Schedule Number: N1-053-02-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-053-06-005 items 36 and 37, GRS 5.2 item 020 (DAA-GRS-2017-0003-0001), and GRS 3.1 item 051 (DAA-GRS-2013-0005-0003)
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
   SECURITIES OPERATIONS

3. MINOR SUBDIVISION
   DIRECT-ACCESS MARKETABLES BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
   Ronda Blake

5. TELEPHONE
   (304) 480-6019

6. AGENCY CERTIFICATION
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal 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,
   
   [X] is not required; [ ] is attached; or [ ] has been requested.

   DATE
   11/30/01

   SIGNATURE OF AGENCY REPRESENTATIVE
   Vicki Thorpe

   TITLE
   Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   See the Attached Sheets

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

LEAVE BLANK (NARA use only)

JOB NUMBER
01-053-02-2

DATE RECEIVED
12-10-01

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
3-8-02

ARCHIVIST OF THE UNITED STATES
Title: **TREASURYDIRECT ELECTRONIC SERVICES (TDES) – MASTER FILE**

Title Memo: TDES is accessed by investors by a toll free number through an AT&T G3R switch or via the Internet through Microsoft Internet Explorer, which provides TreasuryDirect account holders with the option of purchasing or reinvesting in Treasury securities by either telephone or over the Internet. Account holders may also receive their account balance, order a statement of account or a duplicate 1099INT, change their address and/or phone number, or have their TreasuryDirect account maintenance fee debited from their checking or savings account via an ACH transaction. These transactions are held in TreasuryDirect Electronic Services temporary data tables until they are transferred to the TreasuryDirect system for processing. The verification tables contain, but are not limited to, the account numbers, social security numbers, remittance numbers, validation numbers, and cusip numbers that are used to verify the information being entered into TDES by investors to grant them access to the system and to validate the transactions being enter. There are no spreadsheet or e-mail documents associated with this system.

**Form Number:** Form Series: Restrictions: SBU

**Computer System:** TDES **Cost Code:** 63500

**Retention Years:** 99 **Retention Months:** 0 **Vital Records:**

**Retention Description:** Temporary.

- Temporary data tables: Cut off yearly. Destroy 7 years after cut off.
- Verification tables: Destroy when obsolete or superceded.

---

Title: **TDES-PHONE AND WEB SITE-ELECTRONIC INPUTS**

Title Memo: Investors can access their TreasuryDirect accounts by phone or by the Internet. Before gaining access to their accounts TDES verifies their account numbers, social security numbers, remittance numbers, validation numbers, and cusip number against specified data tables to ensure correct processing of data and for security purposes. After accessing their accounts; investors' may order statements of account or duplicate interest income statements, or purchase or reinvest Treasury securities. They may also perform maintenance functions including, but not limited to, paying their annual TreasuryDirect account maintenance fees or changing the address or phone number listed on their TreasuryDirect account. These transactions that are entered into the system by the investors are transferred to the TreasuryDirect system daily for processing.

**Form Number:** Form Series: Restrictions: SBU

**Computer System:** TDES **Cost Code:** 63500

**Retention Years:** 0 **Retention Months:** 0 **Vital Records:**

**Retention Description:** Temporary.

Cut off daily after verification of upload to TreasuryDirect. Destroy after cut off.
REQUEST FOR RECORDS DISPOSITION AUTHORITY
For the Bureau of the Public Debt November 29, 2001

7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 9. GRS OR SUPERSEDED JOB CITATION

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1-53-02-02-0003</td>
<td>Title: TDES-FEE DATA-INPUTS</td>
<td></td>
</tr>
<tr>
<td>Form Number:</td>
<td>Form Series:</td>
<td>Restrictions: SBU</td>
</tr>
<tr>
<td>Computer System: TDES</td>
<td>Cost Code: 63500</td>
<td></td>
</tr>
<tr>
<td>Retention Years: 0</td>
<td>Retention Months: 0</td>
<td>Vital Records:</td>
</tr>
<tr>
<td>Retention Description: Temporary.</td>
<td>Cut off daily May thru October. Destroy after cut off.</td>
<td></td>
</tr>
</tbody>
</table>

<p>| N1-53-02-02-0004 | Title: TDES-REINVESTMENT CUSIPS AND PURCHASE CUSIPS-INPUTS | |
| Form Number: | Form Series: | Restrictions: SBU |
| Computer System: TDES | Cost Code: 63500 | |
| Retention Years: 0 | Retention Months: 1 | Vital Records: |
| Retention Description: Temporary. | Cut off monthly. Destroy one month after cut off. | |</p>
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
</table>
| N1-53-02-02-0005 | Title: TDES-DAILY OUTPUTS SENT TO *TREASURYDIRECT* (PHILADELPHIA)  
Title Memo: TDES sends files daily via bulk data at the end of its operational period (8:00 am to 8:00 pm) to the *TreasuryDirect* system (Philadelphia), including, but not limited to, reinvestment files and investor approved fee files. The files contain, but are not limited to, reinvestments, account maintenance actions, authorized ACH fee payments, request for statements of account or duplicate 1099INT, and purchase information that was entered by investors and verified as a valid transaction by TDES.  
Form Number:  
Computer System: TDES  
Retention Years: 0  
Retention Months: 1.5  
Retention Description: Temporary. Cut off daily after created. Destroy 45 days after cut off. |  |  |
| N1-53-02-02-0006 | Title: TDES-SYSTEM DOCUMENTATION  
Title Memo: This includes electronic and hard copy data of record layouts and contextual information that provides an understanding of how the records are received, created, and maintained.  
Form Number:  
Computer System: TDES  
Retention Years: 0  
Retention Months: 0  
Retention Description: Temporary.  
- Hard copies: 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 the latest.  
- Electronic copies: Destroy when record keeping copy is produced or when no longer needed for revision and update, whichever is the later. |  |  |