

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-03-011

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1 053 06 005 item 62 and 64, and GRS 5.1 item 020 (DAA GRS 2016 0016 0002)

Date Reported: 8/1/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON DC 20408

1. FROM (Agency or establishment)
 BUREAU OF THE PUBLIC DEBT

2. MAJOR SUBDIVISION
 OFFICE OF INVESTOR SERVICES

3. MINOR SUBDIVISION
 H/HH ASSISTANCE BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
Brian Lallemont

5. TELEPHONE
 (304) 480-6302

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-053-03-11

DATE RECEIVED
 6/23/03

NOTIFICATION TO AGENCY

In accordance with provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
 9-25-03

ARCHIVIST OF THE UNITED STATES
[Signature]

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE
 6/11/2003

SIGNATURE OF AGENCY REPRESENTATIVE
Vicki Thorpe *[Signature]*

TITLE
Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>See the Attached Sheets</p> <p><i>cc [Signature] NR DUMWA</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<p>N1-53-03-J-001</p>	<p>Title: Securities Transactions Documents</p> <p>Title Memo: These documents include forms, correspondence, reports, legal evidence and any other documents needed to process securities transactions. These documents contain customer information and requests and area evidence of issuing and servicing Treasury securities. These include, but are not limited to, documents relating to reissues, exchanges, redemptions, claims, and other documents submitted to allow maintenance to be performed on customer accounts.</p> <p>Form Number Computer System: Retention Years:</p> <p>Form Series Cost Code: 572 Retention Months:</p> <p>Restrictions: Vital Records:</p> <p>Retention Description: Temporary</p> <ol style="list-style-type: none"> a. Hardcopy-Hard copies of documents relating to reissues, reinvestments, exchanges, Automated Clearing House (ACH) instructions and any other transaction requests that are microfilmed. Destroy hardcopy when microfilm has proven adequate. b. Microfilm-Destroy when no longer needed for administrative or legal purposes. <p><i>Revisions made as per BPD email message on 7/10/03</i></p>		
<p>N1-53-03-J-002</p>	<p>Title: Temporary Investor Locator Files</p> <p>Title Memo: These documents include letters, e-mails, telephone call messages, screen prints and reports. These are records of unsuccessful attempts to contact owners of matured unredeemed securities or owners with undeliverable securities or payments. Also included area any responses received back in the attempt to contact the owner. The information contained in these documents includes, but is not limited to, customer names, addresses, social security numbers, telephone numbers, bond serial numbers and payment amounts.</p> <p>Form Number Computer System: Retention Years:</p> <p>Form Series Cost Code: 572 Retention Months:</p> <p>Restrictions: Vital Records:</p> <p>Retention Description: Temporary</p> <p>Cutoff files monthly. Destroy 3 months after cutoff.</p> <hr/>		

N1-53-03-J-003 Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Included copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary: Delete electronic copy 90 days after the record keeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary: Destroy/delete when dissemination, revision, or updating is completed.

Approved by BPD R.O. 7/7/03