 1235 1514">Retention Description: Temporary. The hard copies of these documents are retained in individual case files, which are scheduled under authority code NC1-53-82-02, 114.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

September 10, 2001

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-01-08-0006	<p>Title: INPAX-SYSTEM DOCUMENTATION</p> <p>Title Memo: These are the word processing and hard copies of the data system specifications, file specifications, codebooks, record layouts, and user handbooks relating to data.</p> <p>Form Number: Form Series: Restrictions: SBU Computer System: InPax Cost Code: 63500 Retention Years: 99 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>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.</p>		
N1-53-01-08-0007	<p>Title: INPAX-1099INT AND 1099B INTEREST INCOME STATEMENTS-OUTPUTS</p> <p>Title Memo: These are 1099INT and 1099B statements that are generated from the INPAX system and are then mailed out to investors showing their interest earned for a specified tax year. A diskette is sent to the Internal Revenue Services (IRS), which contains but is not limited to investor name, address, payment information, etc on all 1099's sent to investors. A copy of this diskette is kept onsite.</p> <p>Form Number: 1099 Form Series: Restrictions: SBU Computer System: InPax Cost Code: 63500 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Electronic copies: Cut off after diskette is created at the end of the tax year. Destroy diskette 7 years after cut off. b. Hard copy: Not held by BPD mailed to investors.</p>		