

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-02-008

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-053-06-005 items 44 and 45, GRS 5.2 item 020 (DAA-GRS-2017-0003-0001), and GRS 3.1 item 051 (DAA-GRS- 2013-0005-0003)

Date Reported: 8/6/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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	NI-053-02-8
DATE RECEIVED	3/21/02
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 12-8-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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	SIGNATURE OF AGENCY REPRESENTATIVE Vicki Thorpe <i>Vicki S. Thorpe</i>	TITLE Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See the Attached Sheets		
	<i>cc Agency NR NWA WA</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

March 19, 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 GRS OR SUPERSEDED JOB CITATION	10.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-IR-0001	<p>Title: IRIS – INTERNAL REVENUE INFORMATION SYSTEM – MASTERFILE</p> <p>Title Memo: IRIS was implemented in 1995 and its main function is to provide accurate investor reporting to the Internal Revenue Service and create IRS Form 1042-S statements to be mailed to investors. This system replaced and will supersede the Foreign Investor Tax System (FITS) scheduled under (N1-53-96-04.0119) and the old Internal Revenue Information System scheduled under (N1-53-96-04.0051). IRIS allows the Office of Investor Services (OIS) Current Income Services Division and the Office of Security Operations (OSO) Division of Program Administration to enter, maintain, and report on records of foreign investors in a manner conforming to IRS requirements. IRIS's master file has three main data tables-the investor tables, administrative tables, and the history tables. Both the investor and history tables contain investor information including, but not limited to, demographic and financial information about foreign owned accounts. At the completion of each tax year, IRIS has the functionality to archive the data from the investor table into a history table incremented by tax year. The administrative tables contain, but are not limited to, user data and edit procedures. There is no Word, spreadsheet, or e-mail software attached to this system.</p>		
<p>Form Number: Form Series: Restrictions: SBU Computer System: IRIS Cost Code: 63500 Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p>			
<p>Retention Description: Temporary.</p> <p>a. Investor tables: Cut off at the completion of the tax year. Move data to the history table. Destroy investor tables after cut off.</p> <p>b. History tables: Cut off after data is moved from the investors tables. Destroy 10 years after cut off.</p> <p>c. Administrative tables: Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purpose.</p>			
N1-53-02-IR-0002	<p>Title: IRIS-PRELIMINARY EXTRACT FILES FROM TREASURYDIRECT & REGII</p> <p>Title Memo: IRIS requires preliminary extract files from both the TreasuryDirect and REGII systems. These files contain both demographic and financial information about foreign owned accounts. The preliminary files, usually received in late November, are used for testing the importing functionality, and are cleared from the IRIS system in late December of the same calendar year. The system receives these files via BULKDATA.</p>		
<p>Form Number: Form Series: Restrictions: SBU Computer System: IRIS Cost Code: 63500 Retention Years: 0 Retention Months: 1 Vital Records: <input type="checkbox"/></p>			
<p>Retention Description: Temporary. Cut off 1 month after received. Destroy after cut off.</p>			

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N1-53-02-IR-0003	<p>Title: IRIS-FINAL EXTRACT FILES FROM TREASURYDIRECT & REGII</p> <p>Title Memo: At the end of each calendar year, IRIS receives final extract files from both the TreasuryDirect and REGII systems and these are used to prepare 1042-S forms and to report to the Internal Revenue Services electronically. These files contain both demographic and financial information about foreign owned accounts. The system receives these files via BULKDATA.</p> <p>Form Number: Form Series: Restrictions: SBU Computer System: IRIS Cost Code: 63500 Retention Years: 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off after verification that data was entered into the system. Destroy after cutoff.</p>		
N1-53-02-IR-0004	<p>Title: IRIS-CASE FILES</p> <p>Title Memo: These are case files of investor information gathered from the public, either verbally or via letters/forms, and are manually entered into IRIS and stored in case files.</p> <p>Form Number: Form Series: Restrictions: SBU Computer System: IRIS Cost Code: 63500 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files at the end of the fiscal year after receipt. Destroy 7 years after cut off.</p>		
N1-53-02-IR-0005	<p>Title: 1042-S FOREIGN PERSON'S U.S. SOURCE INCOME SUBJECT TO WITHHOLDING</p> <p>Title Memo: These are statements that are generated from the IRIS system and are then mailed out to all foreign account holders showing their interest earned for a specified tax year. A diskette is sent to the Internal Revenue Services (IRS), which contains information on all 1042-S sent to foreign account holders and the interest earned for that tax year for each account (under chapter 3, Internal Revenue Code). A copy of this diskette is kept onsite.</p> <p>Form Number: 1042 Form Series: Restrictions: SBU Computer System: IRIS 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.</p> <p>b. Hard copies: Not held by BPD, mailed to investors.</p>		

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N1-53-02-IR-0006	<p data-bbox="258 256 734 283">Title: IRIS SYSTEM DOCUMENTATION</p> <p data-bbox="258 319 1212 346">Title Memo: These are electronic and hard copies of the data dictionary and record layout.</p> <table data-bbox="258 382 1157 472"><tr><td>Form Number:</td><td>Form Series:</td><td>Restrictions: NONE</td></tr><tr><td>Computer System: IRIS</td><td>Cost Code: 63500</td><td></td></tr><tr><td>Retention Years: 99</td><td>Retention Months: 0</td><td>Vital Records: <input type="checkbox"/></td></tr></table> <p data-bbox="258 508 630 535">Retention Description: Temporary.</p> <ul data-bbox="258 541 1212 693" style="list-style-type: none">a. Hard copy: 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.b. Electronic copy: Destroy when record keeping copy is produced or when no longer needed for revision and update, whichever is the later.	Form Number:	Form Series:	Restrictions: NONE	Computer System: IRIS	Cost Code: 63500		Retention Years: 99	Retention Months: 0	Vital Records: <input type="checkbox"/>		
Form Number:	Form Series:	Restrictions: NONE										
Computer System: IRIS	Cost Code: 63500											
Retention Years: 99	Retention Months: 0	Vital Records: <input type="checkbox"/>										