

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
12-18-02	<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 GRS OR SUPERSEDED JOB CITATION	10.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		

cc Agency NR NWML WA

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 GRS OR SUPERSEDED JOB CITATION	10.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-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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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-0006	<p>Title: IRIS SYSTEM DOCUMENTATION</p> <p>Title Memo: These are electronic and hard copies of the data dictionary and record layout.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: IRIS Cost Code: 63500 Retention Years: 99 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>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.</p> <p>b. Electronic copy: Destroy when record keeping copy is produced or when no longer needed for revision and update, whichever is the later.</p>		