

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-53-99-2	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION(NWM) WASHINGTON, DC 20408		DATE RECEIVED 9/20/99	
1 FROM (Agency or establishment) Bureau of the Public Debt		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Public Debt Accounting (OPDA)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Robert Konz	5 TELEPHONE (304) 480-6601	DATE 12-10-99	ARCHIVIST OF THE UNITED STATES <i>J. 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,  <input checked="" type="checkbox"/> <i>see letter dated 9/14/99</i> is not required, <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> has been requested			
DATE 8/23/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Licki S. Chape</i>	TITLE <i>Records Officer</i>	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Record Group 53 - Bureau of Public Debt  Public Debt Accounting and Reporting System (PARS) (see attached)  <b>All changes to this proposed schedule have been approved by:</b> <i>May 1/1999</i> <i>8/30/99</i> <i>Licki S. Chape</i> <i>9/14/99</i> NARA appraiser    date    Agency representative    date		

*Copies to NWMD, NWME, DR, NWMW, Agency*

## PUBLIC DEBT ACCOUNTING AND REPORTING SYSTEM (PARS)

### 1. PARS Electronic Data Input

Electronic financial data such as issuances, redemptions, interest payments, received from Federal Reserve Banks and/or other organizations or agencies used as PARS input/source records by the Bureau of Public Debt.

Disposition: Temporary. Delete when data has been entered into the database and verified, or when no longer needed to support reconstruction of, or serve as back up to, the database, whichever is later.

### 2. PARS Non-electronic Data Input

Non-electronic documents or forms used solely to create, update, or modify the records in PARS.

Disposition: Temporary. Destroy 30 days after entered into the database, or when no longer needed to verify the records in PARS, *WHICHEVER IS LATER. mtd 12/6/99*

### 3. PARS Permanent Data Tables

A. The following tables are PERMANENT. Disposition: Cut off data at the end of fiscal year. Capture data for last day of fiscal year. Transfer a copy of the data annually to NARA according to the requirements in 36 CFR 1228.188.

- 1)- PD.DTL\_TRANS\_JOURNAL Detail transactions journal (Raw data)
- 2)- PD.MINOR\_LC Minor loan class code
- 3)- PD.ALC Agency location code
- 4)- PD.BUREAU\_CD Bureau code for each department code
- 5)- PD.FED\_IND Federal indicator codes
- 6)- PD.GOV\_DEPT\_CD Government department code
- 7)- PD.RE Reporting entity
- 8)- PD.RE\_TC\_RECIP Reporting entity transaction codes reciprocal
- 9)- PD.TC\_DEF Transaction codes definitions
- 10)- PD.LOAN\_ID Loan I.D.
- 11)- PD.LOAN\_ID\_PURCH\_REL Loan I.D. relating to payment of interest for a loan
- 12)- PD.LOAN\_IC\_PMT\_BY\_RE Inflation compensation payment data by date, reporting entity, and CUSIP
- 13)- PD.LOAN\_INFL\_COMP Loan information for Treasury Inflation Index Security (TIIS)

- 14)- PD.LOAN\_INT\_PMT\_BY\_RE Loan interest payment by reporting entity
- 15)- PD.LOAN\_ISSUE\_RDMP Loan issue redemption

#### 4. PARS Temporary Data Tables

The following tables are temporary. Disposition: Delete after update cycle/~~or when superseded~~ <sup>SESSION.</sup> *MTD 6/11*

- 1)- PD.SCTS\_AC\_ACTV\_BY\_DT Securities account activity by date
- 2)- PD.SCTS\_ACCTS Securities accounts definition date
- 3)- PD.FYTD\_MIN\_LC\_DAY\_TR Fiscal year to date minor loan class and transaction code by day
- 4)- PD.FYTD\_MIN\_LC\_MON\_TR Fiscal year to date minor loan class and transaction code by month
- 5)- PD.LOAN\_ID\_PRLS\_CNCR Loan I.D. competitive and non-competitive price data
- 6)- PD.MAJOR\_LC Major loan class code
- 7)- PD.AVG\_INT\_BY\_LC Interest discount and premium data by loan class
- 8)- PD.BTCH\_NR Batch number
- 9)- PD.CASH\_LINK\_VCHR Cash link voucher
- 10)- PD.CHKP Program checkpoint
- 11)- PD.CHNG\_HIST Change history
- 12)- PD.CLS\_ENTY\_DESC Closing entry description
- 13)- PD.CLS\_ENTY\_TC\_AC Closing entry by transaction code
- 14)- PD.CLS\_ENTY\_ZR\_BAL\_AC Closing entry zero balance account
- 15)- PD.CMLTVE\_TRANS\_JOUR Cumulative transaction journal
- 16)- PD.CNTL\_DT Control data for DTS
- 17)- PD.CNTRY\_INFO Countries for foreign series codes
- 18)- PD.CNTRY\_SUB\_ACCTS Countries subaccount
- 19)- PD.CPI Consumer Price Index used for inflation
- 20)- PD.CUSIP\_ROOT\_SUFFIX CUSIP root suffixes
- 21)- PD.DATA\_ENTY\_BATCH Batch header information
- 22)- PD.DATA\_ENTY\_CPD\_TRAN Data entry CPD transactions
- 23)- PD.DATA\_ENTY\_TRANS Non-CPD entry transactions
- 24)- PD.DEBT\_LIMIT Current debt limit
- 25)- PD.DEPOSIT\_MATCH\_STAT Deposit match
- 26)- PD.DTS\_CAT\_BAL DTS category balances
- 27)- PD.ERR\_MSG PARS error messages
- 28)- PD.EXCP\_CPD\_MTCH Exceptions CPD matches
- 29)- PD.EXCP\_ME\_VER Exceptions month end
- 30)- PD.EXCP\_TRANS\_MTCH Exceptions transactions except CPD and month end
- 31)- PD.FIN\_DEFAULT Default values
- 32)- PD.FINC\_AC\_ACTV\_BY\_DT Financial account activity by date
- 33)- PD.FINCL\_ACCTS Lists by fund symbol and SGL account

- number
- 34)- PD.FLOATING\_RTE Floating interest rate by effective date.
  - 35)- PD.FPOST\_RULE Financial account posting rules by transaction code
  - 36)- PD.FUND\_SYMBOL Fund symbol prefix number
  - 37)- PD.INT\_EX\_RP\_LN\_LC\_TC Loan classes and transaction codes of interest expense report
  - 38)- PD.INT\_EX\_RPT\_SUB\_TOT Subtotal lines of interest expense reports
  - 39)- PD.INT\_EXP\_RPT\_LN Description and type codes for interest expense report
  - 40)- PD.LC\_CUSIP\_ROOT Loan class CUSIP roots
  - 41)- PD.LOAN\_FS\_AUTH Loan authority for foreign series securities
  - 42)- PD.LOAN\_ISSUE\_BY\_RE Loan issuance date by reporting entity
  - 43)- PD.LOAN\_RE\_ALLMT Loan reporting allotment amounts
  - 44)- PD.MATCH\_CNTL Match criteria codes
  - 45)- PD.MATCH\_MSGS Match messages
  - 46)- PD.PARM Program flags by PARM-type number
  - 47)- PD.PARS\_MASTER\_PGM Execution data for year end closing process
  - 48)- PD.PARS\_PGM\_STATUS Status of year end closing process
  - 49)- PD.PNDG\_DATA\_ENTY Pending data entry
  - 50)- PD.PREPAYMENT\_INT\_RT Pre-payment interest rate
  - 51)- PD.RE\_LC Reporting entity valid loan classes
  - 52)- PD.RE\_TC Reporting entity transaction codes
  - 53)- PD.SGL\_ACCT Standard Government Ledger account definition
  - 54)- PD.SPOST\_RULE Security account posting rules
  - 55)- PD.TC\_GEN\_TCS System generated Transaction codes
  - 56)- PD.TC\_LC\_SF224 Transaction code and minor loan class
  - 57)- PD.TC\_MATCH\_CRIT Transaction code match criteria
  - 58)- PD.TRANS\_FPOST\_HIST Transaction financial posting history
  - 59)- PD.TRANS\_SPOST\_HIST Transaction security posting history
  - 60)- PD.TRANS\_TRANSFER Transaction transfer
  - 61)- PD.DEPOSIT\_MATCH\_TRAN Voucher detail information used for matching

## 5. PARS Temporary Outputs

Routine and ad hoc accounting reports viewed on-line or printed to hard copy and used by accountants and other BPD personnel for verification, editing, accounting or other purposes during early-preliminary, preliminary and/or final runs.

Note: Dispositions instructions apply to both electronic and hard copy versions:

1) Daily Treasury Statements (DTS)- Early preliminary, preliminary, and final. (non-published versions) PDPB 804

Disposition: Temporary. Delete after 30 days.

2) Ledgers - Preliminary, and final (non-published version) verification and updating.

Disposition: Temporary. Delete after 30 days.

3) Status Report

Disposition: Temporary. Delete after 30 days.

4) Verification Report

Disposition: Temporary. Delete after 30 days.

5) Post summary accounts audit trail PDPB521 audit

Disposition: Temporary. Delete after 30 days.

6) Agency securities PDPB 522

Disposition: Temporary. Delete after 30 days.

7) Agency PDPB 522F 30 days

Disposition: Temporary. Delete after 30 days.

8) Ledger account report PDPB522

Disposition: Temporary. Delete after 30 days.

9) Account PDPB 522F

Disposition: Temporary. Delete after 30 days.

10) F.E.T. transaction report PDPB 728

Disposition: Temporary. Delete after 30 days.

- 11) Treasury securities PDPB 522  
Disposition: Temporary. Delete after 30 days.
- 12) Treasury 6-PDPB522  
Disposition: Temporary. Delete after 30 days.
- 13) Post clearing entries audit trail PDPB 731C  
Disposition: Temporary. Delete after 30 days.
- 14) Amortization report PDPB756  
Disposition: Temporary. Delete after 30 days.
- 15) Bulk data file consolidation PDPB 913  
Disposition: Temporary. Delete after 400 days.
- 16) Processed files report PDPB 913 Report  
Disposition: Temporary. Delete after 400 days.
- 17) Processed files report PDPB 913 Processed  
Disposition: Temporary. Delete after 30 days.
- 18) Interest payable accruals PDPB 707  
Disposition: Temporary. Delete after 30 days.
- 19) Early redemption processing PDPB 707  
Disposition: Temporary. Delete after 30 days.
- 20) Input error report PDPB 707  
Disposition: Temporary. Delete after 400 days.
- 21) Post accruals audit trail PDPB 731B  
Disposition: Temporary. Delete after 30 days.
- 22) General ledger account report for ledger PDPB 702A  
Disposition: Temporary. Delete after 30 days.
- 23) General ledger account report for ledger PDPB 702B

Disposition: Temporary. Delete after 30 days.

24) General ledger account report for ledger PDPB 702C

Disposition: Temporary. Delete after 30 days.

25) General ledger account report for ledger PDPB 702D

Disposition: Temporary. Delete after 30 days.

26) General ledger account report for ledger PDPB 702E

Disposition: Temporary. Delete after 30 days.

27) General ledger account report for ledger PDPB 702F

Disposition: Temporary. Delete after 30 days.

28) General ledger account report for accountability PDPB  
702A

Disposition: Temporary. Delete after 30 days.

29) General ledger account report for accountability PDPB  
702B

Disposition: Temporary. Delete after 30 days.

30) General ledger account report for accountability PDPB  
702C

Disposition: Temporary. Delete after 30 days.

31) General ledger account report for accountability PDPB  
702D

Disposition: Temporary. Delete after 30 days.

32) General ledger account report for accountability PDPB  
702E

Disposition: Temporary. Delete after 30 days.

33) General ledger account report for accountability PDPB  
702F

Disposition: Temporary. Delete after 30 days.

34) Post exchange stabilization audit trail PDPB 731E

Disposition: Temporary. Delete after 30 days.

35) Special transaction report PDPB 726

Disposition: Temporary. Delete after 30 days.

36) Yields and/or non-competitive sales price not entered  
6-PDPB764

Disposition: Temporary. Delete after 30 days.

37) Summary of transactions processed PDPB541

Disposition: Temporary. Delete after 30 days.

38) Statement of transactions PDPB 757

Disposition: Temporary. Delete after 45 days.

39) Principal by country within category PDPB751

Disposition: Temporary. Delete after 45 days.

40) Monthly statement of the public debt (non published  
version mentioned above) 6-PDPB761 Statement

Disposition: Temporary. Delete after 90 days.

41) Monthly statement of the public debt PDPB762 Holdings

Disposition: Temporary. Delete after 90 days.

42) Average interest rate detail listing PDPB771

Disposition: Temporary. Delete after 45 days.

43) Average interest rate summary PDPB771

Disposition: Temporary. Delete after 45 days.

44) Post financial audit trail PDPB731A

Disposition: Temporary. Delete after 45 days.

45) Interest rates PDPB 360

Disposition: Temporary. Delete after 45 days.

46) Processed files report PDPB736



Disposition: Temporary. Delete after 30 days.

47) Post closing entries audit trail PDPB 731D

Disposition: Temporary. Delete after 45 days.

48) Accrual report PDPB927

Disposition: Temporary. Delete after 400 days.

49) Flag not set no number

Disposition: Temporary. Delete after 45 days.

50) Exception file reports R/E 161

Disposition: Temporary. Delete after 400 days.

51) Exception file reports R/E 160

Disposition: Temporary. Delete after 400 days.

52) Exception file reports R/E 165

Disposition: Temporary. Delete after 400 days.

53) Exception file reports R/E 166

Disposition: Temporary. Delete after 400 days.

54) Exception file reports R/E 132

Disposition: Temporary. Delete after 400 days.

55) Exception file reports R/E 167

Disposition: Temporary. Delete after 400 days.

56) Exception file reports R/E 154

Disposition: Temporary. Delete after 400 days.

57) Invalid reporting entity no number

Disposition: Temporary. Delete after 45 days.

58) Securities negative balance no number

Disposition: Temporary. Delete after 400 days.

59) Financial negative balance no number  
Disposition: Temporary. Delete after 400 days.

60)USSB transfer match exceptions no number  
Disposition: Temporary. Delete after 400 days.

61)FRB Pittsburgh EZ Clear no number  
Disposition: Temporary. Delete after 400 days.

62) FHA Fiscal Agency checking  
Disposition: Temporary. Delete after 45 days.

63) Coupon audit match exceptions  
Disposition: Temporary. Delete after 400 days.

64) R/E 154 PDPB934(154)  
Disposition: Temporary. Delete after 400 days.

65) PDPB910-EXCEPTS  
Disposition: Temporary. Delete after 400 days.

66)PDPB911-EXCEPTS  
Disposition: Temporary. Delete after 400 days.

67) PDPB920-EXCEPTS  
Disposition: Temporary. Delete after 400 days.

68) PDPB921-EXCEPTS  
Disposition: Temporary. Delete after 400 days.

69) PDPB922-EXCEPTS  
Disposition: Temporary. Delete after 400 days.

70) PDPB930-EXCEPTS  
Disposition: Temporary. Delete after 400 days.

71) PDPB935-EXCEPTS

Disposition: Temporary. Delete after 400 days.

72) PDPB919-EXCEPTS

Disposition: Temporary. Delete after 400 days.

73) PDPB929-EXCEPTS

Disposition: Temporary. Delete after 400 days.

74) PDPB923-EXCEPTS

Disposition: Temporary. Delete after 400 days.

75) PDPB933-EXCEPTS

Disposition: Temporary. Delete after 400 days.

76) PDPB924-EXCEPTS

Disposition: Temporary. Delete after 400 days.

77) PDPB936-EXCEPTS

Disposition: Temporary. Delete after 400 days.

78) PDPB925-IAT EXCEPTS

Disposition: Temporary. Delete after 400 days.

79) PDPB926-IAT EXCEPTS

Disposition: Temporary. Delete after 400 days.

80) PDPB928-IAT EXCEPTS

Disposition: Temporary. Delete after 400 days.

81) PDPB931-EXCEPTS

Disposition: Temporary. Delete after 400 days.

82) PDPB914-EXCEPTS

Disposition: Temporary. Delete after 400 days.

83) PDPB917-EXCEPTS

Disposition: Temporary. Delete after 400 days.

84) PDPB925-PAT EXCEPTS

Disposition: Temporary. Delete after 400 days.

85) PDPB926-PAT EXCEPTS

Disposition: Temporary. Delete after 400 days.

86) PDPB928-PAT EXCEPTS

Disposition: Temporary. Delete after 400 days.

87) PDPB900-EXCEPTS

Disposition: Temporary. Delete after 400 days.

88) PDPB943-EXCEPTS

Disposition: Temporary. Delete after 400 days.

89) Exception file report PDPB934(other)

Disposition: Temporary. Delete after 400 days.

90) Trial balance verification report PDPB702A-F

Disposition: Temporary. Delete after 30 days.

91) OPDA verified PDPB 908

Disposition: Temporary. Delete after 400 days.

92) TIIS TINTS PDPB915

Disposition: Temporary. Delete after 45 days.

93) Interest payable (accruals PDPB730 payable)

Disposition: Temporary. Delete after 45 days.

94) Post other accounts to FINCL audit trail PDPB731F

Disposition: Temporary. Delete after 30 days.

95) Average interest rate recapitulation PDPB770 error  
report

Disposition: Temporary. Delete after 45 days.

96) Coupon interest payable (accruals) PDBP722Coupon

Disposition: Temporary. Delete after 45 days.

**6.1 Interest Expense on the Public Debt - Paper**

This hard copy report is issued on the 8th day of each month and reflects the accrued interest of all redeemed securities. It is created on a spreadsheet application using the PARS Report 743 and adjustments from other data sources.

Disposition: PERMANENT. Arrange published reports by date and cut off reports at the end of each fiscal year. Hold the previous year reports and transfer reports to NARA in blocks of five years. Annual accumulation is 1 inch.

**6.2 Interest Expense on the Public Debt - Electronic**

This is the spreadsheet version that produces the record (paper) copy of the report.

Disposition: Temporary. Destroy the electronic copy 30 days after final report is issued or superceded by the next report.

**7.1 Monthly Statement of the Public Debt (MSPD) - Paper -  
October 1999 to present**

This hard copy report is issued on the 4th day of each month and provides an explanation of how the federal Government is financed. It is created on a spreadsheet application using the PARS Report 771 and adjustments from other data sources including the inflation index securities, the State and Local Government Report, and the Federal Financing Bank program.

This report was previously scheduled as a temporary record under NC1-53-83-03, item 49.

Disposition: PERMANENT. Arrange published reports by date and cut off reports at the end of each fiscal year. Hold the previous year reports and transfer reports to NARA in blocks of five years. Annual accumulation is 1 inch.

**7.2 Monthly Statement of the Public Debt (MSPD) - Electronic -  
October 1999 to present**

This is the spreadsheet version that produces the record (paper) copy of the report.

Disposition: Temporary. Destroy the electronic copy 30 days after final report is issued or superceded by the next report.

### **7.3 Monthly Statement of the Public Debt (MSPD) - Paper - July 1953 to September 1999**

This hard copy report was originally entitled the Daily Treasury Statement. The statements from July 1953 to September 1999 are stored as an electronic image in a Portable Document Format (PDF) and will be reproduced on paper before transfer to NARA.

Disposition: PERMANENT. This is a one-time transfer of these past statements and will be transferred to NARA in 2001.

### **7.4 Monthly Statement of the Public Debt (MSPD) - Electronic - July 1953 to September 1999**

This is the Portable Document Format (PDF) version that produces the record (paper) copy of the report.

Disposition: Temporary. Delete after hard copy versions are transferred to NARA or when no longer needed for operations, whichever is later.

## **8.1 System Documentation - Permanent Tables**

System specifications, file specifications, codebooks, records layouts, and user handbook relating to data. The record layouts and codes must match the copy of data transferred. System documentation includes written statement by BPD providing explanation of processing and editing of PARS data for use by NARA researchers.

Note: If BPD chooses to transfer system documentation in electronic format, they must follow the transfer requirements in 36 CFR 1228.188. Hardcopy version is also acceptable.

Disposition: PERMANENT. Transfer copy of documentation with first transfer of data to NARA. Thereafter, transfer copy of updates and changes to the documentation with subsequent data transfers.

## **8.2 System Documentation - Temporary Tables**

System specifications, file specifications, codebooks, records layouts, and user handbook relating to data.

Disposition: Temporary. Destroy or delete when superseded, or upon authorized deletion of the related database, or upon the destruction of the output of the system, whichever is latest.

### **8.3 System Documentation - electronic**

Electronic versions of systems documentation created by word processing or other electronic applications.

Disposition: Temporary. Delete when recordkeeping copy is produced or when no longer needed for operations, whichever is later.



DEPARTMENT OF THE TREASURY  
BUREAU OF THE PUBLIC DEBT  
PARKERSBURG, WV 26106-1328

September 14, 1999

National Archives and Records Administration  
Life Cycle Management Division  
Attention Mary Donovan  
8601 Adelphi Road  
College Park, MD 20740-6601

Dear Ms Donovan

The changes you have made to the proposed PARS retention schedule is acceptable Attached is the signed SF-115 GAO has informed us this week, that none of the items on this schedule needed their approval Therefore block 6 may be revised to indicate "is not required"

Sincerely,

A handwritten signature in cursive script, appearing to read "Vicki S Thorpe".

Vicki Thorpe, Manager,  
Graphics, Printing, and Records Branch  
Records Officer

Attachment