Schedule Number: N1-053-04-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1 053 06 005 item 17
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION
   Division of Accounting Services

3. MINOR SUBDIVISION
   Customer Accounting Branch

4. NAME OF PERSON WITH WHOM TO CONFER
   5. TELEPHONE
   Melisa Williamson 304-480-6538

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 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,

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

   DATE SIGNATURE OF AGENCY REPRESENTATIVE
   1/27/04 Vicki Thorpe

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See the Attached Sheets

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV.3-91)
Prescribed by NARA
36 CFR 1228
### REQUEST FOR RECORDS DISPOSITION AUTHORITY

**For the Bureau of the Public Debt**

**January 27, 2004**

<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1-53-04-D-</td>
<td><strong>Title: Daily Accounting Transactions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0001</td>
<td><strong>Title Memo:</strong> These files support the accounting transactions processed by the Customer Accounting Branch and supply an audit trail for those transactions. They show pieces and money of reissues and redemptions for current income bonds and for the redemption of accrual savings bonds, identifying information of money on deposit, transfer of funds from one account to another, identifying information for stale-dated and returned payments, and source information as well as input information for the Public Debt Accounting &amp; Reporting System (PARS). The documents include, but are not limited to, Internal Journal Vouchers, deposit tickets, debit vouchers, PARS Input documents, PARS Reports, HH/H trial balances, HH/H blotters, Payment Reports, Schedules of Miscellaneous Deliveries, Exchange Worksheets, Bureau Payment Listings, Treasury Direct Payment Transmittals, and Check Office Detail Activity Reports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Form Number:</strong></td>
<td><strong>Form Series:</strong></td>
<td><strong>Restrictions:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Computer System:</strong></td>
<td><strong>Cost Code:</strong> 693</td>
<td><strong>Privacy Act</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Retention Years:</strong> 7</td>
<td><strong>Retention Months:</strong> 0</td>
<td><strong>Vital Records:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Retention Description:</strong> Temporary. Cut off files daily. Hold in office for 6 months then transfer to off-site facility. Destroy 7 years after cutoff.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>