Schedule Number: N1-053-06-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1 053 06 004 item 27, and GRS 5.1 item 020 (DAA GRS 2016 0016 0002)

Date Reported: 8/1/2019
## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

### 2. MAJOR SUBDIVISION
**Division of Financial Management**

### 3. MINOR SUBDIVISION
**Performance Reporting and Analysis Branch**

### 4. NAME OF PERSON WITH WHOM TO CONFER
Robert Konz

### 5. TELEPHONE
(304) 480-8106

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**NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)**

**WASHINGTON, DC 20408**

**DATE RECEIVED**
**9-21-2005**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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**
**2005-10-26**

**ARCHIVIST OF THE UNITED STATES**

---

**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,

- [ ] is not required;
- [ ] is attached; or
- [ ] has been requested.

**DATE**
**8/3/05**

**SIGNATURE OF AGENCY REPRESENTATIVE**
Vicki Thorpe

**TITLE**
Records Officer
Reviewed by Office of the Chief Counsel

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**7. ITEM NO.**

**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

See the Attached Sheets

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**9. GRS OR SUPERSEDED JOB CITATION**

**10. ACTION TAKEN (NARA USE ONLY)**

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**115-109**

**NSN 7540-00-634-4064**

**STANDARD FORM 115 (REV.3-91)**

PREVIOUS EDITION NOT USABLE

36 CFR 1228
<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 GRS OR SUPERSEDED JOB CITATION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>N1-53-05-F-</td>
<td>Title: Activity Analysis Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Title Memo: These files are spreadsheets that calculate the cost per item that the Bureau produces. The spreadsheet data is all-inclusive and contain proprietary data. The information includes: Status of appropriated Funds, Status of FRB permanent indefinite funds, General Charges, SF-113G – FTE full time equivalent employees by office and branch level, FRB action data, and detailed function actions identifying volume information by each office as it relates to the 5 mission activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Retention Years: 3  Retention Months: 0  Vital Records: □  Cost Code: 330</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Retention Description: Temporary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Electronic Copy: Delete / Destroy 3 years after the end of the fiscal year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Hardcopy copy. Destroy when no longer needed for reference but not to exceed 3 years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITEM NO.</td>
<td>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</td>
<td>GRS OR SUPERSEDED JOB CITATION</td>
<td>ACTION TAKEN</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------</td>
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</tr>
<tr>
<td></td>
<td><strong>Title:</strong> Electronic Mail and Word Processing System Copies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Title Memo:</strong> Electronic copies of records that are created on electronic and word processing systems and used sole to generate a record keeping 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|         | **Retention Description:** Temporary.  
   a. Copies that have no further admin. value after the record copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on disk or network drives that are used only to produce the record copy. Destroy/delete 180 days after the record copy is produced.  
   b. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy. Destroy/delete when dissemination, revision, or updating is completed. |                                |              |