

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) <b>BUREAU OF THE PUBLIC DEBT</b>	
2. MAJOR SUBDIVISION <b>Summary Debt Accounting</b>	
3. MINOR SUBDIVISION	
5. TELEPHONE	
4. NAME OF PERSON WITH WHOM TO CONFER	(304) 480-8186 Robert.konz@bod.treas.gov
<b>Robert Konz</b>	

LEAVE BLANK (NARA use only)	
JOB NUMBER <b>71-053-06-6</b>	
DATE RECEIVED <b>6-17-2006</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>7/11/06</b>	ARCHIVIST OF THE UNITED STATES <i>Ala Wentz</i>

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 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 <b>7/11/06</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vicki Thorpe</i> <b>Vicki Thorpe</b>	TITLE <b>Records Officer</b> Reviewed by Office of the Chief Counsel
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>See the Attached Sheets</b>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

For the Bureau of the Public Debt

June 29, 2006

7. ITEM NO. N1-53-06-F-	8. DESCRIPTION OF ITEM and PROPOSED DISPOSITION Category No   Title and description   Proposed Disposition		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
0001	4000 4101.01	<p><b>Summary Debt Accounting (PARS &amp; Debt Ceiling)</b> <b>Working Documents</b> – These are Lotus Notes documents, Excel spreadsheets, other documents and files, which include but are not limited to: DTS Check List, Debt Track, IPAC Reports, Public vs. Intra-governmental Holdings, Debt Track File Printout, Printouts of Audits Performed for Financial and Unclassified Accounts, Printout of Verified Internet and Intranet Summary Pages, Treasury Notes and Bonds spreadsheets, and Daily Exceptions (Allotment Adjustment Worksheet) that are used for uploading information to the Internet and for preparing reports.</p>	<p><del>Disposition Rule # 3001</del> Cutoff when superceded, terminated, abolished, or entered into a recordkeeping system. Destroy after cutoff.</p>	N1-53-02-09-0006
0002	4102.01	<p><b>Exception Reports Requiring Research</b> - Various exception reports are generated by the PARS system requiring research and verification. They include, but are not limited to, Daily Transcript Exception Report, Non-Cash Exception Report, Month End Account Verification-Unbalanced, Audit Verification, Prepayment Exception Report, Miscellaneous Transfer Match, Transfer Match Exceptions, Coupon Audit Match Exceptions, Small Difference Account, PARS Daily Exception Reports, Unclaimed Monies and FAC Verification, Special Transaction Report, PARS Transaction Count, and Financial Negative Balance that are generated by the PARS system as a result of transactions submitted by reporting entities that caused an out-of-balance condition in PARS. These conditions require research and review of the data input.</p>	<p><del>Disposition Rule # 1006</del> Cutoff at end of day. Destroy 18 months after cutoff.</p>	N1-53-02-09-0009
0003	4103.01	<p><b>Debt Statement And Reconciliation</b> – These are computer generated reports and screen prints that consist of transactions and ledger balances that are used in reconciling the outstanding balances between PARS and related subsidiary systems, including, but not limited to, SaBRe, NBES, TreasuryDirect, SPSS, and REGII, and that are used as supporting documentation for the annual GAO audit. These records include, but are not limited to: Payment-In-Transit, Deposit-In-Transit, Debt Limit, LID updates, Allotments, Foreign Series, FAS Report, Average Interest Rate, Discount Transfer, Discount Activity, ZCB Discount Coupon, Clearing Due Accounts, Performance Reports, FRB Visitation Profiles, Debt Trends, Treasury Bulletin Tables, Warrant</p>	<p><del>Disposition Rule # 1503</del> Cutoff at end of fiscal year. Destroy 2 years after cutoff.</p>	N1-53-02-09, 0001

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	Processing, Account Status Reports, SGL Comparison, and Monthly Treasury Statement Reconciliation. They are also used to support research and miscellaneous inquiries.			
0004	4104.01 <b>Resource Materials</b> – These are reference and resource materials that are used as guidance tools in performing duties and functions. They include, but are not limited to: Public Debt Issuances, Standard Operating Procedures, Legacy Treasury Direct and Savings Bonds Handbooks, PARS Training Manuals, PARS Program Specifications, PARS Formulas, PARS Maintenance Guide, and material related to the Divisions’ operations.	<del>Disposition Rule # 3003</del> Cutoff when superceded, terminated, abolished. Destroy 2 years after cutoff.	N1-53-02-09, 0004	
0005	4105.01 <b>Financial Statements and Reconciliation</b> – These are records representing the balance of the Debt accounts. They include, but are not limited to, monthly reports such as Debt Reclassification data submitted to TIER, Statement of Transactions, Buybacks, Interest Expense, Average Interest Rates, Manual GWA Account Statements, Year-End Closing package, Schedule of Federal Debt, Notes & Overview, DAB Account Reconciliation, Treasury Activity Reports, Variance Analysis, SF-133 & 2108, FACTS II, Accountability Report, IFCS/BURELI, Management Books, Gifts to Reduce Debt Held by the Public, Retrieving the Financial Reports, Report on Receivables Due from the Public, and Security Liquidations.	<del>Disposition Rule # 1510</del> Cutoff at end of fiscal year. Destroy 6 years 3 months after cutoff.	N1-53-02-09, 0002	
0006	4106.01 <b>Historical Information</b> - These hard copy reports are issued monthly. They reflect the accrued interest of all redeemed securities and provide an explanation of how the Federal Government is financed. The records include, but are not limited to, the Monthly Statement of the Public Debt, Interest Expense Report, and Borrowings supporting documentation such as Legislation, Agreements, etc. documenting significant events.	<del>Disposition Rule # 1604</del> PERMANENT. Cutoff in 5 year intervals. Transfer to NARA in 5 year increments.	N1-53-02-09, 0005	
0007	4107.01 <b>Sinking Fund</b> – These records include, but are not limited to, the Public Debt Sinking Fund's annual warrant (20x0575) and PARS entry batches that document the permanent appropriation account for the purpose of providing funds for the retirement of the Public Debt.	<del>Disposition Rule # 3009</del> Cutoff when superceded, terminated, abolished. Destroy 50 years after cutoff.	N1-53-02-09, 0003	
0008	4108.01 <b>PARS Reports in Control D - 45 days</b> – These are various PARS reports used to accomplish daily and monthly functions within the Office of Public Debt Accounting. They contain data related to monitoring the Public Debt and are used for research and auditing	<del>Disposition Rule # 3203</del> Cut off after created. Destroy 45 days after cut off.	N1-53-02-09, 0010	

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		<p>purposes. Note: Dispositions instructions apply to the electronic copy.</p>			
0009	4108.02	<p><b>PARS Reports in Control D - 600 days</b> - These are various PARS reports used to accomplish daily, monthly, and yearly functions within the Office of Public Debt Accounting. They contain data related to monitoring the Public Debt and are used for research and auditing purposes. Note: Dispositions instructions apply to the ELECTRONIC COPY.</p>	<p><del>Disposition Rule # 3206</del> Cut off after created. Destroy 600 days after cut off.</p>	N1-53-02-09, 0011	
0010	4108.03	<p><b>PARS Reports - COLD Storage</b> - These are various PARS reports used to accomplish daily, monthly, and yearly functions within the Office of Public Debt Accounting. They contain data related to monitoring the Public Debt and are used for research and auditing purposes. These reports are held on an optical disc are available to be viewed on request.</p>	<p><del>Disposition Rule # 3201</del> Cutoff when created. Destroy when superseded, obsolete, data transferred to master file, or no longer needed for business, administrative or legal purposes</p>	N1-53-02-09, 0012	