

REQUEST FOR RECORD POSITION AUTHORITY <i>(See Instructions on reverse)</i>		VE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-53-97-3
1 FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT		DATE RECEIVED	3-15-97
2 MAJOR SUBDIVISION SAVINGS BOND OPERATION OFFICE		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION FEDERAL RESERVE BANKS		In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
VICKI S. THORPE	(304) 480-6553	12-15-97	<i>John W. Carl</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 _____ 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; ^{12/18/97} is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/10/97	<i>Vicki S Thorpe</i>	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
	<p>All changes to this proposed schedule have been approved by:</p> <p><i>M. F. Borom</i> <u>8/1/97</u> <i>Vicki S Thorpe</i> <u>8/7/97</u> NARA appraiser date Agency representative date</p>		

JAN 20 1998 MHT copy to: Agency, J. Young
NWDS
NR

0001 006 Form PD F 1540 Request for reissue of US Savings Bonds upon change of name of, or upon succession to, corporation association, or partnership

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies
- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

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Item No.	Description of Item	Authority
N1-53-97-03-0001.008 SEE NEXT PAGE	APPLICATIONS FOR DISPOSITION-60000: U.S. SAVINGS BONDS/NOTES AND/OR --TITLE: RELATED CHECKS (IN A COMBINED AMOUNT NOT EXCEEDING \$500) OWNED BY DECEDENT WHOSE ESTATE IS BEING SETTLED WITHOUT ADMINISTRATION. --RETENTION: (1) FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE FOR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. (2) FORWARD SERIES H/HH REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED (DATA CONTINUES ON NEXT PAGE) Form No: PD F 1946 Series No: ! Org. Abbrev: FRB Retain: 10 yrs 0 mths 4 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.	NEW 431

Item No.	Description of Item	Authority
N1-53-97-03-0001.009 SEE NEXT PAGE	APPLICATIONS FOR DISPOSITION-60000: U.S. SAVINGS BONDS/NOTES AND/OR --TITLE: RELATED CHECKS OWNED BY DECEDENT WHOSE ESTATE IS BEING SETTLED WITHOUT ADMINISTRATION (THIS FORM SHOULD BE USED WHEN THE COMBINED FACE AMOUNT EXCEEDS \$1,000). FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED (DATA CONTINUES ON NEXT PAGE) Form No: PD F 1946-1 Series No: ! Org. Abbrev: FRB Retain: 10 yrs 0 mths 4 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.	NEW 432

0001 008 Form PD F 1946 Application for disposition U S Savings Bonds/Notes and/or related checks (in combined amount not exceeding \$1,000) owned by descendent whose estate is being settled without administration

Disposition

- a) File Series EE/E and Savings Note reissue request processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies
- b) Forward Series H/HH reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When requests involve both accrual and current income bonds, retain original with other accrual requests Prepare and submit photocopies with retired current income bonds

0001 009 Form PD F 1946-1 Application for disposition U S Savings Bonds/notes and/or related checks owned by descendent whose estate is being settled without administration (This form should be used when the combined face amount exceeds \$1,000)

Disposition

- a) File Series EE/E and Savings Note reissued requests processed in a calendar month by series in daily chronological order Retain the month's file 2 full calendar months before forwarding to SBOO Do not retain copies
- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When requests involve both accrual and current income bonds, retain original with other accrual requests Prepare and submit photocopies with retired current income bonds

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Item No.	Description of Item	Authority
N1-53-97-03-0001.010	APPLICATIONS BY PREFERRED CREDITOR 689901 FOR DISPOSITION WITHOUT ADMINISTRATION WHERE DECEASED OWNER'S ESTATE INCLUDES UNITED STATES REGISTERED SECURITIES AND/OR CHECKS IN AN AMOUNT NOT EXCEEDING \$500. THIS FORM IS USED BY A PERSON WHO PAID BURIAL EXPENSES OF A DECEDENT, WHOSE ESTATE HAS NOT BEEN AND SO FAR AS KNOWN, WILL NOT BE ADMINISTERED IN COURT.	NEW 6899

Form No: PD F 2216 Series No: ! Org. Abbrev: FRB
Retain: 10 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.011	CERTIFICATE OF ENTITLEMENT-60000: UNITED STATES SAVINGS AND RETIREMENT SECURITIES AND CHECKS AFTER ADMINISTRATION OF DECEDENT'S ESTATE. THIS FORM IS TO CERTIFY THAT COURT RECORDS SHOW THE LISTED PERSON ENTITLED TO CERTAIN BONDS OR CHECKS AS DISTRIBUTION FROM A DECEDENT'S ESTATE.	NEW 6899

Form No: PD F 2458 Series No: ! Org. Abbrev: FRB
Retain: 10 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 10 YEARS AFTER CUT OFF.

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Item No.	Description of Item	Authority
N1-53-97-03-0001.012	CERTIFICATE BY LEGAL REPRESENTATIVE(S) OF DECEDENT'S ESTATE 20772 DURING ADMINISTRATION OF AUTHORITY TO ACT AND OF DISPOSITION WHERE ESTATE HOLDS NO MORE THAN \$1,000 (FACE AMOUNT) UNITED STATES SAVINGS AND RETIREMENT SECURITIES, EXCLUDING CHECKS REPRESENTING INTEREST.	NEW 427

Form No: PD F 2488-1 Series No: ! Org. Abbrev: FRB
Retain: 10 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 10 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.013	SPECIAL BOND OF INDEMNITY TO THE UNITED STATES 20772 THIS FORM IS USED BY A BOND PURCHASER TO IDEMNIFY THE DEPARTMENT AGAINST LOSS IN A TRANSACTION TO REFUND PURCHASE PRICE OF BONDS OBTAINED THROUGH A CHAIN LETTER SCHEME.	NEW 422

Form No: PD F 2966 Series No: ! Org. Abbrev: FRB
Retain: 0 yrs 1 mths
FORWARD TO SBOO MONTHLY.

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0001.014	APPLICATIONS FOR DISPOSITION OF ^{OF} RETIREMENT PLAN AND/OR INDIVIDUAL RETIREMENT BONDS WITHOUT ADMINISTRATION OF DECEASED OWNER'S ESTATE.	NEW 000

Form No: PD F 3565 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 10 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.015	APPLICATIONS AGREEMENT-TO QUALIFY UNDER T.D. CIR.888 (REV) THESE DOCUMENTS DEFINE THE TERMS OF AGREEMENT BETWEEN A FEDERAL RESERVE BANK AS FISCAL AGENT OF U.S. FOR ISSUING AND/OR PAYING AGENT. OTHER FORMS INCLUDES ^{Forms} PD 3827, 3828, 3880, 3881, 3902, 3903. PD 3827, 3828, 3880, 3881, 3902, 3903 856, 857, 858, 859, 860	NEW

Form No: ~~3827, 3828, 3880, 3881, 3902, 3903~~ Series No: 1A COPY Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
 DESTROY 6 YRS, 3 MOS AFTER TERMINATION OF AGENT.
~~RETENTION BASED ON NRC 98-01-12, 13.~~

Request For Record Disposition Authority

Item No. N1-53-97-03-0001.016	Description of Item NOTICE OF QUALIFICATION UNDER TREASURY DEPT. CIRCULAR NO. 888 888 AN AGREEMENT TO ESTABLISH THE ELIGIBILITY OF A QUALIFIED PAYING AGENT TO HANDLE SAVING BONDS.	Authority NEW
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Form No: PD F 3903 Series No: 1B COPY Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
 HOLD FOR 6 YRS AND 3 MO. AFTER TERMINATION OF PAYING AGENT STATUS
~~THIS AUTHORITY IS BASED ON N1-53-97-02, 017~~

Item No. N1-53-97-03-0001.017	Description of Item APPLICATIONS FOR PAYMENT OF UNITS FOR UNITS FOR AN APPLICATION FOR PAYMENT BY UNITED STATES SAVINGS BONDS/NOTES AND/OR RELATED CHECKS IN AN AMOUNT NOT EXCEEDING \$1,000 BY THE SURVIVOR OF A DECEASED OWNER WHOSE ESTATE IS NOT BEING ADMINISTERED.	Authority NEW
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Form No: PD F 4881 Series No: !A1 COPY Org. Abbrev: FRB
 Retain: 10 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.
~~THIS AUTHORITY IS BASED ON N1-53-97-02, 017~~

0001 018 Form PD F 5200 Overpayment history

Disposition

- a) If not processed in 120 days, forward to SBOO
- b) If claim disputed within 120 days, forward to SBOO to settle claim
- c) If overpayment is settled, destroy 10 years after settlement

0001 019 Form PD F 5336 Application for disposition - US Savings Bonds/Notes and/or related checks owned by decedent whose estate is being settled without administration

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO You may retain a photocopy for 10 years, but you are not required to do so
- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When request involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

Request For Record Disposition Authority

Item No. Description of Item Authority
 N1-53-97-03-0002.001 CREDIT ADVICES ~~REMOVED~~ COVERING REPLACEMENT BONDS OF LOST, STOLEN, ^{OR DESTROYED} ~~DESTROYED~~ ^{NEW} BONDS.
 THESE DOCUMENTS AUTHORIZE THE PROCESSING OF SUBSTITUTE OR REPLACEMENT BONDS WHERE THE ORIGINAL HAS BEEN LOST, STOLEN, MUTILATED, OR DESTROYED AND THE EXTENSION OF CREDIT FOR UNISSUED STOCK AND LOST PAID BONDS. PREPARED BY FRB, THE DOCUMENTS ARE SENT TO THE PARKERSBURG OFFICE FOR AUDITING ^{ING} IN LIEU OF THE ORIGINAL BONDS. (~~FRB'S GENERAL MANUAL, PG 2955, ITEM 293~~)

Form No: Series No: Org. Abbrev: FRB
 Retain: 10 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.
~~RETENTION BASED ON NND 53-97-04, 092~~

Item No. Description of Item Authority
 N1-53-97-03-0002.002 CORRESPONDENCE AND FORMS ^{RELATING TO THE} ~~FOR~~ CORRECTION/REISSUE OF SAVINGS BONDS NEW
~~CORRESPONDENCE AND FORMS RELATING TO TRANSACTIONS INVOLVING THE CORRECTION OR REISSUE OF SAVINGS BONDS SENT TO TREASURY FOR ACTION (GENERALLY REFERRED TO AS "FORWARDING ITEMS"). (FRB'S GENERAL MANUAL, PG NO. 2930, ITEM NO. 293)~~
~~REMOVED~~

Form No: Series No: ! Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.
~~RETENTION BASED ON NND 53-97-04, 092~~

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0002.007 <i>SEE NEXT PAGE</i>	<p>REQUEST BY FIDUCIARY-60000: FOR REISSUE OF U.S. SAVINGS BONDS/NOTES --RETENTION: (1) FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE OR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. (2) FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED WITH CREATION AND RETENTION. (3) WHEN ACCEPTED AS EVIDENCE OF DISTRUTION AND NOT AS A REQUEST FOR REISSUE, (DATA CONTINUES ON NEXT PAGE) Form No: PD F 1455 Series No: 1 Org. Abbrev: FRB Retain: 10 yrs 0 mths 3 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.</p>	NEW 425

Item No.	Description of Item	Authority
N1-53-97-03-0002.008	<p>SPECIAL FORM OF REQUEST FOR PAYMENT FOR OF UNITED STATES SAVINGS AND RETIREMENT SECURITIES WHERE THE USE OF A DETACHED REQUEST IS AUTHORIZED. THE PURPOSE OF THIS FORM IS TO DESCRIBE BONDS FOR WHICH PAYMENT IS REQUESTED.</p>	NEW 425

Form No: PD F 1522 Series No: 1 Org. Abbrev: FRB
 Retain: 0 yrs 1 mths
 FORWARD TO SBOO WEEKLY.

0002 007 Form PD F 1455 Request by fiduciary for reissue of US Savings Bonds/Notes

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order. Retain the month's file for 2 full calendar months before forwarding to SBOO. Do not retain copies.
- b) Forward Series HH/H reissue requests weekly with retired bonds. Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention.
- c) When accepted as evidence of distribution and not as a request for reissue, retain PD F 1455 for 10 years.

Note When request involve both accrual and current income bonds, retain originals with other accrual requests. Prepare and submit photocopies with retired current income bonds.

0002 009 Form PD F 1851 Request for reissue for US Savings Bonds/Notes in name of trustee of a personal trust estate

Disposition

a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies

b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

0002 010 Form PD F 1938 Request for reissue of US Savings Bond/Notes during the lives of both co-owners

Disposition

a) File Series EE/E and Savings Note reissue request processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies

b) Forward Series HH/H reissue request weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain original with other accrual request Prepare and submit photocopies with retired current income bonds

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0002.011	<p>REINVESTMENT APPLICATION FORM TO REQUEST PAYMENT THIS FORM IS TO REQUEST PAYMENT AND TO USE PROCEEDS FROM THE PAYMENT OF MATURED BONDS TO PURCHASE NEW BONDS. FORWARD PROCESSED FORMS WITH RELATED STUBS TO SBOO WEEKLY. IF INCOMPLETE OR OTHERWISE DEFECTIVE, REQUEST A CORRECTED APPLICATION. IF CORRECTED COPY NOT RECEIVED IN 30 DAYS, FORWARD ORIGINAL TO SBOO.</p>	NEW 23

Form No: PD F 1993 Series No: ! Org. Abbrev: FRB
 Retain: 0 yrs 0 mths
 FORWARD TO SBOO WEEKLY. ~~SEE SCHEDULE FOR DETAILS~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.012	<p>INVESTIGATION SCHEDULE OF PAID BONDS UNDER INVESTIGATION FORM THESE CLAIMS CASE FILES ARE A PART OF THE CENTRAL NAME FILES CONTAINING RECORDS AND DOCUMENTS RELATED TO LOST BONDS. THEIR LONGER RETENTION IS DEEMED TO PROTECT THE ECONOMIC AND FINANCIAL RIGHTS OF THE GOVERNMENT. THIS FORM IS TO DESCRIBE BONDS/NOTES, AND GIVE DETAILS OF A TRANSACTION UNDER INVESTIGATION.</p>	NEW

Form No: PD F 2343 Series No: !A COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUTOFF.
~~RETENTION BASED ON N1-53-97-02-0111~~

Request For Record Disposition Authority

Item No.	Description of Item	Authority
'N1-53-97-03-0002.013	RECEIVED APPLICATION 7/28/82 FOR RELIEF ON ACCOUNT OF THE LOSS, THEFT, OR DESTRUCTION OF PAID U.S. SAVINGS BONDS AND ALL SUPPORTING LEGAL EVIDENCE . THESE CLAIMS CASE FILES ARE A PART OF THE CENTRAL NAME FILES CONTAINING RECORDS AND DOCUMENTS RELATED TO LOST BONDS. THEIR LONGER RETENTION IS DEEMED TO PROTECT THE LEGAL AND FINANCIAL RIGHTS OF THE GOVERNMENT.	NEW

Form No: PD F 2517 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUTOFF. ~~FORMS~~
~~RETENTION IS BASED ON N1-53-97-02, FRB~~

Item No.	Description of Item	Authority
'N1-53-97-03-0002.014	CERTIFICATION ATTACHMENT FORMS COMPLETED BY SAVINGS BOND OWNERS. THE PURPOSE OF THIS FORM IS AN ATTACHMENT THAT IS SENT WITH FORMS TO SAVINGS BOND OWNERS TO COMPLETE.	NEW 43

Form No: PD F 2778 Series No: 1 Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF
~~RETENTION BASED ON N1-53-91-02, FRB~~

0002 017 Form PD F 3253 Exchange application for US Savings Bonds of series HH

Disposition

- a) Forward processed forms with related stubs to SBOO weekly
- b) If incomplete or otherwise defective, request a corrected application. If corrected copy not received in 30 days, forward original to SBOO

0002 018 Form PD F 3360 Request for reissue of US Savings Bonds/Notes in the name of person or persons other than the owner (including legal guardian, custodian for a minor under a statute, etc)

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order. Retain the month's file for 2 full calendar months before forwarding to SBOO. Do not retain copies
- b) Forward Series HH/H reissue request weekly with retired bonds. Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests. Prepare and submit photocopies with retired current income bonds

Request For Record Disposition Authority

Item No. N1-53-97-03-0002.019	Description of Item CONTINUATION SHEET FOR LISTING SECURITIES 602883 THESE CLAIMS CASE FILES ARE A PART OF THE CENTRAL NAME FILES CONTAINING RECORDS AND DOCUMENTS RELATED TO LOST BONDS. THEIR LONGER RETENTION IS DEEMED TO PROTECT THE LEGAL AND FINANCIAL RIGHTS OF THE GOVERNMENT.	Authority NEW
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Form No: PD F 3500 Series No: 1B COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF.
~~RETENTION BASED ON N1-53-91-02, 01B.~~

Item No. N1-53-97-03-0002.020	Description of Item REQUEST FOR REISSUE OF U.S. RETIREMENT PLAN OR INDIVIDUAL 668001 THESE RECORDS CONSIST OF VARIOUS FORMS AND MEMORANDA USED IN THE OPERATIONS OF THE SAVINGS BOND OPERATIONS OFFICE. THEY ARE OF SHORT-TERM VALUE SINCE THEY ARE USED TO EXPEDITE WORK FLOW, OR BECAUSE THE SAME DATA ARE AVAYLABLE ELSEWHERE] RETIREMENT BONDS TO CHANGE BENEFICIARY OR REFLECT CHANGE OF NAME.	Authority NEW
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Form No: PD F 3564 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 DESTROY OBSOLETE DOCUMENTS ANNUALLY. ~~RETENTION BASED ON~~
~~N1-53-78-04, 03C.~~

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0002.021	SECURITIES TRANSACTION REQUEST FORM THAT THESE FILES DOCUMENT THE WITHDRAWAL OF SECURITIES FROM THE USB VAULT.	NEW 280

Form No: PD F 3800 Series No: #D COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILE YEARLY. DESTROY 1 YEAR AFTER CUT OFF OR
 FRB MAY HOLD THIS UNDER THEIR OWN ATHORITY & EXPENSE.

Item No.	Description of Item	Authority
N1-53-97-03-0002.022	SECURITIES TRANSACTION REQUEST FORM THAT THESE FILES DOCUMENT THE RECEIPT AND/OR WITHDRAWAL OF SECURITIES FROM THE VAULT.	NEW

Form No: PD F 3800 Series No: #E COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF. THIS IS A
 CONTROL/AUDIT COPY. ~~RETENTION BASED ON NCI 53 82 02, 17A(1).~~

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0002.023	<p style="text-align: center;">- APPLICATION - TRUST AGREEMENT,</p> <p>APPLICATIONS FOR ISSUING AGENT OF BONDS/NOTES-100000</p> <p>FILE CONTAINS ORIGINAL AGREEMENT FORMS TO ACT AS AN ISSUING AGENT AND APPROPRIATE CORRESPONDENCE RELATING TO THIS AGREEMENT.</p>	NEW

Form No: PD F 3827 Series No: !A COPY Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
 DESTROY 6 YEARS AFTER TERMINATION OF AGENCY. ~~AN APPLICATION TO
 QUALIFY AS AN ISSUING AGENT. RETENTION BASED ON NCI 53-81-02, 01.~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.024	<p style="text-align: center;">USED</p> <p>CERTIFICATE OF QUALIFICATION-ISSUING AGENT (USSB) ISSUED TO APPLY AND QUALIFY AS AN ISSUING AGENT FOR THE SERIES EE BONDS</p>	NEW

Form No: PD F 3828 Series No: !A COPY Org. Abbrev: FRB
 Retain: 6 yrs 3 mths ~~DESTROY 6 YEARS, 3 MONTHS~~
 AFTER TERMINATION OF ISSUING AGENT STATUS. ~~RETENTION BASED ON
 NCI 53-81-02, 01.~~

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0002.025	REQUEST FOR BOOK ENTRY TRANSACTION IN US. BOOK ENTRY REQUEST FOR TRANSACTION IN USSB BY TRUSTEE-60508: SAVINGS BONDS THE PURPOSE OF THIS FORM IS TO INITIATE A TRANSACTION IN A BOOK ENTRY ACCOUNT.	NEW 937

Form No: PD F 3879 Series No: 1D COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0002.026 SEE NEXT PAGE .	REQUEST BY THE OWNER OF REISSUE OF U.S. SAVINGS BONDS/NOTES-60000: --TITLE: TO ADD BENEFICIARY OR COOWNER, ELIMINATE BENEFICIARY OR DECEDENT, SHOW CHANGE OF NAME, AND/OR CORRECT ERROR IN REGISTRATION. --RETENTION: (1) FILE SERIES E/EE AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE FOR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. (2) FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED (DATA CONTINUES ON NEXT PAGE) Form No: PD F 4000 Series No: !A1 COPY Org. Abbrev: FRB Retain: 0 yrs 0 mths 3 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS. FORWARD TO SBOO.	NEW 451

0002 026 Form PD F 4000 Request by the owner for reissue of US Savings Bonds/Notes to add beneficiary or co-owner, eliminate beneficiary or decedent, show change of name, and/or correct error in registration

Disposition

- a) File series E/EE and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies

- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

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Item No.	Description of Item	AGENCY	Authority
N1-53-97-03-0002.027	REPORT OF NON-RECEIPT/LOSS/THEFT/DESTRUCTION OF FISCAL CHECK 150000 THE PURPOSE OF THIS FORM IS TO REPORT NON-RECEIPT, LOSS, THEFT OR DESTRUCTION OF FISCAL AGENCY CHECK AND APPLICATION FOR REPLACEMENT.		NEW

Form No: PD F 5235 Series No: 1 Org. Abbrev: FRB
 Retain: 7 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 7 YEARS AFTER CUTOFF.

Item No.	Description of Item	US SAVINGS	Authority
N1-53-97-03-0002.028	ORDER FORM FOR SERIES EE BONDS FOR PURCHASE BY THE PUBLIC AND RELATED RECORDS THIS FORM IS USED BY THE PUBLIC TO PURCHASE SERIES EE BONDS. (PACS SERVICE MANUAL, PG. NO. 950, ITEM NO. 3) THIS INCLUDES PAYROLL ALLOTMENT RECORDS OR MICROFILM COPIES OF SUCH DOCUMENTS SHOULD CONTAIN THE SERIES, DENOMINATION, SERIAL NUMBER, ISSUE DATE, EXACT INSCRIPTION AND THE RDS BATCH TICKET.		NEW 005

Form No: PD F 5263 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 0 yrs 2 mths
 CUT OFF FILES WEEKLY. DESTROY 2 MONTHS AFTER CUTOFF.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0002.029	^{NS SAVINGS} ORDER FORM FOR SERIES EE ^A BONDS BY A FIDUCIARY 60000 THIS FORM IS USED BY A FIDUCIARY TO PURCHASE SERIES EE BONDS. TO BE REGISTERED IN NAME OF FIDUCIARY	NEW 42

Form No: PD F 5263-1 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 0 yrs 2 mths
 CUT OFF FILES WEEKLY. DESTROY 2 MONTHS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0003.001	^{SHEETS USED TO} ACCOUNTABILITY STATEMENTS AND LEDGER SHEETS 60000-2222 INDICATE ALL NEW ACTIVITIES IN ISSUING AGENTS CONSIGNMENT ACCOUNTS. LEDGER SHEETS 2 INCLUDE PIECES "ON HAND" BY DENOMINATION, SERIAL NUMBERS AND BALANCES ON HAND. RETENTION PERIOD WILL COVER ALL AUDITS REGARDLESS OF LENGTH OF AUDIT FINDINGS. (PACS SERVICE MANUAL, PG. NO. 952, ITEM NO. 9).	

Form No: Series No: 1 Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
 CUT OFF FILES YEARLY. DESTROY 6 YRS, 3MOS AFTER CUT OFF.
~~RETENTION BASED ON NCI 53-78-04, 08.~~

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0003.006	PUBLIC VOUCHER FROM ORG WHICH IS USED TO REQUEST REIMBURSEMENT OF EXPENSES. PUBLIC VOUCHER FOR REIMBURSEMENT OF EXPENSES OF FEDERAL RESERVE BANKS	NEW 200

Form No: PD F 0849 Series No: #C COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths ~~AT FISCAL YEAR END.~~
 CUT OFF FILES YEARLY. DESTROY FILES 1 YR AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0003.007 SEE NEXT PAGE	ADVICE OF ADJUSTMENT 0000: PD 2792 THE PURPOSE OF THIS FORM IS USED TO ADJUST ERRORS IN INDIVIDUAL BONDS OR STUBS TO ISSUING/PAYING AGENT. PRICING ERROR ADJUSTMENTS PROVIDED ON TAPE.	NEW

Form No: ACC 121.0 Series No: !A COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.
 RETENTION BASED ON NCI-53-78-04, 25A.

0003 007 Form PD F 2792 (copy A) Advice adjustment (issues) used to adjust errors in individual bonds of stubs to issuing/paying agent

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 008 Form PD F 2792 (copy C) Advice adjustment (card, pricing error adjustments) used to adjust errors in individual bonds or stubs to issuing/paying agent

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 009 Form PD F 2792 (copy B) Advice adjustment (card, T/L adjustments) used to adjust errors in individual bonds or stubs to issuing/paying agents

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 010 Form PD F 2792 (FRB office copy) Advice adjustments for (issues, card, T/L, and price error adjustments) used to adjust errors in individual bonds or stubs to issuing/paying agents

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 011 Form PD F 3415-1 Reconciliation of accountable balance and schedule of US Savings-type securities delivered for destruction and destroyed

Disposition Cut off files yearly Destroy 2 years after cut off

0003 012 Form PD F 3415-2 Destruction reconciliation of accountable balance and securities of US Savings-type securities delivered for destruction documentation Files contain schedules, withdrawal requests from other offices of the Bureau and/or Secret Service, signed receipted listings, accountable balances and related documents Files used to certify the destruction of US Savings bonds, notes, stubs, savings stamps, and superseded or obsolete reels of microfilm

Disposition Cut off files yearly Destroy 2 years after cutoff

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0003.012 SEE PREVIOUS PAGE	DESTRUCTION RECONCILEMENT OF ACCOUNTABLE BALANCE AND SECURITIES-908: OF US SAVINGS TYPE SECURITIES DELIVERED FOR DESTRUCTION DOCUMENTATION. THESE RECORDS DOCUMENT THE DESTRUCTION OF UNITED STATES SAVINGS BONDS, NOTES, AND STUBS, SAVINGS STAMPS, AND SUPERSEDED OR OBSOLETE REELS OF MICROFILM. SCHEDULES, WITHDRAWAL REQUESTS FROM OTHER OFFICES OF THE BUREAU AND/OR SECRET SERVICE, SIGNED RECEIPTED LISTINGS, ACCOUNTABLE BALANCES OR RELATED DOCUMENTS ARE REQUIRED TO EVIDENCE AND CERTIFY THE DESTRUCTION AS INSURANCE THAT ILLEGAL RE-USE OF THESE SECURITIES IS MADE IMPOSSIBLE.	NEW

~~Form No: PD F 3415-2 Series No: 1B COPY Org. Abbrev: FRB
Retain: 2 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.
RETENTION BASED ON NC1-53-78-04, 04B.~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.013	SUMMARY OF DAILY TRANSACTIONS FEDERAL RESERVE BANK OF PITTSBURGH, 0000 ACCOUNT 30. 0000000000 THIS IS A COMPUTER GENERATED REPORT USED TO CONTROL THE ACCOUNTABILITY OF UNISSUED SECURITY STOCK.	NEW

Form No: PD F 4713 Series No: !A1 COPY Org. Abbrev: FRB
Retain: 3 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUTOFF.
~~RETENTION BASED ON NC1-53-78-04, 04B~~

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0003.014	CLAIM FOR PROCEEDS OF A FISCAL AGENCY CHECK 60000 THIS FORM IS USED FOR THE INVESTOR TO CLAIM NON-RECEIPT OF A PAYMENT. USED BY INVESTOR TO CLAIM NON-RECEIPT OF A PAYMENT.	NEW

Form No: PD F 5236 Series No: ! Org. Abbrev: FRB
 Retain: 7 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 7 YEARS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0003.015	REDEMPTION TRANSFER CHARGES FOR US BONDS TO FRB PITTS 60000 RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS (THIS FORM IS USED TO TRANSFER REDEMPTION CHARGES FOR BONDS/NOTES FROM FRB'S OR RCPC TO PITTSBURG.)	NEW

TRANSFER OF REDEMPTION CHARGES FOR U.S. SAVINGS BONDS/NOTES PRESENTED THROUGH THE CHECK COLLECTION SYSTEM TO THE FEDERAL RESERVE BRANCH AT PITTSBURGH.

Form No: PD F 5270 Series No: !D COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF.
 RETENTION BASED ON N21-53-78-04, 00B.

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0003.016	GIFT CERTIFICATE FOR SAVINGS BOND 7520253 RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED BY INVESTORS OF SAVINGS BONDS BY AGENTS WHILE THE BOND IS BEING PREPARED FOR MAILING FROM THE FRB.	NEW

NON-RECORD
PER E-MAIL
9/25/97

Form No: PD F 5276 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 36 yrs 3 mths
 CUT OFF FILES YEARLY. DESTROY 36 YRS, 3MO. AFTER CUT OFF.
~~RETENTION BASED ON NCP-53278-04, 09a~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.017	DEPOSIT TICKET-506.1-2: RECORDING DEPOSITS FOR CREDIT TO U.S. TREASURY THIS FORM SHOWS DEPOSITS BY REPORTING ENTITIES INTO THE MISSING UNMATURED COUPON (MUC) SYSTEM.	NEW

Form No: SF 0215 Series No: ! Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
 CUT OFF FILES YEARLY. DESTROY 6 YRS, 3 MOS. AFTER CUT OFF.
~~RETENTION BASED ON NCP-53278-04, 09a~~

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0003.018	DEBIT VOUCHER- 60000 THE PURPOSE OF THIS FORM IS TO TRANSFER FUNDS BETWEEN THE FISCAL AGENT AND THE PARKERBURG OFFICE FOR THE NET AMOUNT OF LARGE DIFFERENCES RESULTING AFTER PAID BONDS AND STUBS HAVE BEEN CLASSIFIED AND AUDITED FOR THE CORRECT AMOUNT.	NEW

Form No: SF 5515 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
 DESTROY 6 YEARS, 3 MONTHS AFTER ACCOUNTING PERIOD.
~~RETENTION BASED ON N1-53-97-03-018.~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.019	IRS FORM 1096- 50000 FOR HARD COPY REPORTING THIS FORM IS REQUIRED BY THE IRS.	NEW 406

Form No: IRS 1096 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 4 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 4 YEARS AFTER THE FEB 28 DUE DATE

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0003.020	INTEREST INCOME STATEMENTS FOR RECIPIENTS-60000: THIS INCLUDES THE IRS 1099 FORM, A PRINTED LISTING FRQ410U, REPORTED LISTING FRQ430U, AND 1099-1 TAPE DUMP. GENERAL ACCOUNTING OFFICE/SITE AUDIT RECORDS . THESE ARE GENERAL ACCOUNTING FILES THAT ARE USED IN THE SAVINGS BONDS OPERATIONS THAT ARE NOT INCLUDED IN THE GENERAL RECORDS SCHEDULE 6, ITEM 1.	NEW

Form No: IRS 1099R Series No: 1A COPY Org. Abbrev: FRB
 Retain: 6 yrs 0 mths *CUT OFF FILES YEARLY. DESTROY 6 YEARS AFTER CUTOFF OR*
~~OR STATUTE OF LIMITATION FOR THE STATE WHERE FRB IS LOCATED~~ *AFTER STATUTE OF LIMITATIONS*
~~RETENTION IS BASED ON NCI-53-98-04, 08.~~ *(FOR STATE WHERE FRB IS LOCATED) EXPIRES,*
WHICHEVER IS LATER.

Item No.	Description of Item	Authority
N1-53-97-03-0003.021	IRS FORM 4804 0000 : FOR TAPE REPORTING THIS FORM IS REQUIRED BY THE IRS.	NEW 00

Form No: IRS 4804 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 4 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 4 YEARS AFTER THE FEB. 28 DUE DATE

Request For Record Disposition Authority

Item No. N1-53-97-03-0004.001	Description of Item POSTAGE PENALTY MAIL STAMPED SAVING BOND ENVELOPE ORDER- 10622 DISPOSITION WILL BE 10/01/2002.	Authority NEW GRS-12, 07
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Form No: PD F 5243 Series No: 1B1 COPY Org. Abbrev: OBS-FRB
 Retain: 6 yrs 0 mths
~~OBS. IN JUNE 1996. DESTROY ~~SECRET~~ FILES 6 YEARS AFTER CUTOFF. ~~LAST~~
 FILE TO BE DESTROYED IN YEAR 2002. RETENTION BASED ON GRS-12, 07.~~

Item No. N1-53-97-03-0004.002	Description of Item ^{USED} PENALTY ENVELOPES ORDER BY AGENTS AND PURCHASE ORDERS FOR ADDITIONAL ENVELOPES.	Authority NEW 293
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Form No: Series No: 1A COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0004.003	POSTAGE PENALTY MAIL PRINTED STAMPED SAVING BOND ENVELOPE ORDER 1062 : THESE ARE SPECIAL ENVELOPES FOR ORDERING SAVING BONDS.	NEW GRS-12, 07

Form No: PD F 5244 Series No: !B1 COPY Org. Abbrev: OBS-FRB
 Retain: 6 yrs 0 mths
 OBSOLETE AS OF JUNE 1996. DESTROY 6 YEARS AFTER CUTOFF. ~~LAST FILE~~
~~TO BE DESTROYED IN YEAR 2002 RETENTION BASED ON GRS-12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.004	REPORTING INSTRUCTIONS FOR US BOND ISSUING AGENTS 1062 : THIS FORM WILL BE USED BY ISSUING AGENTS TO REPORT ENVELOPES AND/OR POSTAGE STAMPS USAGE. REPLACED AS OF 11/95. DISPOSITION IS STILL 6 YEARS FOR RECORDS THAT HAVE BEEN STORED PREVIOUSLY. USING ENVELOPES OR POSTAGE STAMPS (WHEN NEEDED).	NEW

Form No: PD F 5249 Series No: !A COPY Org. Abbrev: FRB
 Retain: 6 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 6 YEARS AFTER CUTOFF.
~~RETENTION BASED ON GRS-12, 07.~~

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0004.005	POSTAGE USAGE ENVELOPE/STAMP/POSTAGE USAGE REPORT FOR BONDS (UB 2) REPLACED AS OF 11/95. DISPOSITION IS STILL 6 YEARS ON RECORDS THAT HAVE BEEN PREVIOUSLY STORED. ENVELOPE AND STAMPS USAGE REPORT FOR US. SAVINGS BONDS.	NEW

Form No: PD F 5250 Series No: #B COPY Org. Abbrev: FRB
 Retain: 6 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 6 YRS AFTER CUTOFF.
~~RETENTION BASED ON GRS-12, 03.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.006	POSTAGE REFUND-106.2 APPLICATION FOR CREDIT OF UNUSED POSTAGE BY FRB. THIS FORM WILL BE USED BY THE FRB'S TO OBTAIN CREDIT FOR POSTAGE FOR UNUSABLE ENVELOPES. DISPOSITION IS STILL 6 YEARS ON RECORDS THAT HAVE BEEN STORED PREVIOUSLY.	NEW

Form No: PD F 5259 Series No: #B COPY Org. Abbrev: OBS-FRB
 Retain: 6 yrs 0 mths
~~GRS AS OF JUNE 1996. DESTROY FILES 6 YRS AFTER CUT OFF. LAST FILE TO BE DESTROYED IN YEAR 2002. RETENTION BASED ON GRS-12, 07.~~

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0004.007	APPLICATIONS AND VOUCHER FOR REFUND OF POSTAGE AND FEES 60000 THIS FORM IS REQUIRED BY THE POST OFFICE.	NEW 454

Form No: PS 3533 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 4 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 4 YRS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0004.008	STATEMENT OF MAILING WITH METER OR PRECANCELED POSTAGE-60000: THIS FORM IS REQUIRED BY THE POST OFFICE. POSTAGE STATEMENT: FIRST CLASS MAIL-METER OR PRECANCELED POSTAGE AFFIXED.	NEW

Form No: PS 3600-PC Series No: 1A COPY Org. Abbrev: FRB
 Retain: 4 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 4 YRS, ~~5 YRS~~ AFTER CUTOFF.
~~RETENTION BASED ON NCI-53-78-04, 08.~~

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Item No.	Description of Item	Authority
N1-53-97-03-0004.009	STATEMENT OF MAILING WITH PERMIT IMPRINT-60000: FIRST CLASS MAIL THIS FORM IS REQUIRED BY THE POST OFFICE. POSTAGE STATEMENT: FIRST CLASS MAIL-PERMIT IMPRINT.	NEW

Form No: PS 3600-R Series No: 1A COPY Org. Abbrev: FRB
 Retain: 4 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 4 YRS, ~~3 MOS~~-AFTER CUT OFF.
~~RETENTION BASED ON NCI-53-78-04, 08.~~

Item No.	Description of Item	Authority
N1-53-97-03-0005.001	ADVICE OF SHIPMENT OF U.S. SAVINGS BONDS FROM FROM THE FRB-PITTSBURG (PACS SERVICE MANUAL, PG. NO. 955, ITEM NO. 22).	NEW

Form No: Series No: ! Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF.
 RETENTION BASED ON IINNA-2162, 01.

Request For Record Disposition Authority

Item No. N1-53-97-03-0005.002	Description of Item ADVISE STUB CONTROL BLOTTER AND TRANSFER ADVICE FORM USED TO	Authority NEW
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~~---RETENTION: GENERATED COMPUTER BLOTTERS---DESCRIPTION: RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED TO DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO PUBLIC DEBT. (PACS SERVICE MANUAL, PG. NO. 953, ITEM NO. 11).~~ DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO BUREAU OF PUBLIC DEBT.

Form No: PD F 2635 Series No: !C COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
~~RETENTION BASED ON N1-53-162-60-20.~~ CUT OFF FILES YEARLY.
 DESTROY 2 YEARS AFTER CUTOFF. ~~BANKS USING THE SBS SYSTEM WILL~~

Item No. N1-53-97-03-0005.003	Description of Item ADVISE STUB CONTROL BLOTTER AND TRANSFER ADVICE FORM	Authority NEW
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~~THIS FORM IS USED TO DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO SAVINGS BOND OPERATIONS OFFICE. THIS FORM IS USED TO DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO PUBLIC DEBT.~~

Form No: PD F 2635 Series No: !D COPY Org. Abbrev: FRB
 Retain: 9 yrs 0 mths
 CUT OFF ANNUALLY, HOLD IN OFFICE FOR 2 YEARS, ~~AND RETAINED FOR 7~~
~~ADDITIONAL YEARS.~~ RETIRE 2 FRB STORAGE AREA 2 YEARS AFTER CUT OFF.
 DESTROY 9 YEARS AFTER CUT OFF.

Item No. Description of Item Authority
 N1-53-97-03-0005.004 ~~ADVISE CONTROL BLOTTER AND TRANSFER ADVICE FOR BOND/NOTE 60000:~~ ~~NEW 638~~
~~RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND~~
~~RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS.~~ ~~THIS FORM IS USED TO DOCUMENT~~
 TRANSFERS FROM FRB's TO PARKERSBURG OF RETIRED CARDS BONDS AND NOTES-UNDER
 ONE TRANSFER DATE AS REDEMPTIONS, REISSUES (CANCELLED SALES) EXCHANGES AND
 RETIRED AUTHORITIES.

Form No: PD F 2636 Series No: 1D COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.
~~ATTENTION BASED ON N1-48-04, 238.~~

Item No. Description of Item Authority
 N1-53-97-03-0005.005 ~~SAVINGS BONDS STOCK & RETIREMENT SECURITY ON HAND 60000:~~ ~~NEW 638~~
~~BY DENOMINATION. (PACS SERVICE MANUAL, PG. NO. 953, ITEM NO. 10).~~
 US SAVINGS AND RETIREMENT SECURITIES GENERAL
 STOCK ON HAND AS OF C.O.B. _____.

Form No: PD F 2835 Series No: 1 Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUTOFF.

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0005.006	STUB TRANSMITTAL LETTER 00000 DUPLICATE COPY OF FORM SENT TO TREASURY LISTING SAVINGS BONDS STUBS RETURNED BY ISSUING AGENTS. (FOR SERVICE MANUAL, PD NO 955, ITEM NO. 214)	NEW 001

Form No: PD F 3252 Series No: 1B COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.007	ADVISE OF SHIPMENT FOR US SAVINGS/RETIREMENT PLAN BONDS-60000: FORWARDED FOR CREDIT (PERMANENT RECEIPT) ISSUE AND RETIREMENT ACCOUNTS RECONCILIATION MEDIA. THESE ACCOUNTS PERTAIN TO THE RECEIPT AND AUDIT OF BONDS, STUBS, NOTES, AND STAMPS SUBMITTED TO EVIDENCE SALE, REDEMPTION, CANCELLATION, REISSUE, OR DENOMINATIONAL EXCHANGE. THE RECONCILIATION MEDIA CONSIST OF COPIES OF ADVICES, AUDIT SCHEDULES, REPORTS OF ADJUSTMENTS, DAILY REPORTS, SUMMARIES, AND RECAPITULATIONS PREPARED IN THE RECONCILIATION PROCESS. THIS FORM IS USED TO TRANSMIT BONDS FROM FEDERAL RESERVE BANKS TO PITTSBURGH FRB AUDIT AND ACCOUNTING CREDIT. Form No: PD F 3458 Series No: 1C COPY Org. Abbrev: FRB Retain: 3 yrs 0 mths CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF. REVISION BASED ON N1-53-97-04,010.	NEW

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0005.008	ADVICE SERIES HH/H STUB CONTROL BLOTTER AND TRANSFER ADVICE FORM (FORMS SERIALIZED PER FD-503, ITEM NO. 22). THESE DOCUMENTS SERVE AS INTERNAL CONTROLS AND ARE USED IN RECONCILING THE SHIPMENTS.	NEW FORM

Form No: PD F 3480 Series No: !D COPY Org. Abbrev: FRB
 Retain: 5 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 5 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.009	ADVICE FOR STAMP TRANSFERS OR REDEMPTION FORMS THESE ACCOUNTS PERTAIN TO THE RECEIPT AND AUDIT OF BONDS, STUBS, NOTES, AND STAMPS SUBMITTED TO EVIDENCE SALES, REDEMPTION, CANCELLATION, REISSUE OR DENOMINATIONAL EXCHANGE. THE RECONCILIATION MEDIA CONSIST OF COPIES OF ADVICES, AUDIT SCHEDULES, REPORTS OF ADJUSTMENTS, DAILY REPORTS, SUMMARIES, AND RECAPITULATIONS PREPARED IN THE RECONCILIATION PROCESS.	NEW

Form No: PD F 3484 Series No: !A1 COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF.
 RETENTION BASED ON NCI-83-78-84, 214

Request For Record Disposition Authority

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Item No.	DESCRIPTION OF ITEM <i>FORWARD ITEM TRANSMITTAL - US SAVINGS BONDS/NOTES -</i>	Authority
N1-53-97-03-0005.010	FORWARDING ITEM TRANSMITTAL RETIREMENT PLAN BONDS - 904.5: <i>RETIREMENT PLAN BONDS - INDIVIDUAL RETIREMENT BONDS.</i>	NEW
	THIS FORM IS A TRANSMITTAL USED BY FRB'S TO SUBMIT BONDS, WHICH THEY DO NOT HAVE AUTHORITY TO REISSUE OR REDEEM, AS FORWARDING ITEMS TO THE PARKERSBURG OFFICE. (PAGE SERVICE MANUAL, PG. NO. 954, ITEM NO. 15).	

Form No: PD F 4581 Series No: 1B COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.
 RETENTION IS BASED ON NN-351-S284, 03.

Item No.	Description of Item	Authority
N1-53-97-03-0005.011	PAYROLL SALES ADVICE OF CREDIT ADVANCE (SAVINGS BOND SOFTWARE)	NEW 486
	BANKS USING THE SBS SYSTEM SUBMIT A COMPUTER-GENERATED ADVICE. THE PURPOSE OF THIS FORM IS TO TRANSMIT PAYROLL AND BOOK ENTRY SALES PROCEEDS FROM THE ISSUING AGENT TO THE FRB AND SUBSEQUENTLY FROM THE FRB TO SBOO.	

Form No: PD F 4848 Series No: 1C COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0005.012	CASH SALES TRANSFER ADVICE 60000 REPORTING SALES TYPE FROM FRB	NEW 457

~~TITLE: RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENTS' ACCOUNTS. DESCRIPTION: THIS FORM IS USED TO SUMMARIZE THE SALES PROCEEDS TRANSFERRED TO PUBLIC DEBT AS REFLECTED IN DETAIL BY FORMS PD 3252, 4848, 4890. BANKS USING THE SBS SYSTEM SUBMIT A COMPUTER-GENERATED FORM.~~

Form No: PD F 4856 Series No: !C COPY Org. Abbrev: FRB
Retain: 2 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.013	PAYROLL SALES DEBIT ADVICE 60000	NEW 459

~~TITLE: RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED TO RECORD AN ADVANCE ADJUSTMENT OF PAYROLL PROCEEDS PREVIOUSLY REPORTED TO PARKERSBURG ON A PD 4848. BANKS USING SBS SUBMIT A COMPUTER-GENERATED FORM.~~

Form No: PD F 4890 Series No: !B COPY Org. Abbrev: FRB
Retain: 7 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 7 YRS AFTER CUTOFF.

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0005.014	PAYROLL SALES DEBIT ADVICE SECRET WHOSE PURPOSES USED TO RECORD AN ADVANCE ADJUSTMENT OF PAYROLL PROCEEDS PREVIUOSLY REPORTED TO PARKERSBURG ON A PD 4848.	NEW SECRET

Form No: PD F 4890 Series No: 1C COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.015	TRANSMITTED LETTER FOR U.S. BOND ORDER FORMS 5263 R.D.S. BATCH CARD. (REGIONAL DELIVERY SYSTEM) THIS FORM IS TO TRANSMIT THE FRB, ORDER FORMS PD F 5263, ORDER FOR SERIES EE U.S. SAVINGS BONDS.	NEW SECRET

Form No: PD F 5255 Series No: !A COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUTOFF.

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0006.003	AGENT QUALIFIED TO ISSUE/REDEEM BONDS AND NOTES ES02077 A MONTHLY REPORT OF QUALIFIED AGENTS.	NEW 230

Form No: Series No: ! Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
 DESTROY 6 YRS. 3 MOS. AFTER TERMINATION AS AN AGENT.

Item No.	Description of Item	Authority
N1-53-97-03-0006.004	<i>RELATING TO ROUTINE AND</i> CORRESPONDENCE WITH ISSUING AGENTS ES0000 FOR GENERAL INFORMATION. DOCUMENTS CONCERNING REQUESTS FOR GENERAL INFORMATION. (FACS SERVICE MANUAL, PG. NO. 954, ITEM NO. 17).	NEW

Form No: Series No: ! Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.
~~RETENTION BASED ON NEW 331-52847-06.~~

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0006.007	UNDELIVERABLE BONDS FORWARDED TO BPD BY FRB 070202 THIS FORM IS USED FOR BONDS THAT ARE TO BE FORWARDED UNDER THE COVER OF PD F 4581 OF OWNER'S ADDRESS THAT IS UNKNOWN.	NEW

Form No: Series No: ! Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.
~~RETENTION BASED ON PD F 4581~~

Item No.	Description of Item	Authority
N1-53-97-03-0006.008	SCHEDULE OF SERIAL NUMBERS 00000 THE PURPOSE OF THIS FORM IS TO RECORD SERIAL NUMBERS.	NEW 412

Form No: PD F 0003 Series No: ! Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER OF ACCOUNTING PERIOD.

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0006.009	STOCK SHIPMENT UNITED STATES SAVINGS BONDS RECORD XXXXX. THIS IS A RECORD OF SAVINGS BONDS BEFORE THEY ARE REGISTERED THAT ARE BEING SHIPPED TO THE DIFFERENT AGENCIES/BANKS.	NEW

ITEM OBSOLETE

~~Form No: PD F 0846-2 Series No: !E COPY Org. Abbrev: FRB
Retain: 5 yrs 0 mths
CUT OFF FILE YEARLY. DESTROY 5 YRS AFTER CUT OFF.
RETENTION BASED ON NND 162-607 5A.~~

Item No.	Description of Item	Authority
N1-53-97-03-0006.010	CHANGE TO LIST ISSUING/PAYING AGENTS AND CORRESPONDENT MEMBER XXXXX . MONTHLY REPORT OF ADDRESS, DELETIONS AND CHANGES TO MATERFILE OF ENTITIES QUALIFIED TO ISSUE AND PAY BONDS & NOTES. (FRBS SERVICE MANUAL, PG. 210) 952 2 FEB NO 8A 4-20 .	NEW ^{BANKS - USSB} Authority

Form No: PD F 2497 Series No: !B COPY Org. Abbrev: FRB
Retain: 2 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0006.011	^{PAYING} AGENT APPLICATION AGREEMENT 60000 (U.S. SAVINGS BOND/NOTES). APPLICATION AGREEMENT TO MAKE PAYMENTS IN CONNECTION WITH THE REDEMPTION OF SAVINGS BONDS. (PACS SERVICE MANUAL, PG. 956, ITEM 26)	NEW

Form No: PD F 3880 Series No: #A COPY Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
~~AS LONG AS THE INSTITUTION SERVES AS AN AGENT. RETENTION BASED ON NCI-53-81-02, 01.~~ DESTROY 6 YEARS, 3 MONTHS AFTER TERMINATION OF QUALIFICATION.

Item No.	Description of Item	Authority
N1-53-97-03-0006.012	CERTIFICATION OF QUALIFICATION - PAYING AGENT 60000 (U.S. SAVINGS BONDS - U.S. SAVINGS NOTES) AGREEMENT TO ESTABLISH ELGIBILITY OF A QUALIFIED PAYING AGENT TO HANDLE SAVINGS BONDS.	NEW

Form No: PD F 3881 Series No: !A1 COPY Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
~~HOLD FOR 6 YRS. AND 3 MOS AFTER TERMINATION OF AGENCY. RETENTION BASED ON NCI-53-81-02, 01.~~ DESTROY 6 YEARS, 3 MONTHS AFTER TERMINATION OF QUALIFICATION.

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0006.013	INFORMATION INQUIRY ON BONDS FOR THE USED TO REQUEST INFORMATION ABOUT REGISTRATION AND/OR STATUS OF SAVINGS TYPE SECURITIES.	NEW 21

Form No: PD F 4947 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0006.014	NOTICE OF WITHHOLDING ON REDEMPTION OF U.S. RETIREMENT PLAN 65000 TO NOTIFY REDEMPTING BONDOWNERS OF THE INCOME TAX WITHHOLDING REQUIREMENTS. OR U.S. INDIVIDUAL RETIREMENT BONDS.	NEW

Form No: PD F 5063 Series No: ! Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 DESTROY AFTER CURRENT YEAR PLUS ONE YEAR.

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0006.015	FACSIMILE SUBSTITUTION-60000- FOR PAID BONDS- FRB COPY PAID U.S. SAVINGS BOND FACSIMILE SUBSTITUTION FORM. THIS FORM IS TO BE USED IN CONNECTION WITH PD F 2517 FOR OBTAINING A CREDIT.	NEW 263

Form No: PD F 5320 Series No: 1B COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.