

**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**

LEAVE BLANK (NARA use only)

JOB NUMBER  
**71-053-02-2**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES  
**3-8-02** *[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 <b>11/30/01</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Vicki Thorpe</b> <i>[Signature]</i>	TITLE <b>Records Officer</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>See the Attached Sheets</b>		
	<i>cc: Agency, NR, NWML</i>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<p>N1-53-02-02-0001</p>	<p>Title: <i>TREASURYDIRECT</i> ELECTRONIC SERVICES (TDES) – MASTER FILE</p> <p>Title Memo: TDES is accessed by investors by a toll free number through an AT&amp;T G3R switch or via the Internet through Microsoft Internet Explorer, which provides <i>TreasuryDirect</i> 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 <i>TreasuryDirect</i> account maintenance fee debited from their checking or savings account via an ACH transaction. These transactions are held in <i>TreasuryDirect</i> Electronic Services temporary data tables until they are transferred to the <i>TreasuryDirect</i> 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.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU            Computer System: TDES                      Cost Code: 63500            Retention Years: <del>99</del> 7 <sup>or RB for BFD</sup>                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            a. Temporary data tables: Cut off yearly. Destroy 7 years after cut off.            b. Verification tables: Destroy when obsolete or superceded.</p>		
<p>N1-53-02-02-0002</p>	<p>Title: TDES-PHONE AND WEB SITE-ELECTRONIC INPUTS</p> <p>Title Memo: Investors can access their <i>TreasuryDirect</i> 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 <i>TreasuryDirect</i> account maintenance fees or changing the address or phone number listed on their <i>TreasuryDirect</i> account. These transactions that are entered into the system by the investors are transferred to the <i>TreasuryDirect</i> system daily for processing.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU            Computer System: TDES                      Cost Code: 63500            Retention Years: 0                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Cut off daily after verification of upload to <i>TreasuryDirect</i>. Destroy after cut off.</p>		

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N1-53-02-02-0003	<p>Title: TDES-FEE DATA-INPUTS</p> <p>Title Memo: Information is received daily from May through October via File Transfer Protocol (FTP) from the <i>TreasuryDirect</i> Fees System. This information includes, but is not limited to, <i>TreasuryDirect</i> account numbers, remittance numbers, account balances, and account status. This information is used to verify account numbers and remittance numbers being entered by investors who wish to pay their annual account maintenance fee through TDES.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: TDES              Cost Code: 63500  Retention Years: 0                      Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Cut off daily May thru October. Destroy after cut off.</p>		
N1-53-02-02-0004	<p>Title: TDES-REINVESTMENT CUSIPS AND PURCHASE CUSIPS-INPUTS</p> <p>Title Memo: Information is received monthly from various sources. The Public Debt Accounting and Reporting system (PARS) sends loan identification Files via File Transfer Protocol (FTP). The <i>TreasuryDirect</i> system (Philadelphia) is accessed by personnel from the Direct Access Management Branch to obtain a list of matured CUSIPS that were previously used for purchasing Treasury securities. The Auction Calendar system is accessed by personnel from the Direct Access Management Branch to obtain a list of new CUSIPS that are to be issued. The CUSIP information is entered into the system in Word text format from the shared server. This information includes but is not limited to current and historical cusips, maturity dates, description of cusip, and cusip type. This information is used to verify cusip information being entered into the TDES system by investors wishing to purchase or reinvest Treasury securities.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: TDES              Cost Code: 63500  Retention Years: 0                      Retention Months: 1              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Cut off monthly. Destroy one month after cut off.</p>		

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N1-53-02-02-0005	<p>Title: TDES-DAILY OUTPUTS SENT TO <i>TREASURYDIRECT</i> (PHILADELPHIA)</p> <p>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 <i>TreasuryDirect</i> 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.</p> <p>Form Number:                                      Form Series:                                      Restrictions: SBU  Computer System: TDES                                      Cost Code: 63500  Retention Years: 0                                      Retention Months: 1.5                                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Cut off daily after created. Destroy 45 days after cut off.</p>		
N1-53-02-02-0006	<p>Title: TDES-SYSTEM DOCUMENTATION</p> <p>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.</p> <p>Form Number:                                      Form Series:                                      Restrictions: NONE  Computer System: TDES                                      Cost Code: 63500  Retention Years: <i>99 N/A</i>                                      Retention Months: 0                                      Vital Records: <input type="checkbox"/>  <i>at RB for BPD</i></p> <p>Retention Description: Temporary.</p> <p>a. 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.</p> <p>b. Electronic copies: Destroy when record keeping copy is produced or when no longer needed for revision and update, whichever is the later.</p>		