NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-03-009

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/1/2019

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 0001 SABRE-SAVINGS BOND REPLACEMENT SYSTEM-MASTER FILE

Item $0030~{\rm SABRE}$ SUMMARY ACCOUNTING HARDCOPY OUTPUT REPORTS_PERMANENT RECEIPTS_CHANGED OR ANNOTATED

Items 0100, 0101, 0102, 105, 106 are Records related to referral tickets

Items 107 and 108 LOCATOR GROUP - UNDELIVERABLE IRS MAILOUT and UNDELIVERABLE REPORTS

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

The items are mainly inputs, outputs and system documentation superseded by the GRS 5.1 item 020 (DAA-GRS-2017-0003-0001) and GRS 3.1 Item 051 (DAA-GRS-2013-0005-0003). Prior to these GRS items being issued, schedule items 1a, 5, 7, 21, 24, 32,42,44, were superseded by N1-053-06-0005.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 8/1/2019 N1-053-03-009

| REQUEST FOR RECORD SPOSIT | | LEAVE BLANK (NARA use only) | | | |
|--|--|---|---|--|--|
| (See Instructions on revers NATIONAL ARCHIVES and RECORDS ADMINISTR | <u> </u> | JOB NUMBER NO 3-03-9 DATE RECEIVED 3/25/03 | | | |
| WASHINGTON DC 20408 | | DATE RECEIVED 3/ | 25/03 | | |
| FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT | | NOTIFICATION | TO AGENCY | | |
| MAJOR SUBDIVISION Office of Securities Operations | | U.S.C. 3303a the | ith provisions of 44 disposition request, | | |
| MINOR SUBDIVISION Division of Systems Administration | | except for items "disposition | dments, is approved that may be marked not approved" or | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER 5. Brian Lallemont | TELEPHONE (304) 480-6302 | | or the United States | | |
| that the records proposed for disposal on the att or will not be needed after the retention periods Office, under the provisions of Title 8 of the Gazart is not required; | 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 49 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, X is not required; is attached; or has been requested. DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE | | | | |
| 7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSE NO. | ED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) | | |
| See the Attached | Sheets | | | | |
| | | | | | |

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION 7. ITEM NO. 10. ACTION TAKEN (NARA USE ONLY) N1-53-03-SB-0001 Title: SABRE-SAVINGS BOND REPLACEMENT SYSTEM-MASTER FILE Title Memo: The Savings Bond Replacement System (SaBRe) is an automated redesign of the Series E/EE system, replacing manual and automated processes utilized to process cash and security transactions resulting from the sale and retirement of accrual and retirement type securities. The work is processed by different groups of users, which includes but is not limited to receipt and control, audit, after classification, cash remittance/interest assessment, inquiry request, and summary accounting. The SaBRe master file has several data tables, which the users use to perform the different task assigned to each group to process the work. The data tables are either continuous (see item a) or tables with active retention periods (see item b). Some active tables have corresponding archive tables that are eventually purged to tapes and stored onsite and off site (see item c). Item (a) tables include but are not limited to After Classification Tables, Accrual Caveat Table, Agent Bond Serial Number Range Table, Assessment Tables, Audit Control Parameter Table, Bond update Table, Bond Identification Tables, Cash Balance Table, Caveat Tables, City Table, Current Redemption Value Table, Cumulative Journal Table, Denomination Table, Document Location & Retention Tables, Element Code Validation Table, Financial Tables, Issue on the Internet Notify Table, Issue Date Table, Loan Group Table, Monthly Partition Reference Table, Message Table, Pars Transaction Code Table, Referral Ticket Control Parameter Table, Reporting Agent & Site Tables, Security Account Number Table, Security Ledger Tables, Security Transaction Message Table, Series Tables, State Table, Status Tables, Summarized Security Transaction Table. System Control Parameter Table. Tax Identification Number Tables, Transaction Tables, User Identification Tables, and Voucher Number Table. Item (b) tables include but are not limited to Accrual Transaction Tables, Audit Discrepancy Tables, Financial Tables, Inquiry Request Tables, Monthly Control Table, Offsetting Reconcilement Discrepancy Control Table, Principal Outstanding Table, Referral Ticket Table, RFM Table, Security Ledger Tables, Summarized Classified Tables, and Tape Number Log Table. Item (c) tables include but are not limited to Control Number Tables, Manufacturing Stock Transaction Table, Non-Receipt Entry Table, and Security Transaction Tables. All security transactions are entered into to the system with an associated transaction code (TC). TC's define the updates and direct the data to the appropriate users and data tables. This system does not contain any word processing or spreadsheet applications. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 99 Retention Months: 0 Vital Records: Retention Description: Temporary. Continuous tables—Are held on-line for the life of the system. Active retention tables—Cut off after created. Destroy 13 months after cut off. Active retention tables that are migrated to archive tables then purged to magnetic tapes—Cut off after created. Store on active tables 6 months after created, then migrate to archive tables. Cut off archive tables 18 months after created and move to secondary storage (magnetic tape). Destroy magnetic tapes 30 months after created.

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED | DISPOSITION. 9. GRS OR SUPE | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|------------------|--|--|---|--|
| N1-53-03-SB-0002 | Title: ISSUES ON TAPE (IOT)-ELEC | TRONIC INPUTS | | Hems 2-29 |
| | Title Memo: These files contain data rec agent banks, which are downloaded which includes, but is not limited to appropriate data tables according to | d to the SaBRe system. They on, the issue of securities. The | contain information data is stored in the | Superseded by: 4RS-2017- (LS 6,2020 |
| | Form Number: Computer System: SaBRe | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | Retention Years: 0 | Retention Months: 0 | Vital Records: | |
| | system. | tor 1 week after verification of m the assigned data tables acco | _ | |
| N1-53-03-SB-0003 | Title: ISSUES ON THE INTERNET (IC | OI), ELECTRONIC BLOTTEI | R, AND DETAIL | |
| | Title Memo: These files contain informa securities received from BPD, FRE data or FELS, which are download appropriate data tables according to files. | 3's, processing centers, and ago led to the SaBRe system. The | ent banks via bulk data is stored in the | |
| | Form Number: Computer System: SaBRe | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | Retention Years: 0 | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Data to Item 1 of this schedule. | a is deleted from the assigned o | data tables according | |
| N1-53-03-SB-0004 | Title: CARTRIDGES USED TO PRODI | UCE MICROFILM-MANUAI | LINPUTS | |
| | Title Memo: These files contain cartridg information that are received from Reels of microfilm are produced fro into the SaBRe System for identific | FRB's, processing centers, and om the cartridges. The microf | į agent banks. | |
| | Form Number: Computer System: SaBRe Retention Years: 10 | Form Series: Cost Code: 68200 Retention Months: 0 | Restrictions: SBU Vital Records: | |
| | Retention Description: Temporary. a. Tape cartridges are returned t microfilm. | to originator 1 week after verif | ication of | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPO | SITION. 9. GRS OR SUPER | SEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| N1-53-03-SB-0005 | Title: IRB'S AND RPB'S-MANUAL INPUTS | S | | |
| | Title Memo: These files contain Individual Re that are manually entered into the system | | ement Plan Bonds | |
| | Computer System: SaBRe | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. a. Hard Copy—Microfilm bonds 3 monotonic verification of microfilm. b. Microfilm—Destroy microfilm 10 years. | - | y bonds after | |
| N1-53-03-SB-0006 | Title: BOND/NOTE CONTROL BLOTTER A | AND TRANSFER ADVI | CE-MANUAL | |
| | Title Memo: This form is used to document the retired cards, bonds and notes undennne cancelled sales, exchanges, and retired at | transfer date for redempt | | |
| | _ | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. a. Hard Copy—Microfilm hard copy 3 after verification of microfilm. b. Microfilm—Destroy microfilm 36 years. | | stroy hardcopy | |
| N1-53-03-SB-0007 | Title: CLAIM FOR RELIEF OF LOSS, THEF INPUTS | T, OR DESTRUCTION- | MANUAL | |
| | Title Memo: This form is to request reissue of or destruction of the original bonds. | replacement bonds on ac | count of loss, theft, | |
| | Computer System: SaBRe | Form Series: Cost Code: 68200 Retention Months: 0 | Restrictions: SBU Vital Records: | |
| | Retention Description: Temporary. a. Hard Copy—Microfilm hard copy 3 after verification of microfilm. b. Microfilm—Destroy microfilm 10 years. | _ | stroy hardcopy | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DIS | POSITION. 9. GRS OR SU | PERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03- SB-0008 | Title SABRE SUMMARY ACCOUNTING AUDIT / JCL'S Title Memo: These files contain reports use perform accounting and financial fi updating account balances and perform include, but are not limited to, stati | ed by the Summary Acco unctions which include, l forming account reconcil | unting group to out are not limited to, iation. The reports | |
| | generated by the system. Form Number: Computer System: SaBRe Retention Years: 0 Retention Description: Temporary. | Form Series: Cost Code: 68200 Retention Months: 3 | Restrictions: SBU Vital Records: | |
| | Electronic Files—Destroy files 90 day | s after created. | | |
| N1-53-03-SB-0009 | Title: SABRE SUMMARY ACCOUNTING INQUIRIES | ELECTRONIC OUTP | UT REPORTS— | |
| · | Title Memo: These files contain reports perform accounting and financial fi updating account balances and performation on, but are not and vouchers. They include, but are Accounts Inquiry, SARO (2315) In Financial Journal Inquiry, Voucher Cumulative Journal Inquiry. | unctions which include, lorming account reconcil limited to, accounts jour not limited to, the folloquiry, Activity Analysis | out are not limited to, iation. These reports mals, activity analysis, owing: Security (2296) Inquiry, | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 0 | Cost Code: 68200 Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 day | s after created. | | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPO | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0010 | Title: SABRE SUMMARY ACCOUNTING C RECONCILIATION EXCEPTION REP | | |
| | generated at transaction month-end for re | ns which include, but are not limited to, ag account reconciliation. These reports are econciling sub ledger systems for book-entry bond vault. The reports include, but are not | |
| | Computer System: SaBRe | Form Series: Restrictions: SBU Cost Code: 68200 Retention Months: 3 Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy 6 years are b. Hard Copy—Cut off by transaction after cutoff. | nd 3 months after created. month-end. Destroy 6 years and 3 months | |
| N1-53-03-SB-0011 | Title: SABRE SUMMARY ACCOUNTING E DAILY FINANCIAL LISTINGS—CON | | |
| | that are generated daily for summarized s | ns which include, but are not limited to, ag account reconciliation. These are reports | · |
| | Form Number: | Form Series: Restrictions: SBU | |
| | | Cost Code: 68200 Retention Months: 3 Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 days a hardcopy documents.) | after created. (See Item 17 for retention of | - |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSE | ITION. 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN |
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| | | <u> </u> | (NARA USE ONLY |
| N1-53-03-SB-0012 | Title: SABRE SUMMARY ACCOUNTING EI DAILY FINANCIAL LISTINGS—TRAN | | |
| | that are generated daily for summarized sa adjustment activity. They include, but are | s which include, but are not limited to, g account reconciliation. These are reports avings bond issues, redemption and not limited to, the Daily Financial al Transaction Report, Daily Financial Trial | |
| | Computer System: SaBRe C | orm Series: Restrictions: SBU cost Code: 68200 etention Months: 1 Vital Records: | |
| | Retention Description: Temporary. | after created. (See Item 17 for retention of | |
| N1-53-03-SB-0013 | Title: SABRE SUMMARY ACCOUNTING E DAILY FINANCIAL LISTINGS—CON REVERSAL REPORT | \ | |
| | Title Memo: These files contain reports used by perform accounting and financial function updating account balances and performing that are generated daily for summarized sa adjustment activity. They include, but are Adjustment Reversal Report. | s which include, but are not limited to, s account reconciliation. These are reports rvings bond issues, redemption and | |
| | Computer System: SaBRe | orm Series: Restrictions: SBU cost Code: 68200 etention Months: 0 Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 2 years aft hardcopy documents.) | er created. (See Item 17 for retention of | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN |
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| | | <u> </u> | (NARA USE ONLY) |
| N1-53-03-SB-0014 | Title: SABRE SUMMARY ACCOUNTING ELEC DAILY FINANCIAL LISTINGS—PARS D | | |
| | Title Memo: These files contain reports used by the perform accounting and financial functions who updating account balances and performing account that are generated daily for summarized saving adjustment activity. They include, but are not | cich include, but are not limited to, ount reconciliation. These are reports as bond issues, redemption and | |
| | Computer System: SaBRe Cost | Series: Restrictions: SBU Code: 68200 tion Months: 0 Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 3 years after contact hardcopy documents.) | eated. (See Item 17 for retention of | |
| N1-53-03-SB-0015 | Title: SABRE SUMMARY ACCOUNTING ELEC DAILY FINANCIAL LISTINGS—ADJUST | | |
| | Title Memo: These files contain reports used by the perform accounting and financial functions who updating account balances and performing account that are generated daily for summarized saving adjustment activity. They include, but are not Ledger/Principal Outstanding Match, Financial Confirmed Summary Adjustment Discrepancy | ich include, but are not limited to, ount recentiliation. These are reports s bond issues, redemption and limited to, the Financial l Contra Balance Report, and the | |
| | Form Number: Form | Series: Restrictions: SBU | |
| | • | Code: 68200 tion Months: 0 Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 4 years after control hardcopy documents.) | eated. (See Item 17 for retention of | |
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| . ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN |
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| | S. DESCRI TION OF TIEM AND TROPOSED DISTOSTION. 9. GROOK SOT ERSEDED JOB CITATION | (NARA USE ONLY) |
| N1-53-03-SB-0016 | DAILY FINANCIAL LISTINGS—TOTAL ADD (ACCOUNT 34) RECONCILEMENT REPORT Title Memo: These files contain reports used by the Summary Accounting group to | |
| | perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are reports that are generated daily for summarized savings bond issues, redemption and adjustment activity. They include, but are not limited to, the Total Add (Account 34) Reconcilement Report. | |
| | Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 20 Retention Months: 0 Vital Records: | |
| | | |
| | Retention Description: Temporary. Electronic files—Destroy files 20 years after created. (See Item 17 for retention of hardcopy documents.) | |
| V1-53-03-SB-0017 | Title: SABRE SUMMARY ACCOUNTING HARD COPY OUTPUT REPORTS—DAILY FINANCIAL LISTINGS | |
| | Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are reports that are generated daily for summarized savings bond issues, redemption and adjustment activity. They include, but are not limited to, the hard copies of the following reports: Daily Financial Transaction Journal, Daily Interest Accrual Transaction Report, Financial Ledger/Principal Outstanding Match, PARS Daily Journal, Daily Financial Trial Balance, Daily Financial General Ledger, Financial Contra Balance Report, Total Add (Account 34) Reconcilement Report, Confirmed Summary Adjustment, Confirmed Summary Adjustment Discrepancy Report, and the Confirmed Summary Adjustment Reversal Report. | |
| | Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 | |
| | Retention Years: 2 Retention Months: 0 Vital Records: Retention Description: Temporary. Hard Copy—Cut off by transaction date. Destroy 2 years after cutoff. (Electronic copies are scheduled under Items 11-16.) | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPO | OSITION. 9. GRS OR SUPER | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) | |
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| N1-53-03-SB-0018 | Title: SABRE SUMMARY ACCOUNTING DAILY SECURITY LISTINGS—LEI | | REPORTS— | | |
| | Title Memo: These files contain reports used perform accounting and financial function updating account balances and performing that are generated by transaction date for adjustment activity. They include, but a Transaction Journal, Security General L Recap. | ons which include, but are ng account reconciliation or savings bond issues, red are not limited to, the Dail | e not limited to, These are reports lemption and y Security | | |
| | Form Number: Computer System: SaBRe | Form Series: Cost Code: 68200 Retention Months: 1 | Restrictions: SBU | | |
| | Retention Years: 1 Retention Description: Temporary. Electronic Files—Destroy files 400 days hardcopy documents.) | | Vital Records: 21 for retention of | | |
| N1-53-03-SB-0019 | Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— DAILY SECURITY LISTINGS—MATCH REPORTS | | | | |
| | Title Memo: These files contain reports used perform accounting and financial function updating account balances and performing that are generated by transaction date for adjustment activity. They include, but a Unclassified Issues Match, Classified to Ledger to Principal Outstanding Match Balance. | ons which include, but are ng account reconciliation or savings bond issues, red are not limited to, the Clas Unclassified Redemption | e not limited to, These are reports emption and sified to as Match, Security | | |
| | Form Number: | Form Series: | Restrictions: SBU | | |
| | Computer System: SaBRe Retention Years: 4 | Cost Code: 68200 Retention Months: 0 | Vital Records: | | |
| | Retention Description: Temporary. Electronic Files—Destroy files 4 years a hardcopy documents.) | after created. (See Item 2 | 1 for retention of | | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSEI | D DISPOSITION. 9. GRS OR SUPP | ERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0020 | Title: SABRE SUMMARY ACCOUNDAILY SECURITY LISTINGS | —TRIAL BALANCE REPOR | TS | |
| | Title Meino: These files contain reports perform accounting and financial updating account balances and pe that are generated by transaction adjustment artivity. They include and the Trial Balance by Account | functions which include, but an rforming account reconciliation date for savings bond issues, re e, but are not limited to, the Tri | re not limited to, n. These are reports demption and | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | | |
| | Retention Years: 20 | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy 20 year hardcopy documents.) | rs after created. (See Item 21 f | or retention of | |
| | | | | |
| N1-53-03-SB-0021 | Title: SABRE SUMMARY ACCOUNT SECURITY LISTINGS | TING HARDCOPY OUTPUT i | REPORTS—DAILY | |
| | Title Memo: These files contain reports perform accounting and financial updating account balances and pe that are generated by transaction adjustment activity. They include Classified to Unclassified Issues I Match, Daily Security Transaction Match Report, Trial Balance by S Ledger Report-Daily, Security Le Balance. | functions which include, but an arforming account reconciliation late for savings bond issues, res, but are not limited to following Match, Classified to Unclassifien Journal, Security Ledger to Peries, Trial Balance by Account | re not limited to, n. These are reports demption and ng reports: ed Redemptions rincipal Outstanding nt, Security General | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | i | |
| | Retention Years: 2 | Retention Months: 0 | Vital Řecords: □ | |
| | Retention Description: Temporary. Hard Copy—Cut off after created are scheduled under Items18-20.) | . Destroy 2 years after cutoff. | (Electronic copies | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOS | 9. GRS OR SUPER | SEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0022 | Title: SABRE SUMMARY ACCOUNTING E MONTHLY FINANCIAL AND SECUL WORKLOAD DATA REPORT, REDE CONSOLIDATED REDEMPTIONS Title Memo: These files contain reports used b perform accounting and financial function updating account balances and performing that are generated at calendar month-end | RITY REPORTS—STATEMED & RETIRED SAV y the Summary Accounting which include, but are a general account reconciliation. For summarized savings by | ristical Vings Bonds, ng group to not limited to, These are reports bond activity. | |
| | They include, but are not limited to, the S & Retired Savings Bonds and Consolidat | | Report, Redeemed | |
| | Computer System: SaBRe | Form Series: Cost Code: 68200 Retention Months: 0 | Restrictions: SBU Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 3 years af hardcopy documents.) | | _ | |
| N1-53-03-SB-0023 | Title: SABRE SUMMARY ACCOUNTING E MONTHLY FINANCIAL AND SECUI RATE | | | |
| | Title Memo: These files contain reports used by perform accounting and financial function updating account balances and performing that are generated at calendar month-end. They include, but are not limited to, the A | ns which include, but are a g account reconciliation. for summarized savings b | not limited to, These are reports | |
| | Computer System: SaBRe | Form Series: Cost Code: 68200 Retention Months: 0 | Restrictions: SBU Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 5 years af hardcopy documents.) | ter created. (See Item 25 | for retention of | |
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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) | | |
| N1-53-03-SB-0024 | Title: SABRE SUMMARY ACCOUNTING ELECT MONTHLY FINANCIAL AND SECURITY | · · · · · · · · · · · · · · · · · · · | | | |
| | Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are reports that are generated at calendar month-end for summarized savings bond activity. They include, but are not limited to, the Trial Balance by Account, Preliminary Outstanding, Preliminary Outstanding (Total by Series), Monthly Security Detail Journal—Transaction Code Order, Sales Accruals Redemptions and Outstanding (2315), Savings Bond Activity Analysis (2296), Savings Bond Activity Analysis (2296) Recap, Security General Ledger Report—Monthly, Recap Security General Ledger Report—Monthly, Monthly Interest Accrual Transaction Report, Detail Financial Journal—Transaction Cede Order, Activity by Transaction Code, Monthly Trial Balance Report, Monthly Financial General Ledger, Monthly Security Journal Recap—Transaction Code Order, and Monthly Transaction Journal—CUSIP Order. | | | | |
| | | Series: Restrictions: SBU ode: 68200 ion Months: 0 Vital Records: | | | |
| | Retention Description: Temporary. Electronic Files—Destroy files 20 years after contact hardcopy documents.) | reated. (See Item 25 for retention of | | | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPO | SITION. 9. GRS OR SUI | PERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0025 | Title: SABRE SUMMARY ACCOUNTING I | | T REPORTS— | |
| | Title Memo: These files contain reports used perform accounting and financial function updating account balances and performing that are generated at calendar monthened. They include, but are not limited to, the and Retired Savings Bonds, Consolidate Balance by Account, Preliminary Outsta Series), Monthly Security Detail Journal Redemptions and Outstanding (2315), S Savings Bond Activity Analysis (2296) Monthly, Recap Security General Ledge Accrual Transaction Report, Detail Fina Activity by Transaction Code, Monthly General Ledger, Monthly Security Journ Monthly Transaction Journal—CUSIP C NOTE: There are some monthly reports that are kept for these reports. They include Monthly Security Journal Recap Transact Journal-CUSIP Order. | ons which include, but any account reconciliation of account reconciliation of account reconciliation of account reconciliation of the summarized saving statistical Workload December of the same of | are not limited to, on. These are reports ags bond activity. ata Report, Redeemed ge Interest Rate, Trial tstanding (Total by order, Sales Accruals Analysis (2296), al Ledger Report— conthly Interest ction Cede Order, Monthly Financial a Code Order, and only: no hard copies the following reports: | |
| | Computer System: SaBRe | Form Series: Cost Code: 68200 Retention Months: 0 | Restrictions: SBU Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off files monthly. Des are scheduled under Items 22-24.) | troy 3 years after cutof | | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSED | 9. GRS OR SUPERSEDE | D JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0026 | Title: SABRE SUMMARY ACCOUNTING E MONTHLY UNCONFIRMED ADJUS | TMENTS REPORT | | |
| | Title Memo: These files contain reports used be perform accounting and financial function updating account balances and performing that are generated monthly and shows all and deposit tickets at the end of the calen limited to, the Monthly Unconfirmed Adj | ns which include, but are not li g account reconciliation. Thes outstanding (unconfirmed) del dar month. They include, but | mited to, se are reports bit vouchers | |
| | NOTE: This report is used in the monthly reco copies of the report are filed with those d months (Refer to N1-53-01-01, 09). | onciliation to PARS. Therefore ocuments and retained for 6 years. | e, the hard ears and 3 | |
| | Computer System: SaBRe | Cost Code: 68200 | trictions: SBU | |
| | Retention Description: Temporary. Electronic Files—Destroy files 3 years at | | | |
| N1-53-03-SB-0027 | Title: SABRE SUMMARY ACCOUNTING O LEDGER/CUMULATIVE JOURNAL | | ITYi | |
| | Title Memo: These files contain reports used b perform accounting and financial function updating account balances and performing used to verify that the updating of the accountlative Journal tables are consistent to, the Security Ledger/Cumulative Journal Ledger/Cumulative Journal Compare Errors | ns which include, but are not lig g account reconciliation. These counting data in the Security Lo These reports include, but are al Compare and Security | imited to, se reports are edger and the | |
| | Computer System: SaBRe | Cost Code: 68200 | trictions: SBU | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files 4 year b. Hard Copy—Cut off monthly. Destr | | /, | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPO | OSITION. 9. GRS OR SUPE | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY |
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| N1-53-03-SB-0028 | Title: SABRE SUMMARY ACCOUNTING I | ELECTRONIC OUTPUT | reports— | |
| | Title Memo: These files contain reports used perform accounting and financial function updating account balances and performing generated by transaction date for summa | ons which include, but are ng account reconciliation | e not limited to, These reports are | |
| | Form Number: Computer System: SaBReiii | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | Retention Years: 3 | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 3iyears a retention of hardcopy documents.) | after created. (See Items | 29 and 30 for | |
| N1-53-03-SB-0029 | Title: SABRE SUMMARY ACCOUNTINGS PERMANENT RECEIPT—ORIGINA | ` | REPORTS— | |
| | Title Memo: These files contain reports used perform accounting and financial function updating account balances and performing generated by transaction date for summa | ons which include, but are ng account reconciliation | e not limited to, These reports are | |
| | NOTE: The hard copies of reports that have to error or problem have a longer retention | | | |
| l | | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 1 | Cost Code: 68200 Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off by transaction date copy is scheduled under Item 28.) | . Destroy 1 year after cur | toff. (Electronic | |
| N1-53-03-SB-0030 | Title: SABRE SUMMARY ACCOUNTING : PERMANENT RECEIPT—CHANGE | | REPORTS— | |
| | Title Memo: These files contain Reports used perform accounting and financial function updating account balances and performing generated by transaction date for summare. | ons which include, but are ng account reconciliation | e not limited to, These reports are | |
| | Form Number: Computer System: SaBRe | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | Retention Years: 3 | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off by transaction date copy is scheduled under Item 28.) | . Destroy 3 years after co | utoff. (Electronic | |

$\textbf{REQUEST FOR RECORDS DISPOSITION AUTHORITY} \ \ \textbf{For the Bureau of the Public Debt March 13, 2003}$

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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSE | D DISPOSITION. 9. GRS OR | SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0031 | Title: SABRE SUMMARY ACCOUN MONTH-END REPORTS | TING OUTPUT REPORT | S—TRANSACTION | rtcms 31-98 Superseded by: |
| | Title Memo: These files contain report perform accounting and financial updating account balances and perform account balances and perform account balances and perform account balances and performance include, but are not limited to, the Redemptions by Series and Denoted | functions which include, berforming account reconcil and for summarized savings to Classified Statistics Reca | out are not limited to, iation. These reports are bond activity. They | 945 5.2 020 2013 2013 2013 2013 2013 2013 2013 |
| | Form Number: | Form Series: | Restrictions: SBUi | i |
| | Computer System: SaBRe | Cost Code: 68200 | | |
| | Retention Years: 3 | Retention Months: | 0 Vital Records: | |
| | Retention Description: Temporary a. Electronic Files—Destroy 3 b. Hard Copy—Cut off by tran | | y 3 years after cutoff. | · |
| N1-53-03-SB-0032 | Title: SABRE SUMMARY ACCOUN REPORTS | TING OUTPUT REPORT | S—FEE VERIFICATION | |
| | Title Memo: These files contain report perform accounting and financial updating account balances and perform account balances and perform account balances and perform and Federal Reserve Banks for subut are not limited to, the Month IOT Fee verification Report, and Verification. | functions which include, berforming account reconcil and for verifying the accurations bonds issued and rely RDS & Non Fee Verific | out are not limited to, iation. These reports are cy of fees paid to agents deemed. They include, ation Report, Monthly | |
| | Form Number: | Form Series: | 'Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 3 | Cost Code: 68200 Retention Months: | 0 Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy fi b. Hard Copy—Cut off by tran | | by 3 years after cutoff. | · |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPO | SITION. 9. GRS OR SUPER | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY |
|-------------------|--|--|---|------------------------------------|
| N1-53-03-\$B-0033 | Title: SABRE SUMMARY ACCOUNTING I | | REPORTS— | |
| | Title Memo: These files contain reports used to perform accounting and financial function updating account balances and performing generated at transaction month-end for survings bonds. They include, but are no EE, I Accural Bond Sales, and Accural F | ons which include, but are ng account reconciliation armarized sales and rede t limited to, Accrual Bon | not limited to, These reports are emptions of accrual | |
| | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 20 years hardcopy documents.) | after created. (See Item | 34 for retention of | |
| N1-53-03-SB-0034 | Title: SABRE SUMMARY ACCOUNTING I ACCRUAL BOND CASH FLOW REF | | REPORTS— | |
| | Title Memo: These files contain reports used to perform accounting and financial function updating account balances and performing generated at transaction month-end for significant savings bonds. They include, but are not EE, I Accrual Bond Sales, and Accrual F | ons which include, but are ng account reconciliation tymmarized sales and rede t limited to, Accrual Bond | not limited to, These reports are emptions of accrual | |
| | Computer System: SaBRe | Form Series: Cost Code: 68200 Retention Months: 0 | Restrictions: SBU Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off by transaction mon (Electronic copy is scheduled under Item | th-end. Destroy 3 years a | _ | |
| N1-53-03-SB-0035 | Title: SABRE SUMMARY ACCOUNTING I | | REPORTS—CIB | |
| | Title Memo: These files contain reports used by perform accounting and financial function updating account balances and performing generated daily to show any errors when | ons which include, but are ng account reconciliation. | not limited to, These reports are | l |
| | Computer System: SaBRe | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | | Retention Months: 1 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 400 days hardcopy documents.) | after created. (See Item | 36 for retention of | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DIS | POSITION. 9. GRS OR SUPE | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| N1-53-03-SB-0036 | Title: SABRE SUMMARY ACCOUNTING CLASSIFIED DATA DISCREPANO | | REPORTS—CIB | |
| | Title Memo: These files contain reports use perform accounting and financial func updating account balances and perform generated daily to show any errors who | tions which include, but are ning account reconciliation | e not limited to, These reports are | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System SaBRe | Cost Code: 68200 | | |
| | Retention Years: 2 | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off by transaction da copy is scheduled under Item 35.) | te. Destroy 2 years after cu | ntoff. (Electronic | |
| N1-53-03-SB-0037 | Title: CASH REMITTANCE:/ INTEREST | ASSESSMENT OUTPUT | S—AUDITi/ JCL'S | |
| | Title Memo: The Cash Remittance Interest calculate monthly payroll and over-the meet established cash reporting require information on jobs run and reports ge | e-counter assessments for agements. These reports cont | gents that do not | |
| | Form Number: Computer System: SaBRe | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | Retention Years: 0 | Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. | | | |
| | a. Electronic Files—Destroy files 90 | | | |
| | b. Hard Copy—Destroy when no lor | nger needed for reference p | urposes. | |
| N1-53-03-SB-0038 | Title: CASH REMITTANCEi/ INTEREST | ASSESSMENT OUTPUT | S—ISSUE DATE | |
| | MATCH REPORTS | | | |
| | Title Memo: The Cash Remittance / Interest calculate monthly payroll and over-the meet established cash reporting require | e-counter assessments for a | gents that do not | |
| | and security detail activity for an agen for a specific issue date. The reports a agent's remittance account. | | | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | \ | |
| | Retention Years: 0 | Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files 90 | | . \ | |
| | b. Hard Copy—Destroy when no lor | iger needed for reference p | urposes. | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) | | | |
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| N1-53-03-SB-0039 | Title: CASH REMITTANCE HINTEREST ASSESSMENT OUTPUTS—INTEREST ASSESSMENT INQUIRY REPORTS | | | | |
| | Title Memo: The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These reports show an agent's classified transactions for a designated period against which interest penalty charges have been assessed. This report is used in reviewing and investigating an agent's interest assessment activity. | | | | |
| | Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: | | | | |
| | Retention Description: Temporary. a. Electronic Files—Destroy 90 days after created. b. Hard Copy—Destroy when no longer needed for reference purposes. | | | | |
| N1-53-03-SB-0040 | Title: CASH REMITTANCE INTEREST ASSESSMENT OUTPUTS— CASH/SECURITY ACTIVITY REPORTS | | | | |
| | Title Memo: The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These reports show cash and security detail activity for an agent's payroll and book entry savings bond sales for a specific transaction date. The report is used in reviewing and investigating an agent's cash remittance account. | | | | |
| | Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: | | | | |
| | Retention Description: Temporary. a. Electronic files—Destroy files 90 days after created. b. Hard Copy—Destroy when no longer needed for reference purposes. | | | | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED D | 9. GRS OR SUPE | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0041 | Title: CASH REMITTANCE / INTERES CASH REMITTANCE AND INTE | | | |
| | Title Memo: The Cash Remittance / Inter- calculate monthly payroll and over- meet established cash reporting requ to summarize cash remittance and in include, but are not limited to, the R Assessment, and the Payroll Monthl | the-counter assessments for a nirements. These reports are nterest assessments for issuing emittance Account Statement | gents that do not generated monthly g agents. They | |
| | Form Number: Computer System: SaBRe | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | Retention Years: 10 Retention Description: Temporary. Electronic Files—Destroy files 10 y hardcopy documents.) | Retention Months: 0 ears after created. (See Item | Vital Records: 42 for retention of | |
| N1-53-03-SB-0042. | Title: CASH REMITTANCE / INTERES CASH REMITTANCE AND INTE | | | |
| | Title Memo: The Cash Remittance / Intercalculate monthly payroll and over-to-meet established cash reporting requito summarize cash remittance and include, but are not limited to, the R Assessment, and the Payroll Monthle | the-counter assessments for a nirements. These reports are nterest assessments for issuing emittance Account Statement | gents that do not generated monthly g agents. They | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 3 | Cost Code: 68200 Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off after created. l scheduled under Item 41.) | Destroy 3 years after cutoff. | (Electronic copy is | |
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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) |
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| N1-53-03-SB-0043 | Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS— ACTIVITY/AGING AND MONTHLY MANAGEMENT REPORTS Title Memo: The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These are reports that are generated monthly to summarize the month interest assessment activity for assessments over \$1,000. These reports include, but are not limited to, Interest Assessment Activity/Aging, Rayroll Assessments in Excess of \$1,000/Audit, Over the Counter Assessment in Excess of \$1,000, Remittance System Policing Summary/Audit, Status of Delinquent Assessments 61 Days & Older, and the Negative Balance Account Spreadsheet. | |
| | Form Number: Computer System: SaBRe Retention Years: 1 Form Series: Cost Code: 68200 Retention Months: 0 Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Cut off when created. Destroy 1 year after cutoff. | |
| N1-53-03-SB-0044 | Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS—INTEREST ASSESSMENT COLLECTION REPORTS | |
| | Title Memo: The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These are reports that are generated monthly to itemize by Federal Reserve Bank and agent code; interest assessments imposed and collected. The reports include, but are not limited to, the Monthly Interest Assessment Summary, Interest Assessment Collection Advice (PD4996), Deposit Ticket (SF 215) and Check Authorization. | |
| | Form Number: Form Series: Restrictions: SBU | |
| | Computer System: SaBRe Cost Code: 68200 Retention Years: 6 Retention Months: 3 Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files 6 years and 3 months after created. b. Hard Copy—Cut off when created. Destroy 6 years and 3 months after cutoff. | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISE | POSITION. 9. GRS OR SUPP | ERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0045 | Title: RECEIPT AND CONTROL—OUTP | UTS—AUDITS/JCL'S | | |
| | Title Memo: All incoming savings bond transentered and reviewed during the receip generated by the data in this process are work to the following processes and id processing to continue. These are reported and reports generated by the system | at and control process. The dare used to monitor the entify problems that must orts that contain statistical | e reports are successful flow of be resolved to allow | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe iii | Cost Code: 68200 | | |
| | Retention Years: 0 | Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. | | • | |
| | a. Electronic Files—Destroy files 90 | days after created. | | |
| | b. Hard Copy—Destroy when no lon | | ourposes. | |
| N1-53-03-SB-0046 | Title: RECEIPT AND CONTROL—ELECT SERIAL NUMBER VALIDATIO | | SENT CODE | |
| | Title Memo: All incoming savings bond tran entered and reviewed during the receip generated by the updating of the AGT_that have been reported as sales, reissu series, denomination, series/denomination consigned, or site id/agent code not a v | of and control process. The BSN_RNG Table with book es, or spoils. The data is tion combinations, BSN notes. | ese reports are ond serial numbers edited for invalid | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | `, | |
| | Retention Years: 1 | Retention Months: 1 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 400 day hardcopy documents.) | ys after created. (See Iten | n 47 for retention of | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPO | OSITION. 9. GRS OR SUPER | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY |
| N1-53-03-SB-0047 | Title: RECEIPT AND CONTROL—HARD (NUMBER VALIDATION REPOR | | NT CODE SERIAL | |
| | Title Memo: All incoming savings bond trans entered and reviewed during the receipt generated by the updating of the AGT_l that have been reported as sales, reissue series, denomination, series/denomination consigned, or site ID/agent code not a v | and control process. The BSN_RNG Table with bors, or spoils. The data is econ combinations, BSN no | se reports are nd serial numbers dited for invalid | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 1 | Cost Code: 68200 Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 1 scheduled under Item 46.) | year after cutoff. (Electro | onic copy is | |
| N1-53-03-SB-0048 | Title: RECEIPT AND CONTROL—ELECTION NON-MATCH REPORT | RONIC OUTPUTS—NO | N-RECEIPT | |
| | Title Memo: All incoming savings bond trans entered and reviewed during the receipt reflect any differences in the tax identifi authority transaction and the issues four | and control process. The ication numbers form the i | se are reports that incoming retirement | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | · · · · · · · · · · · · · · · · · · · | |
| | Retention Years: 4 | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 4 years a hardcopy documents.) | after created. (See Item 4 | 9 for retention of | |
| | | | | |
| N1-53-03-SB-0049 | Title: RECEIPT AND CONTROL—HARD (NON-MATCH REPORT | COPY OUTPUTS—NON | N-RECEIPT | |
| | | sactions processed by the | SaBRe System are | |
| | Title Memo: All incoming savings bond trans entered and reviewed during the receipt reflect any differences in the tax identificant authority transaction and the issues four | and control process. The ication numbers form the i | se are reports that incoming retirement | |
| | entered and reviewed during the receipt reflect any differences in the tax identifi | and control process. The ication numbers form the i | se are reports that incoming retirement | |
| | entered and reviewed during the receipt reflect any differences in the tax identificant authority transaction and the issues four Form Number: Computer System: SaBRe | and control process. The ication numbers form the ind on the Bond Identification of the Id | se are reports that incoming retirement ion Tables. Restrictions: SBU | |
| | entered and reviewed during the receipt reflect any differences in the tax identificant authority transaction and the issues four Form Number: | and control process. The ication numbers form the ind on the Bond Identification. Form Series: | se are reports that incoming retirement ion Tables. | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISP | POSITION. 9. GRS OR SUPE | ERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| N1-53-03-SB-0050 | Title: AUDIT—OUTPUTS—AUDIT/JCL'S Title Memo: These are reports used by the A discrepant situations identified during to containistatistical information on jobs reports. | accrual Operations Section the audit and offsetting pr | ocess. These reports | |
| | Form Number: Computer System: SaBRe Retention Years: 0 | Form Series: Cost Code: 68200 Retention Months: 3 | Restrictions: SBU | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files 90 b. Hard Copy—Cut off after created. | | toff. | |
| N1-53-03-SB-0051 | Title: AUDIT—ELECTRONIC OUTPUTS- LISTING REPORTS (PRELIMIN | | ICILIATION | |
| | Title Memo: These are reports used by the A discrepant situations identified during t preliminary reports used to start the invunit is available for offsetting transaction transactions are in balance. Offsetting savings bonds, the retirement of the "ol These reports include, but are not limit matching, issue date, offsetting transact bond serial number offset. | the audit and offsetting provestigation of discrepancies on reconcilement and to contransactions are transactions and the issuance ed to, the following informed | ocess. These are es before the work onfirm all offsetting ons for reissued of the "new" bond. mation: detail | |
| | Form Number: OSR620AR Computer System: SaBRe Retention Years: 0 | Form Series: Cost Code: 68200 Retention Months: 3 | Restrictions: SBU Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 days hardcopy documents.) | s after created. (See Item | 52 for retention of | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSIT | ON. 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|------------------|--|--|-------------------------------------|
| N1-53-03-SB-0052 | Titlë: AUDIT—HARD COPY OUTPUTS—OF | | |
| | Title Memo: These are reports used by the Accru discrepant situations identified during the a preliminary reports used to start the investigunit is available for offsetting transaction retransactions are in balance. Offsetting transavings bonds, the retirement of the "old" be These reports include, but are not limited to matching, issue date, offsetting transaction bond serial number offset. | udit and offsetting process. These are gation of discrepancies before the work econcilement and to confirm all offsetting sactions are transactions for reissued bond and the issuance of the "new" bond. o, the following information: detail | |
| · | Computer System: SaBRe Co | rm Series: Restrictions: SBU st Code: 68200 tention Months: 0 Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off after created. Destroy scheduled under Item 51.) | 1 week after cut off. (Electronic copy is | |
| N1-53-03-SB-0053 | Title: AUDIT—OUTPUTS—OFFSETTING TR CONTROLILOG | ANSACTIONS DISCREPANCY | |
| | Title Memo: These are reports used by the Accrudiscrepant situations identified during the a reports that provide management with a too processing of work through the offsetting respectively. This report provides, but is not ling the number of discrepancies outstanding. | udit and offsetting process. These are left to control the flow and timely econciliation portion of the SaBRe | |
| | Computer System: SaBRe Co | rm Series: Restrictions: SBU est Code: 68200 tention Months: 1 Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files 400 day b. Hard Copy—Destroy when no longer in | | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED D | ISPOSITION. 9. GRS OR SUPE | ERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0054 | Title: AUDIT—ELECTRONIC OUTPUT ' (FINAL) | S—OFFSETTING RECON | CILIATION | |
| | Title Memo: These are reports used by the discrepant situations identified durin final reports of offsetting transaction transactions for reissued savings bon issuance of the "new" bond. This reissue date, offsetting transaction code number. | g the audit and offsetting pro- reconcilement. Offsetting t ds, the retirement of the "old port shows, but is not limited | ocess. These are ransactions are d' bond and the d to, detail matching, | |
| | Form Number: OSR630AR eee Computer System: SaBRe | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | Retention Years: 0 | Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 da hardcopy documents.) | ays after created. (See Item | 55 for retention of | |
| N1-53-03-SB-0055 | Title: AUDIT—HARD COPY OUTPUTS (FINAL) | -OFFSETTING RECONC | CILIATION | |
| | Title Memo: These are reports used by the discrepant situations identified durin final reports of offsetting transaction transactions for reissued savings bon issuance of the "new" bond. This rejissue date, offsetting transaction code number offset. | g the audit and offsetting pro reconcilement. Offsetting t ds, the retirement of the "old port shows, but is not limited | ocess. These are ransactions are d' bond and the d to, detail matching, | |
| | Form Number: OSR620AR | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | Vital Records: | |
| | Retention Years: 4 Retention Description: Temporary. | Retention Months: 0 | | |
| | Hard Copy—Cut off after created. I scheduled under Item 54.) | Destroy 4 years after cutoff. | (Electronic copy is | |
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| 8. DESCRIPTION OF ITEM AND PROPOSED | DISPOSITION. 9. GRS OR SUPE | ERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|---|---|--|---|
| TitleiiAUDIT—OUTPUTS—DETAIL | FOR REPORTING ENTITY | PERFORMANCE | |
| discrepant situations identified dur reports that contain information the | ing the audit and offsetting prate at shows data on erroneous blo | ocess. These are otters and security | |
| Form Number: OSRII0AR | Form Series: | Restrictions: SBU | |
| | Cost Code: 68200 | | |
| Retention Years: 2 | Retention Months: 0 | Vital Records: | |
| | | ourposes. | |
| Title: ARCHIVE—OUTPUTS—AUDIT | T/JCL'S | | |
| media Computer Output to Disk (C They also maintain the archive tab | OLD) and shipping it to an of les for the customer, which all | ff-site storage area. ows them to view | |
| Form Number: | Form Series: | Restrictions: SBU | |
| Computer System: SaBRe Retention Years: 1 | Cost Code: 68200 Retention Months: 1 | Vital Records: | |
| | | ourposes. | |
| Title: ARCHIVE OUTPUTS—EXTR. | ACT REPORTS | | |
| media Computer Output to Laser I area. They also maintain the archi view archived data on-line. These storage. They include, but are not | Disk (COLD) and shipping it to ve tables for the customer, where are reports that have been are limited to, Control Number Table 1 | o an off-site storage ich allows them to hived to COLD able Extract, | |
| Form Number | Form Series | Restrictions: SRII | |
| | | 10001101101101101101101 | |
| Retention Years: 0 | Retention Months: 3 | Vital Records: | |
| Retention Description: Temporary. | | \ | |
| | TitleiiAUDIT—OUTPUTS—DETAIL I Title Memo: These are reports used by to discrepant situations identified dur reports that contain information the detail processed for each reporting Form Number: OSRIIOAR Computer System: SaBRe Retention Description: Temporary. a. Electronic Files—Destroy file b. Hard Copy—Destroy when not media Computer Output to Disk (On They also maintain the archive table archived data on-line. These report reports generated by the system. Form Number: Computer System: SaBRe Retention Description: Temporary. a. Electronic Files—Destroy files. B. Hard Copy—Destroy when not table and the system. Title: ARCHIVE—OUTPUTS—EXTR. Title: ARCHIVE—OUTPUTS—EXTR. | TitleiiAUDIT—OUTPUTS—DETAIL FOR REPORTING ENTITY: Title Memo: These are reports used by the Accrual Operations Section discrepant situations identified during the audit and offsetting pr reports that contain information that shows data on erroneous ble detail processed for each reporting entity for a transaction month of the audit and offsetting pr reports that contain information that shows data on erroneous ble detail processed for each reporting entity for a transaction month of the audit and offsetting pr reports that contain information that shows data on erroneous ble detail processed for each reporting entity for a transaction month of the audit and the account of the audit and the selection of the SaBRe Cost Code: 68200 Retention Description: Temporary. a. Electronic Files—Destroy files 2 years after created. b. Hard Copy—Destroy when no longer needed for reference processed of the customer, which all archived data on-line. These reports contain statistical information reports generated by the system. Form Number: Form Series: Computer System: SaBRe Retention Description: Temporary. a. Electronic Files—Destroy files 400 days after created. b. Hard Copy—Destroy when no longer needed for reference processed of the account of the ac | Computer System: SaBRe Retention Years: 2 Retention Months: 0 Vital Records: Retention Description: Temporary. a. Electronic Files—Destroy files 2 years after created. b. Hard Copy—Destroy when no longer needed for reference purposes. Title: ARCHIVE—OUTPUTS—AUDIT/ICL'S Title Memo: The Archive Group is responsible for the backup of data to the permanent media Computer Output to Disk (COLD) and shipping it to an off-site storage area. They also maintain the archive tables for the customer, which allows them to view archived data on-line. These reports contain statistical information on jobs run and reports generated by the system. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Description: Temporary. a. Electronic Files—Destroy files 400 days after created. b. Hard Copy—Destroy when no longer needed for reference purposes. Title: ARCHIVE OUTPUTS—EXTRACT REPORTS Title Memo: The Archive Group is responsible for the backup of data to the permanent media Computer Output to Laser Disk (COLD) and shipping it to an off-site storage area. They also maintain the archive tables for the customer, which allows them to view archived data on-line. These are reports that have been archived to COLD storage. They include, but are not limited to, Control Number Table Extract, SCT_TRAN_ISS Rows Extracted, and SCT_TRAN Rows Extracted. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DIS | POSITION. 9. GRS OR SUPE | RSEDED JOB CITATION | 10. ACTION TAKEN |
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| | | AVDVIDATOR IS | - | (NARA USE ONLY) |
| N1-53-03-SB-0059 | Title: INQUIRY REQUESTS—OUTPUTS | —AUDITS/JCL'S | | |
| | Title Memo: SaBRe users can do inquiries of the results for selected inquiries. The information on jobs run and reports ge | hese are reports that contai | | |
| | Form Number: Computer System: SaBRe | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | Retention Years: 0 | Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. a.i Electronic Files—Destroy files 90 b. Hard Copy—Destroy when no lon | | ourposes. | |
| N1-53-03-SB-0060 | Title: INQUIRY REQUESTS—ELECTRO | NIC OUTPUTS—INQUIF | RIES | |
| | Title Memo: SaBRe users can do inquiries of of the results for selected inquiries. The provide information on savings bond to are used for research purposes and incomparing the Security Transaction BSN Inquiry, Clauding, Audit Correction History by Control Number Pic NR/DIN Inquiry. | hese are reports that are recransactions on the SaBRe Salude, but are not limited to assified Security Transaction Control Number, Discrepantistory Refilm Pic No. Inquistory Refilm Pic No. Inqui | quested on line and System. The reports , the Classified on Control Number acy History Account | |
| | NOTE: Inquiries are viewed electronically | only. No hard copies are k | cept. | |
| | Form Number: Computer System: SaBRe Retention Years: 0 | Form Series: Cost Code: 68200 Retention Months: 3 | Restrictions: SBU | |
| | Retention Description: Temporary. Electronic Copies—Destroy files 90 d hardcopy documents.) | ays after created. (See Iter | n 62 for retention of | |
| N1-53-03-SB-0061 | Title: INQUIRY REQUESTS—ELECTRO ISSUE INQUIRY REPORTS | NIC OUTPUTS—RETIRE | ED WITHOUT | |
| | Title Memo: SaBRe users can do inquiries of the results for selected inquiries. The bonds designated as Retired Without I retirement is posted to the Bond Identification issuance of the bond, it is given the designated to the Bond Identification. | hese are reports that provide Issue (RWI) for a specific to ification Table and there is | le listings of retired ime period. When a | |
| | Form Number: OSGR700R Computer System: SaBRe Retention Years: 0 | Form Series: Cost Code: 68200 Retention Months: 3 | Restrictions: SBU Vital Records: □i | |
| | Retention Description: Temporary. Electronic Copies—Destroy files 90 d hardcopy documents.) | ays after created. (See Iter | m 62 for retention of | |

| TION 10. ACTION TAKEN (NARA USE ONLY |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISP | OSITION. 9. GRS OR SUPER | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) | |
|------------------|---|-----------------------------|----------------------|-------------------------------------|--|
| N1-53-03-SB-0064 | Title: INQUIRY REQUESTS—HARD COP | Y OUTPUTS—CLAIMS | INQUIRY | | |
| | Title Memo: SaBRe users can do inquiries or | n line which provides a pr | inted or screen view | | |
| | of the results for selected inquiries. Th | | | | |
| | account of the transactions for a particu | | | | |
| | research discrepancies. They include, t | | | | |
| | Bond Serial Number Inquiry, BDID Re | | | | |
| | BSN/TIN Inquiry, IOT Inquiry Respon | | Inquiry, and the | | |
| | Caveat Bond Serial Number List Inquir | ту. | | | |
| | Form Number: | Form Series: | Restrictions: SBU | | |
| | Computer System: SaBRe | Cost Code: 68200 | | | |
| | Retention Years: 10 | Retention Months: 0 | Vital Records: | | |
| | \ | | | | |
| | Retention Description: Temporary. | 410 | /T14!!- | | |
| | Hard Copy—Cut off after created. Des scheduled under Item 63.) | troy 10 years after cutoff. | (Electronic copy is | | |
| | scheduled under Hein 65.) | | | | |
| N1-53-03-SB-0065 | Title: AFTER CLASSIFICATION—ÒUTPU | ITS_ALIDITS/ICL'S | | | |
| | i. | TIS MODITORICE S | | | |
| | Title Memo: The After Classification Group | | | | |
| | BDID and related databases. Most corr | | | | |
| | detected in the update of transactions to the public. These reports contain statis | | | | |
| | generated by the system. | | in and reports | | |
| | generated by the system. | Ì | | | |
| | Form Number: | Form Series: | Restrictions: SBU | | |
| | Computer System: SaBRe | Cost Code: 68200 | | | |
| | Retention Years: 0 | Retention Months: 3 | Vital Records: | | |
| | Retention Description: Temporary.i | Ĭ, | | | |
| | a. Electronic Files—Destroy files 90 | davs after created.i | | | |
| | b. Hard Copy—Destroy when no long | | irposes. | | |
| | | , | | | |
| N1-53-03-SB-0066 | Title: AFTER CLASSIFICATION—OUTPU | JTS—DISCREPANCY RI | EPORTS | | |
| | m:4.34 | 11 1 11. | | | |
| | Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies | | | | |
| | detected in the update of transactions to the BDID and through correspondence with | | | | |
| | the public. These are reports that reflect the transactions that were not able to update | | | | |
| | to the Bond Identification Table (BDID |) and caused BDID discre | pancies. The report | | |
| | is used to make adjustments and/or corr | | | | |
| | update to BDID if necessary. | | | | |
| | Form Number: | Form Series: | Restrictions: SBU | | |
| | Computer System: SaBRe | Cost Code: 68200 | | | |
| | Retention Years: 4 | Retention Months: 0 | Vital Records: | | |
| | Retention Description: Temporary. | | ĺ | | |
| ' | a. Electronic Files—Destroy files 4 y | | | | |
| | b. Hard Copy—Destroy when no long | ger needed for reference pu | irposes. | | |
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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) |
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| N1-53-03-SB-0067 | Title: AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—MICROFILM REQUEST REPORTS (ANSWER CARDS) Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are reports that are used to locate microfilm reels in the film library and the individual items on the microfilm. The purpose of the reports is to send notification that the photos of transaction records are needed from microfilm in the film library. The reports include, but are not limited to, BDID Microfilm Discrepancy Request, and the Audit Complete Caveat Notification Microfilm Request. | |
| | Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 | |
| | Retention Years: 0 Retention Months: 3 Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 68 for retention of hardcopy documents.) | |
| N1-53-03-SB-0068 | Title: AFTER CLASSIFICATIONee HARD CORY OF THE MICROFILM REQUEST REPORTS (ANSWER CARDS) | |
| | Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are reports that are used to locate microfilm reels in the film library and the individual items on the microfilm. The purpose of the reports is to send notification that the photos of transaction records are needed from microfilm in the film library. The reports include, but are not limited to, BDID Microfilm Discrepancy Request, and the Audit Complete Caveat Notification Microfilm Request. | |
| | Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 5 Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 5 months after cutoff. (Electronic copy is scheduled under Item 67.) | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSE | TION. 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) | |
| N1-53-03-SB-0069 | Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence within the public. These are reports that are generated after the validation of the sale or the redemption of savings bonds is completed. The reports include, but are not limited to, the Audit Complete Caveat Notification, Audit Complete Microfilm Request Report, and the Audit Complete Referral Ticket. Form Number: PD 4996 Form Series: Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: | | | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files 90 day b. Hard Copy—Cut off after created. Descriptions. | | | |
| N1-53-03-SB-0070 | Title: AFTER CLASSIFICATION—OUTPUTS Title Memo: The After Classification Group add BDID and related databases. Most correct detected in the update of transactions to th the public. These reports are generated re on the electronic masterfile against individ subsequent transactions against that item b investigation. The reports include, but are Caveat Update, and the Customer Name C NOTE: There are some caveat reports that are I include, but are not limited to, the BSN Ca | ds, changes, or deletes transactions on the tions are made due to discrepancies are BDID and through correspondence with sulting from indicators being established dual bond serial numbers, which results in being referred to the initiator for a not limited to, the Customer Number caveat Update Exception. | | |
| | Computer System: SaBRe C | | | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CIT | TATION 10. ACTION TAKEN (NARA USE ONLY) |
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| N1-53-03-SB-0071 | Title: AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—CAVEAT REPORTS—BSN CAVEAT ADDITION EXCEPTION REPORT Title Memo: The After Classification Group adds, changes, or deletes transactions on BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence the public. These reports are generated resulting from indicators being establish on the electronic masterfile against individual bond serial numbers, which result subsequent transactions against that item being referred to the initiator for investigation. The reports include, but are not limited to, the BSN Caveat Addit Exception Report. | with ned s in |
| | Form Number: Computer System: SaBRe Retention Years: 1 Form Series: Cost Code: 68200 Retention Months: 1 Vital Record | |
| | Retention Description: Temporary. Electronic Files—Destroy files 400 days after created (See Item 72 for retention hardcopy documents.) | n of |
| N1-53-03-SB-0072 | Title: AFTER CLASSIFICATION—HARD COPY OUTPUTS—CAVEAT REPORT BSN CAVEAT ADDITION EXCEPTION REPORT | rs— |
| | Title Memo: The After Classification Group adds, changes, or deletes transactions on BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence the public. These reports are generated resulting from indicators being establish on the electronic masterfile against individual bond serial numbers, which result subsequent transactions against that item being referred to the initiator for investigation. The reports include, but are not limited to, the BSN Caveat Addit Exception Report. | with led s in |
| | Form Number: Form Series: Restrictions: | : SBU |
| | Computer System: SaBRe Cost Code: 68200 | |
| | Retention Years: 0 Retention Months: 3 Vital Record Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 90 days after cutoff. (Electronic copscheduled under Item 71.) | _ |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED D | ISPOSITION. 9. GRS OR SUPI | ERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| N1-53-03-SB-0073 | Title: AFTER CLASSIFICATION—OUT | PUTS—PENDING ITEMS | | |
| | Title Memo: The After Classification Gro BDID and related databases. Most of detected in the update of transaction the public. These are reports that pr discrepancies requiring additional re | corrections are made due to s to the BDID and through o ovide management with a to | discrepancies correspondence with ool to monitor BDID | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 1 | Cost Code: 68200 Retention Months: 1 | Vital Records: | |
| | Retention Description: Temporary. a.ii Electronic Files—Destroy files b. Hard Copy—Destroy when no l | | purposes. | |
| N1-53-03-SB-0074 | Title: AFTER CLASSIFICATION—OUT INQUIRY | PUTS—AFTER CLASSIF | ICATION WORK | |
| | Title Memo: The After Classification Group BDID and related databases. Most of detected in the update of transaction the public. These reports provide m concerning BDID discrepant transactinquiry date requested. | corrections are made due to a stothe BDID and through an anagement and technicians | discrepancies correspondence with specific information | • |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 0 | Cost Code: 68200 Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. a.i Electronic Files—Destroy files b. Hard Copy—Destroy when no l | • | purposes. | |
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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) |
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| N1-53-03-SB-0075 | Title: AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—DEPOSIT TICKETS 215 & DEBIT VOUCHERS 5515 Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are documents that provide receivable or payable adjustment totals to reporting entities resulting from audit or after classification corrections to savings bond transaction records. The report is automatically generated after an audit is completed for a control number or at the completion of an after classification processing day. The adjustment will increase or decrease the Fund Balance with Treasury. | (waarooz orazr) |
| | Form Number: Computer System: SaBRe Cost Code: 68200 Retention Years: 6 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 6 years and 3 imonths after created. (See Item 76 for retention of hardcopy documents.) | |
| N1-53-03-SB-0076 | Title: AFTER CLASSIFICATION—HARD COPY OUTPUTS—DEPOSIT TICKETS 215 & DEBIT VOUCHERS 5515 Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are documents that provide receivable or payable adjustment totals to reporting entities resulting from audit or after classification corrections to savings bond transaction records. The report is automatically generated after an audit is completed for a control number or at the completion of an after classification processing day. The adjustment will increase or decrease the Fund Balance with Treasury. | · |
| | Form Number: Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 3 months after cutoff. (Electronic copy is scheduled under Item 75.) | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISP | OSITION. 9. GRS OR SUPER | SEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0077 | Tide: AFTER CLASSIFICATION—ELECT | RONIC OUTPUTS—ADV | VICE OF | |
| · | Title Memo: The After Classification Group BDID and related databases. Most cordetected in the update of transactions to the public.i These are reports that proving entities for corrective actions classification portion of the process. | rections are made due to di the BDID and through co ide details on adjustment in | screpancies rrespondence with formation to | |
| | Form Number: Computer System: SaBRe | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | Retention Years: 6 | Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 6 years retention of hardcopy documents.) | and 3 months after created | . (See Item 78 for | |
| N1-53-03-SB-0078 | Title: AFTER CLASSIFICATION—HARD ADJUSTMENT | COPY OUTPUTS—ADV | ICE OF . | |
| | Title Memo: The After Classification Group BDID and related databases. Most condetected in the update of transactions to the public. These are reports that proving entities for corrective actions classification portion of the process. | rections are made due to di the BDID and through cond de details on adjustment in | screpancies rrespondence with formation to | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 0 | Cost Code: 68200 Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off after created. Des is scheduled under Item 77.) | stroy 3 months after cutoff. | (Electronic copy | |
| N1-53-03-SB-0079 | Title: SABRE AFTER HOURS BATCH PRO AUDIT/JCL'S | OCESSING—ELECTRON | пс оптритя— | |
| • | Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other w reports are generated from the batch jol on jobs run and reports generated by the | then the system is taken off bs. The reports contain sta | line (6pm). These | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 0 | Cost Code: 68200 Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 days hardcopy documents.) | after created. (See Item 8 | 0 for retention of | |

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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISE | POSITION. 9. GRS OR SUPE | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0080 | TitlensABRE AFTER HOURS BATCH PR AUDIT/JCL'S | OCESSING—HARD CO | PY OUTPUTS— | |
| | Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other was reports are generated from the batch jo on jobs run and reports generated by the | when the system is taken of bs. The reports contain st | fline (6pm). These | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 0 | Cost Code: 68200 Retention Months: 2 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off after created. Descriptions scheduled under Item 79.) | stroy 60 days after cutoff. | (Electronic copy is | |
| N1-53-03-SB-0081 | Title: SABRE AFTER HOURS BATCH PR CLASSIFICATION MICROFILM RE | | | |
| | Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other was reports are generated from the batch journel identification of after classification bor provided from microfilm. The reports Answer Cards for each bond serial number 1997. | then the system is taken of bs. These are reports used id serial numbers that need include, but are not limite | fline (6pm). These I to provide I bond photos | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 0 | Cost Code: 68200 Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files 90 b. Hard Copy—Cut off after created. | | off. | |
| N1-53-03-SB-0082 | Title: SABRE AFTER HOURS BATCH PR STATISTICS RECAP | OCESSING—OUTPUTS | —CLASSIFIED | |
| | Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other w reports are generated from the batch jo information on classified work done fo | when the system is taken of bs. These are monthly rep | fline (6pm). These | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 0 | Cost Code: 68200 Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. a.i Electronic Files—Destroy files 90 b. Hard Copy—Cut off after created. | • | toff. | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED | DISPOSITION. 9. GRS OR SUPE | RSEDED JOB CITATION | 10. ACTION TAKEN |
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| | | | | (NARA USE ONLY) |
| N1-53-03-SB-0083 | Title: SABRE AFTER HOURS BATCH APTER CLASSIFICATION REF | | NIC OUTPUTS— | |
| | Title Memo: Every evening two sets of looperational (4pm-6pm) and the other reports are generated from the bate discrepancies related to erroneous Classification Referral Ticket Repoduring an after classification correct | ner when the system is taken of the jobs. These are documents to or fraudulent savings bonds pa ort is generated for bond serial | fline (6pm). These used to track yments. The After numbers identified | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | · · · · · · · · · · · · · · · · · · · | |
| | Retention Years: 0 | Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 hardcopy documents.) | days after created. (See Item 8 | 34 for retention of | |
| | | | | |
| N1-53-03-SB-0084 | Title: SABRE AFTER HOURS BATCH AFTER CLASSIFICATION REFI | | PY OUTPUTS— | |
| | Title Memo: Every evening two sets of to operational (4pm-6pm) and the other ports are generated from the bate discrepancies related to erroneous Classification Referral Ticket Repeduring an after classification correction. | ner when the system is taken of the jobs. These are documents to or fraudulent savings bonds pa ort is generated for bond serial | fline (6pm). These used to track yments. The After numbers identified | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 1 | Cost Code: 68200 Retention Months: 1 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off after created. scheduled under Item 83.) | Destroy 400 days after cutoff | (Electronic copy is | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISI | POSITION. 9. GRS OR SUPE | RS EDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| N1-53-03-SB-0085 | Title: SABRE AFTER HOURS BATCH PR NOTIFICATION REPORTS | OCESSING—OUTPUTS | CAVEAT | |
| | Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other was reports are generated from the batch joincoming transactions and after classiff. Identification Table that encounters a conumber. These reports include, but are Notification and the After Classification. | when the system is taken of bs. These are reports that cation transactions posting caveat posted against an in e not limited to, the Audit | ffline (6pm). These identify and g to the Bond dividual bond serial | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | | |
| | Retention Years: 0 | Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files 90 b. Hard Copy—Cut off after created. | | toff. | |
| N1-53-03-SB-0086 | Title: SABRE AFTER HOURS BATCH PR DISCREPANCY REPORTS | OCESSING—ELECTRO | NIC OUTPUTS— | |
| | Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other was reports are generated from the batch jo management with various statistics on in the section. The reports include, but Log, Weekly Discrepancy, BDID Discrepancies, Denomination), Monthly Offsetting Di Projected vs. Actual Discrepancies. | when the system is taken of bs. These are reports that workflow and the processi t are not limited to, the Dis repancy (Redemptions by | ffline (6pm). These provide ng of discrepancies screpancy Control Series and | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | | |
| | Retention Years: 1 | Retention Months: 1 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 400 day hardcopy documents.) | ys after created. (See Item | 187 for retention of | |
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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) |
| N1-53-03-SB-0087 | Title: SABRE AFTER HOURS BATCH PROCESSI DISCREPANCY REPORTS | NG—HARD COPY OUTPUTS— | |
| | Title Meon: Every evening two sets of batch jobs are operational (4pm-6pm) and the other when the reports are generated from the batch jobs. The management with various statistics on workflow in the section. The reports include, but are not Discrepancy Detail Error Listing, and the Projection. | system is taken offline (6pm). These se are reports that provide w and the processing of discrepancies limited to, the Monthly Offsetting | |
| | NOTE: There are no hard copies kept for the follow Log, Weekly Discrepancy, and the BDID Discrepancy Denomination). | | |
| | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | Code: 68200 | |
| | Retention Years: 0 Retent | ion Months: 6 Vital Records: | |
| · | Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 6 m is scheduled under Item 86.) | nonths after cutoff. (Electronic copy | |
| 1-53-03-SB-0088 | Title: SABRE AFTER HOURS BATCH PROCESSI STATUS REPORTSiii | NG—ELECTRONIC OUTPUTS— | |
| , | Title Memo: Every evening two sets of batch jobs ar operational (4pm-6pm) and the other when the reports are generated from the batch jobs. The work in process in the audit portion of the SaBl transactions for savings bonds. The reports inc Transaction Date and Audit Status by Control 1 | system is taken offline (6pm). These se are reports that show the status of Re System for issue and retirement lude, but are not limited to, Status by | |
| | Form Number: Form S | | |
| | • • | ode: 68200 ion Months: 1 Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy 400 days after create hardcopy documents.) | | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED | DISPOSITION. 9. GRS OR SUPP | ERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| N1-53-03-SB-0089 | Title: RABRE AFTER HOURS BATCH STATUS REPORTS | I PROCESSING—HARD CO | PPY OUTPUTS— | (MARA OSE ONE!) |
| | Title Memo Every evening two sets of the operational (4pm-6pm) and the other reports are generated from the batch work in process in the audit portion transactionsitor savings bonds. The Transaction Date and Audit Status | ner when the system is taken on the jobs. These are reports that nof the SaBRe System for issue reports include, but are not | ffline (6pm). These t show the status of ue and retirement | |
| | Form Number: Computer System: SaBRe Retention Years: 1 | Form Series: Cost Code: 68200 Retention Months: 0 | Restrictions: SBU | |
| | Retention Pears: 1 Retention Description: Temporary. Hard Copy—Cut off after created. scheduled under Item 88.) | | Vital Records: | |
| N1-53-03-SB-0090 | Title: SABRE AFTER HOURS BATCH RETIREMENT | PROCESSING—OUTPUTS | S—VALIDATION | |
| | Title Memo: Every evening two sets of both operational (4pm-6pm) and the oth reports are generated from the bate listing plus summarized totals of all System during a given month. It is Security Account 05 with the Detail | ter when the system is taken of the jobs. These are reports that Il validation retirements proce tused in the reconciliation of the | ffline (6pm). These provide a detailed ssed by the SaBRe the Validation | |
| | Form Number: Computer System: SaBRe Retention Years: 1 | Form Series: Cost Code: 68200 Retention Months: 1 | Restrictions: SBU | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files b. Hard Copy—Destroy when no | s 400 days after created. | | |
| N1-53-03-SB-0091 | Title: SABRE AFTER HOURS BATCH LETTERS TO THE BANK (TAPI | | NICOUTPUTS— | |
| | Title Memo: Every evening two sets of be operational (4pm-6pm) and the other ports are generated from the bate tapes being returned to the Federal centers. | er when the system is taken of h jobs. These are letters that | filine (6pm). These are attached to the | |
| | Form Number: Computer System: SaBRe Retention Years: 1 | Form Series: Cost Code: 68200 Retention Months: 1 | Restrictions: SBU Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 400 hardcopy documents.) |) days after created. (See Item | 92 for retention of | ` ` ` |

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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOS | ED DISPOSITION. 9. GRS OR SUPER | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| N1-53-03-SB-0092 | Title: SABRE AFTER HOURS BATE LETTERS TO THE BANK (TA | | PY OUTPUTS— | |
| | reports are generated from the b | of batch jobs are processed. One other when the system is taken off atch jobs. These are letters that a tral Reserve Banks, agent banks, a | line (6pm). These re attached to the | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 0 | Cost Code: 68200 Retention Months: 1 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off after create scheduled under Item 91.) | ed. Destroy 30 days after cutoff. | (Electronic copy is | |
| N1-53-03-SB-0093 | Title: SABRE AFTER HOURS BATE POST-PROCESSOR | CH PROCESSING—OUTPUTS- | -BULK DATA | |
| | reports are generated from the b concerning a bulk data transmis | or batch jobs are processed. One of other when the system is taken off atch jobs. These are reports that psion including, but not limited to, record length and block size of the | line (6pm). These provide information the origin, | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | Restrictions. SDC | |
| | Retention Years: 0 | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy f b. Hard Copy—Destroy when | iles 10 days after created. no longer needed for reference p | urposes. | |
| N1-53-03-SB-0094 | Title: SABRE AFTER HOURS BATE ENTITY PERFORMANCE | CH PROCESSING—OUTPUTS | REPORTING | |
| | reports are generated from the b | other when the system is taken off atch jobs. These are reports that all erroneous blotters and securit | line (6pm). These provide summary | |
| | Form Number: Computer System: SaBRe Retention Years: 2 | Form Series: Cost Code: 68200 Retention Months: 0 | Restrictions: SBU Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy to b. Hard Copy—Destroy when | files 2 years after created. no longer needed for reference p | urposes. | ` |

| Title Memo; Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobsii These are reports that provide classified data for retired savings bonds processed through the EZ Clear System for a transaction date. Form Number: Form Series: Restrictions: SBU Computer System: SaBre Cost Code: 68200 Retention Description: Temporary. a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobsii These are reports that provide classified data for retired savings bonds processed through the EZ Clear System for a transaction date. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Description: Temporary: a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, bit are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IQT Inquiry Response. Form Number: Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention of | N1-53-03-SB-0095 | | |
| Computer System: SaBRe Retention Years: 1 Retention Months: 0 Vital Records: Retention Description: Temporary a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. N1-53-03-SB-0096 Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | | operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobsii These are reports that provide classified data for retired savings bonds processed through the EZ Clear System for a | |
| Retention Years: 1 Retention Months: 0 Vital Records: Retention Description: Temporary. a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. N1-53-03-SB-0096 Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | | Form Number: Form Series: Restrictions: SBU | |
| Retention Years: 1 Retention Months: 0 Vital Records: Retention Description: Temporary. a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. N1-53-03-SB-0096 Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | | | |
| a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. N1-53-03-SB-0096 Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | | | |
| ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | | a. Electronic Files—Destroy files 1 year after created. | |
| operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | N1-53-03-SB-0096 | ` | |
| Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | | operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the | |
| Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | | Form Number: Form Series: Restrictions: SRII | |
| Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | | | |
| Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | | | |
| | | Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of | |
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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) |
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| N1-53-03-SB-0097 | Thie: SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS— ANSWER CARDS | |
| | Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on the Bond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. | |
| | Form Number: Computer System: SaBRe Retention Years: 10 Form Series: Cost Code: 68200 Retention Months: 0 Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 10 years after cutoff or when no longer needed for legal purposes, whichever is later. (Electronic copy is scheduled under Item 96.) | |
| N1-53-03-SB-0098 | Title: BOND & CHECK PROCESSING—ELECTRONIC BSN CAVEAT ADDITION EXCEPTION REPORTS | |
| | Title Memo: The Bond Check Processing Section utilizes the SaBRe System to process caveat additions, deletions, inquiries, and changes. These reports identify redemption transactions entered on-line that posted to the Bond Identification Table and encountered or placed a caveat against an individual bond serial number. Caveats are used to flag individual bond serial numbers on the system that are not eligible to be redeemed. | |
| | NOTE: The hard copy of this report is attached to the RCRD (Registered Claims Redemptions) transaction and filmed. See N1-53-78-04, 01B for retention description. | |
| | Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. | |
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| transactions received daily from to SaBRe that post to the Bond I against and individual bond seria serial numbers on the system, wh NOTE: The hard copy of this report i | NG—AFTER CLASSIFICATION sing Section utilizes the SaBRe Siries, and changes. These reports the Batching and Encoding Syste identification Table that encounte al number. Caveats are used to flanich are not eligible to be redeem | ystem to process identify issue em for Issues (BESI) er or place a caveat ag individual bond ed. | 10. ACTION TAKEN (NARA USE ONLY) |
|--|--|--|--|
| EROR REPORTS Title Memo: The Bond Check Process caveat additions, deletions, inquitransactions received daily from to SaBRe that post to the Bond I against and individual bond seria serial numbers on the system, who NOTE: The hard copy of this report i microfilmed as RCI (Registered 53-91-02, 01C. Form Number: Computer System: SaBRe Retention Years: 0 Retention Description: Temporary. | sing Section utilizes the SaBRe Siries, and changes. These reports the Batching and Encoding System of the Batching Sy | ystem to process identify issue em for Issues (BESI) or or place a caveat ag individual bond led. error. Then it is etained under N1- Restrictions: SBU | |
| caveat additions, deletions, inquitransactions received daily from to SaBRe that post to the Bond I against and individual bond serial numbers on the system, who NOTE: The hard copy of this report is microfilmed as RCI (Registered 53-91-02, 01C. Form Number: Computer System: SaBRe Retention Years: 0 Retention Description: Temporary. | iries, and changes. These reports the Batching and Encoding System of the Batching | identify issue em for Issues (BESI) or or place a caveat ag individual bond ed. error. Then it is stained under N1- Restrictions: SBU | |
| microfilmed as RCI (Registered 53-91-02, 01C. Form Number: Computer System: SaBRe Retention Years: 0 Retention Description: Temporary. | Claims Issues) transaction and re Form Series: Cost Code: 68200 | Restrictions: SBU | |
| Computer System: SaBRe Retention Years: 0 Retention Description: Temporary. | Cost Code: 68200 | | |
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| | ys after created. | | |
| Title: DATA RETRIEVAL BRANCH | —REFERRAL TICKET REPOR | RT | |
| processing of referral tickets gen the official documents used by the reconcile bond redemption error bonds requested by different sec- used to complete the processing | nerated by the SaBRe System. Re the Bureau of the Public Debt to it s. This Branch also provides pho tions of the Bureau through SaBR of the Referral Tickets. It contain | eferral Tickets are nvestigate and otos of savings Re. This report is ns information on | |
| Form Number: | Form Series: | Restrictions: SBU | |
| Retention Years: 0 | Retention Months: 3 | Vital Records: | |
| | | | |
| | | · | |
| | Title Memo: The Data Retrieval Brand processing of refierral tickets gen the official documents used by the reconcile bond redemption error bonds requested by different secured to complete the processing how many and what types of Ref. Form Number: Computer System: SaBRe Retention Years: 0 Retention Description: Temporary. a.ii Electronic files—Destroy files | Title Memo: The Data Retrieval Branch is responsible for the microfilar processing of referral tickets generated by the SaBRe System. Retthe official documents used by the Bureau of the Public Debt to it reconcile bond redemption errors. This Branch also provides plot bonds requested by different sections of the Bureau through SaBI used to complete the processing of the Referral Tickets. It contains how many and what types of Referral Tickets are available for professional processing of the Referral Tickets. The contains how many and what types of Referral Tickets are available for professional process. The Series is the contains of the Referral Tickets. The contains how many and what types of Referral Tickets are available for professional professional process. The contains | Title Memo: The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errors. This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. This report is used to complete the processing of the Referral Tickets. It contains information on how many and what types of Referral Tickets are available for processing each day. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. a.ii Electronic files—Destroy files 90 days after created. |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DIS | POSITION. 9. GRS OR SUPE | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| N1-53-03-SB-0101 | Title: DATA RETRIEVAL BRANCH—EL TICKET PROCESSING REPORTS | ECTRONIC OUTPUTS— | REFERRAL | |
| | Title Memo: The Data Retrieval Branch is reprocessing of referral tickets generated the official documents used by the Burreconcile bond redemption errors. The bonds requested by different sections of are used to complete the processing of information on how many and what typrocessing each day. These reports in Complete Referral Ticket Report, After Referral Tickets Generated, Referral Tickets Generated. | I by the SaBRe System. Re reau of the Public Debt to it is Branch also provides pho of the Bureau through SaBle the Referral Tickets. They pes of Referral Tickets are clude, but are not limited to er Classification Referral Tickets | eferral Tickets are nvestigate and otos of savings Re. These reports y contain available for o, the Audit icket Report, | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 0 | Cost Code: 68200 Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 day hardcopy documents.) | s after created. (See Item ? | 102 for retention of | |
| N1-53-03-SB-0102 | Title: DATA RETRIEVAL BRANCH—HA TICKET PROCESSING REPORTS | RD COPY OUTPUTS—F | REFERRAL | |
| | Title Memo: The Data Retrieval Branch is reprocessing of referral tickets generated the official documents used by the Bur reconcile bond redemption errors. The bonds requested by different sections of are used to complete the processing of information on how many and what typerocessing each day. These reports in Complete Referral Ticket Report, After Referral Tickets Generated, Referral Tentered But Not Verified. | I by the SaBRe System. Reference of the Public Debt to it is Branch also provides photof the Bureau through SaBle the Referral Tickets. They pes of Referral Tickets are clude, but are not limited to Classification Referral Tickets. | eferral Tickets are nvestigate and otos of savings Re. These reports y contain available for o, the Audit icket Report, | |
| | Form Number: | Form Series: Cost Code: 68200 | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 0 | Retention Months: 1 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off daily. Destroy 1 scheduled under Item 101.) | month after cutoff. (Electr | onic copy is | |
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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) |
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| N1-53-03-SB-0103 | Title: DATA RETRIEVAL BRANCH—ELECTRONIC OUTPUTS—BDID AND IOT NQUIRY REQUEST TOTAL Title Memo: The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errorsii This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. These are reports that are automatically generated for each inquiry request number in conjunction with BDID Microfilm Inquiry Request and/or IOT Response reports. The information on the reports includes, but is not limited to, type of inquiry, total number of microfilm requests, total number of IOT requests, and page numbers for the inquiry request number. | THEMS 195-106 Superseded by: JAM-GR (1655) 620 2017-003- DATE (MM/DD/YYYY): 95/31/2017 |
| | Form Number: Computer System: SaBRe Retention Years: 0 Form Series: Cost Code: 68200 Retention Months: 3 Vital Records: | .• |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 104 for retention of hardcopy documents.) | |
| N1-53-03-SB-0104 | Title: DATA RETRIEVAL BRANCH—HARD COPY OUTPUTS—BDID AND IOT INQUIRY REQUEST TOTAL Title Memo: The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errors. This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. These are reports that are automatically generated for each inquiry request number in conjunction with BDID Microfilm Inquiry Request and/or IOT Response reports. The information on the reports includes, but is not limited to, type of inquiry, total number of microfilm requests, total number of IOT requests, and page numbers for the inquiry request number. Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 0 Vital Retiords: Retention Description: Temporary. Hard Copy—Cut off daily. Destroy 1 day after cutoff. (Electronic copy is scheduled under Item 103.) | |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DI | SPOSITION. 9. GRS OR SUPE | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| N1-53-03-SB-0105 | Title: DATA RETRIEVAL BRANCH—E CLASSIFICATION MICROFILM R | | | |
| | Title Memo: The Data Retrieval Branch is processing of referral tickets generate the official documents used by the Brace reconcile bond redemption errors. The bonds requested by different sections are used to provide identification of a bond photos provided from microfilm | | | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | | |
| | Retention Years: 0 | Retention Months: 3 | Vital Records: | |
| | Retention Description: Temporary. Electronic Files—Destroy files 90 da hardcopy documents.) | sys after created. (See Item 1 | 106 for retention of | |
| N1-53-03-SB-0106 | Title: DATA RETRIEVAL BRANCH—H CLASSIFICATION MICROFILM R | | | |
| | Title Memo: The Data Retrieval Branch is processing of referral tickets generate the official documents used by the Bureconcile bond redemption errors. The bonds requested by different sections are used to provide identification of a bond photos provided from microfilm | | | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | | · |
| | Retention Years: 0 | Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. Hard Copy—Cut off daily. Destroy under Item 105.) | 4 days after cutoff. (Electron | nic copy is scheduled | |
| | Title: LOCATOR GROUP—UNDELIVE | RABLE IRS MAILOUT | | |
| | Title Memo: The Locator Group's main purpose is to process information through SaBRe relating to bonds that have been identified as undeliverable. This information is related to bonds that have been identified as undeliverable. It is forwarded to the Internal Revenue Service (IRS) in an attempt to locate the bond owners. | | | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe | Cost Code: 68200 | | |
| | Retention Years: 1 | Retention Months: 1 | Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy files 4 b. Hard Cony—Destroy when no lo | | umoses | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED | DISPOSITION. 9. GRS OR SUPE | RSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|------------------|--|---|---------------------|-------------------------------------|
| N1-53-03-SB-0108 | Title: LOCATOR GROUP—UNDELIVERABLE REPORTS | | | |
| | Title Memo: The Locator Group's main relating to bonds that have been in information on bonds that have be are not limited to, the Undeliveral reports. | | | |
| | Form Number: | Form Series: | Restrictions: SBU | |
| | Computer System: SaBRe Retention Years: 4 | Cost Code: 68200 Retention Months: 0 | Vital Records: | |
| | Retention Description: Temporary. a. Electronic Files—Destroy file b. Hard Copy—Destroy when n | | urposes. | |
| | Title: SABRE SYSTEM DOCUMENT | ATION | | |
| | Title Memo: These are electronic and hard copies that include, but are not limited to, data system specifications, codebooks, record layouts, and user handbooks relating to the SaBRe System. | | | Superseded by: 1) ATA -41 |
| | Form Number: | Form Series: | Restrictions: SBU | DATE (MM/DD/YYYY): |
| | Computer System: SaBRe Retention Years: 99 | Cost Code: 68200 Retention Months: 0 | Vital Records: | 8/15/501A |
| | Retention Description: Temporary. a. Electronic Copy—Destroy wllonger needed for revision and b. Hard Copy—Destroy when storelated master file or database | | | |
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