

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-02-016

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1 053 06 005 items 13 and 17

Date Reported: 8/1/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON DC 20408	
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT	
2. MAJOR SUBDIVISION OFFICE OF SECURITY OPERATIONS	
3. MINOR SUBDIVISION TREASURY SECURITIES ACCOUNTING BRANCH	
4. NAME OF PERSON WITH WHOM TO CONFER BRIAN LALLEMONT	5. TELEPHONE (304) 480-6302

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-053-02-16	
DATE RECEIVED 8-30-2002	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>John W. Carl</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 2 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 8/21/02	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 GRS OR SUPERSEDED JOB CITATION	10.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, DWMWA</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

8/21/2002

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 GRS OR SUPERSEDED JOB CITATION	10.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-A-0001	<p>Title: VALIDATION RECONCILIATION OF GENERAL LEDGER BALANCES TO MASTER FILE</p> <p>Title Memo: These documents consist of LOTUS/EXCEL spreadsheets and various reports containing validation data and totals used to reconcile month end summary validation balances in General Ledger Account 05, Validations, to subsidiary totals maintained in the Validation Master File. The spreadsheets and reports contain piece data for monthly beginning and ending balances, and monthly activity by bond series and denomination. These documents are used as a valuable accounting tool to ensure the validation balances maintained in the General Ledger Summarized System are substantiated by individual bond serial number balances maintained in the Validations Master File Subsidiary System. This function is vital to provide documented safekeeping of investors' monies, ensure Bureau systems integrity and the accurate reporting of the Public Debt.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE Computer System: _____ Cost Code: 69500 Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ul style="list-style-type: none"> a. Electronic copies-Destroy after hardcopy is placed in record keeping system. b. Hardcopies-Cut off monthly. Destroy 6 years and 3 months after monthly cut off date. 		
N1-53-02-A-0002	<p>Title: CONFIRMED VOUCHER TRANSACTION MATCH</p> <p>Title Memo: This file includes the SABRE generated Confirmed Summary Adjustment Report--OSRI00BR, and the PARS generated Daily Data Entry Detail Report, PDP2348 which are used in a visual comparison of confirmed voucher transactions. The reports show transaction detail for transaction codes 0174 and 0769 (Deposit Ticket/Debit Voucher). Savings Bond transactions for deposit tickets and debit vouchers created by SABRE are confirmed by transactions entered into PARS by the appropriate FRB or other internal Bureau office. The reports are used to identify and research errors and assure that confirmed vouchers are reported to PARS with the correct information.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE Computer System: _____ Cost Code: 69500 Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ul style="list-style-type: none"> a. Electronic copies- Destroy after hardcopies are placed in record keeping system. b. Hardcopies- Cut off daily. Destroy 1 year after cut off date. 		

