

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
DIVISION OF ACCOUNTING SERVICES

4 NAME OF PERSON WITH WHOM TO CONFER
Ronda Blake

5 TELEPHONE
(304) 480-6019

LEAVE BLANK (NARA use only)

JOB NUMBER
701-053-02-7

DATE RECEIVED
2-6-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 *11-22-02* ARCHIVIST OF THE UNITED STATES
J. W. Carl

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 4 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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE

Vicki Thorpe *Vicki S Thorpe* **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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		
	<i>cc Agency, NA</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt January 29, 2002

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
N1-53-02-07-0001	<p>Title: FEDTAX</p> <p>Title Memo: These are reports used to substantiate payments made to the Internal Revenue Service for backup and foreign withholding taxes that were withheld from investors' interest and principal payments. The reports include, but are not limited to, PARS encoding sheets, system reports, and FEDTAX reports.</p> <p>Form Number: Form Series: Restrictions: R Computer System: Cost Code: 69700 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off annually Destroy 7 years after cut off</p>		
N1-53-02-07-0002	<p>Title: Electronic Site (T8) Cancellations</p> <p>Title Memo. These are various forms of requests received in the Marketable Assistance Branch from <i>TreasuryDirect</i> account holders requesting that previously purchased tenders be cancelled from their accounts. The information is forwarded to the Marketable Securities Accounting Branch and includes, but is not limited to, account names, addresses, <i>TreasuryDirect</i> account numbers, par amounts, and the date and time the investor made the request.</p> <p>Form Number: Form Series: Restrictions: R Computer System: Cost Code: 69700 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off annually. Destroy 7 years after cut off.</p>		
N1-53-02-07-0003	<p>Title: Electronic Site (T8) Tenders</p> <p>Title Memo: These are various batch control sheets and tenders received in the Marketable Assistance Branch from <i>TreasuryDirect</i> account holders for the purchase of Treasury securities. The information is forwarded to the Marketable Securities Accounting Branch where it is entered into investors' <i>TreasuryDirect</i> accounts and includes, but is not limited to, account names, addresses, <i>TreasuryDirect</i> account numbers, par amounts, CUSIPS, and payment information.</p> <p>Form Number: Form Series: Restrictions: R Computer System: Cost Code: 69700 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off annually Destroy 7 years after cut off.</p>		

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N1-53-02-07-0004	<p>Title: Weekly Analysis Report</p> <p>Title Memo: These are Lotus documents that are prepared weekly using system reports from <i>TreasuryDirect</i>. The Weekly Analysis Reports include, but are not limited to, quantity, amount, and par amount of matured securities, redemptions, reinvestment discounts, reinvestment rates, and interest for bills, notes, and bonds. This report is used in conjunction with another report prepared within the Office of Security Operations to supply statistical information to upper management.</p> <p>Form Number Form Series: Restrictions: R Computer System: Cost Code: 69700 Retention Years 7 Retention Months. 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off annually. Destroy 7 years after cut off.</p>		
N1-53-02-07-0005	<p>Title: Miscellaneous Logs</p> <p>Title Memo. Miscellaneous logs are used to record work coming into the branch. The logs document and track the work being processed as it flows through the branch. These logs include, but are not limited to, Accounting Adjustment Logs, Electronic Site (T8) Batch Number Logs, FEDLINE Automated Auction Logs, FEDLINE Wire Logs, Issue Batch Control Logs, TAAPSLink Auction Logs, Voucher Logs, and Wire Transfer Logs.</p> <p>Form Number. Form Series: Restrictions: R Computer System: Cost Code: 69700 Retention Years. 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description Temporary. Cut off annually. Destroy 7 years after cut off</p>		
N1-53-02-07-0006	<p>Title: REGII Inventory Reports</p> <p>Title Memo: These are reports that are generated by the Registered Accounts System II, which are used to record the issuance of registered securities and track the inventory of unissued securities. The reports include, but are not limited to, Daily Automated Definitive Issues Activity and Definitive Stock Inventory Reports.</p> <p>Form Number Form Series: Restrictions: NONE Computer System: Cost Code: 69700 Retention Years: 7 Retention Months. 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off annually. Destroy 7 years after cut off.</p>		

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N1-53-02-07-0007	<p>Title: PARS Reports</p> <p>Title Memo: Various reports are generated by the PARS system, which are used to verify that information entered into the system was entered correctly. These reports include, but are not limited to, Batches Purged, PARS Exception Report, and Terminal Entry Report.</p> <p>Form Number Form Series: Restrictions: NONE Computer System: PARS Cost Code: 69700 Retention Years 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off annually Destroy 7 years after cut off.</p>		
N1-53-01-07-0008	<p>Title: Daily PARS Exception Reports R/E 132</p> <p>Title Memo The Daily PARS reports show various discrepancies related to reporting accrual savings bond Transaction activity to PARS for reporting entity 132. The reports are used to reconcile and correct errors. These reports include, but are not limited to the following PARS reports: USSB Transfer Match Exceptions (PARS PDP2934), Financial Verification Errors-Financial Negative Balance (PDP2702), Input Errors (PDP2900), Month-End Account Verification-Unbalanced (PDP2940), and Non-Cash Transactions Errors (PDP2933).</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: PARS Cost Code: 69500 Retention Years 4 Retention Months. 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description. Temporary. Cut off daily. Destroy 4 years after cut off.</p>		
N1-53-01-07-0009	<p>Title: Daily PARS Exception Report R/E 133</p> <p>Title Memo. The Daily PARS Exception Reports show discrepant transactions reported to PARS for reporting entity 133. The reports are used to identify and research errors. Documents include, but are not limited to: Financial Verification Errors US Savings Stamps (PDP2920), Noncash Transaction Errors (PDP2933), Financial Verification Errors Miscellaneous Transfer Match (PDP2936), and Month-End Verification (PDP2940).</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: PARS Cost Code: 69500 Retention Years 4 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off daily Destroy 4 years after cut off.</p>		

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N1-53-01-07-0010	<p data-bbox="272 260 1019 289">Title: Daily PARS Data Entry Detail Reports (Batch Activity) R/E 133</p> <p data-bbox="272 323 1224 441">Title Memo. The Daily PARS Data Entry Detail Report shows Transactions that are manually entered to PARS for reporting entity 133. The report, which includes, but is not limited to, the PARS Data Entry Detail Report (Batch Activity-PDP2384) is used to identify and research errors.</p> <p data-bbox="272 478 1175 571"> Form Number: Form Series: Restrictions: NONE Computer System: PARS Cost Code: 69500 Retention Years: 4 Retention Months: 0 Vital Records: <input type="checkbox"/> </p> <p data-bbox="272 604 737 667">Retention Description: Temporary Cut off daily. Destroy 4 years after cut off.</p>		