

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2. MAJOR SUBDIVISION
Bureau of the Public Debt

3. MINOR SUBDIVISION
Division of Public Debt Accounting

4. NAME OF PERSON WITH WHOM TO CONFER
Mildred Linzy

5. TEL. EXT.
634-5290

LEAVE BLANK	
JOB NO.	NCI-53-83-3
DATE RECEIVED	SEP 7 1983
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-9-83 Date	<i>[Signature]</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 25 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 2-22-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Assistant Commissioner
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>DIVISION OF PUBLIC DEBT ACCOUNTING OFFICE OF THE DIRECTOR</p> <p>Directs the technical and administrative operations of the Division. Coordinates operations with Bureau and Treasury offices, other Government agencies and the FRBs. Furnishes instructions to other Treasury offices and the FRBs with respect to accounting for cash and securities, reporting transactions and providing information on interest cost and registered ownership and interest check activity.</p> <p>1. Administrative - This consists of correspondence and procedures relating to the overall administration and coordination of the division and Bureau activities regarding management programs, campaigns, internal directives and general office guidelines.</p> <p>a. Color Code: Red</p> <p>This file contains collection/destruction, disposition records, and safety and travel claims. DESTROY WHEN 1 YEAR OLD.</p> <p>All pen and ink changes posted to this schedule have been made with the concurrence of the agency, 11/3/83.</p>		

115-107 Copies to agency and NNF on 11/14/83.

MASS DATA CHANGE SHEET ATTACHED

NCW sent 12-9-83 by DMW.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
144 items
2/24/83

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
b.	<p>Color Code: Green This file contains public and Congressional inquiries, management by objectives goals and savings bond campaign. DESTROY WHEN 2 YEARS OLD.</p>		
c.	<p>Color Code: Yellow This file contains distribution lists, national security and civil disturbances, imprest fund material and historical file. DESTROY WHEN 1 YEAR OLD.</p>		
d.	<p>Color Code: Salmon This file contains achievements and failures. DESTROY WHEN 3 YEARS OLD.</p>		
2.	<p>Federal Reserve System - This file series pertains to the FRBs and Board, interactions between the Treasury and Reserve system and related correspondence.</p>		
a.	<p>Color Code: Green This file contains FRB telegrams, visitation program, and FRB coordination group information. DESTROY WHEN 2 YEARS OLD.</p>		
b.	<p>Color code: Salmon This file contains FRB Bank Audits and Board Examination Reports. DESTROY WHEN 3 YEARS OLD.</p>		
c.	<p>Color Code: White This file contains FRB General Correspondence, FRB Quarterly Report, and FRB Board Telecommunications and Communications. DESTROY WHEN 4 YEARS OLD.</p>		
d.	<p>Color Code: Yellow This file contains FRB Conference of General Auditors, Fiscal Agency Subcommittee Conferences, FRB/Treasury Fiscal Service Conference, and Fiscal Agency Conference. DESTROY WHEN 1 YEAR OLD.</p>		
3.	<p>Financial Management - This file contains correspondence, instructions and reports of the Division's budget estimates, personnel projections, operational costs and other information and reports covering these areas.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
a.	<p>Color Code: Red This file contains cost reports and personnel services by organization. DESTROY WHEN 1 YEAR OLD.</p>		
b.	<p>Color Code: White This file contains cost-based budget, long-range planning and other budget information. DESTROY WHEN 4 YEARS OLD.</p>		
4.	<p>Organization - This file series pertains to Public Debt organizational structure, changes and plans. Color Code: Salmon This file contains organizational changes of the Department, Bureau, Division and functional statements of the Division. DESTROY WHEN 3 YEARS OLD.</p>		
5.	<p>Personnel - This file contains procedures, guidelines and correspondence with regard to personnel management and control, training, special programs, labor relations and payroll records.</p>		
a.	<p>Color Code: Red This file contains applications and interviews, employee records, status reports, summer employment programs and the Whitten review. DESTROY WHEN 1 YEAR OLD.</p>		
b.	<p>Color Code: Green This file contains appeals, awards, labor relations. DESTROY WHEN 2 YEARS OLD.</p>		
c.	<p>Color Code: Yellow Average grade reductions, career ladder positions, classification guides, changes and deletions in authority, and training. DESTROY WHEN 1 YEAR OLD.</p>		
6.	<p>Procurement, Property and Space - This file contains general information, procedures and correspondence on procurement of equipment, supplies and furniture, utilization of office space and relocation, inventories, and security.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Color Code: Green This file contains nonexpendable property inventory and transfer requests. DESTROY WHEN 2 YEARS OLD.</p> <p>7. Public Debt Accounts Operations - This file contains information pertaining to functions relevant to the accomplishment of the mission of the Division of Public Debt Accounting; i.e., accounts, accounting systems, securities directives, agencies and related correspondence.</p> <p>a. Color Code: Red GAO contracts, Monthly Statement of the Public Debt (procedural changes), daily and monthly statements, redemption tables. DESTROY WHEN 1 YEAR OLD.</p> <p>b. Color Code: Salmon This file contains foreign accounts and agency accounts. DESTROY WHEN 3 YEARS OLD.</p> <p>c. Color Code: Yellow This file contains ADP computer operations, Debt Limit; Expiration Procedures, information on securities, Treasury Bill procedures, Treasury tax and loan accounts. DESTROY WHEN 1 YEAR OLD.</p> <p>8. Reports - This file contains reports requested or received on a continuing basis including operational audits.</p> <p>Color Code: Red This file contains management improvement reports, productivity and manpower utilization reports. DESTROY WHEN 1 YEAR OLD.</p> <p style="text-align: center;"><u>CASH AND SECURITIES ACCOUNTING BRANCH</u> <u>OFFICE OF THE MANAGER</u></p> <p>Exercises general supervision over the operations of the Branch. Coordinates the activities of the Branch with related operations in other Bureau and Treasury offices and with the Federal Reserve Banks. Participates in the development and improvement of accounting programs, procedures and reports. Conducts and coordinates the records retention and records disposition programs. Schedules the microfilming of documents and controls records forwarded to the records retention and center for storage.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	<p>Administrative Files - These files consist of correspondence and procedures relating to the overall administration and coordination of the division's and Bureau's activities regarding management programs, campaigns, internal directives and general office guidelines.</p> <p>a. Color Code: Red This file contains agendas, safety files, employee suggestions, records disposition lists, and travel files. This file contains civil threats and disturbances files, delegation of authority files, office procedures, privacy act information. DESTROY WHEN 1 YEAR OLD.</p> <p>b. Color Code: Green This file contains general files, inquiries, management by objectives files and salary tables. DESTROY WHEN 2 YEARS OLD.</p> <p>c. Color Code: White This file contains destruction lists. DESTROY WHEN 4 YEARS OLD.</p>		
10.	<p>Federal Reserve System Files - These files pertain to the Federal Reserve Banks and Board, interactions between Treasury and the reserve system and appropriate correspondence.</p> <p>a. Color Code: Blue This file contains the FRB Comparative Report of Volume and Expenses. DESTROY WHEN 6 MONTHS OLD.</p> <p>b. Color Code: Red This file contains wires, and FRB refinancing. This file contains Fiscal Agency conference material FRB Officer and Signature list, FRB official list, FRB Personnel Changes, FRB Seminars. DESTROY WHEN 1 YEAR OLD.</p> <p>c. Color Code: Green This file contains FRB visitation files and general FRB wires. DESTROY WHEN 2 YEARS OLD.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
e.	<p>Color Code: White</p> <p>This file contains FRB correspondence, FRB reporting pieces, FRB reporting errors, Miami and Parkersburg correspondence, and wires from miscellaneous sources.</p> <p>DESTROY WHEN 4 YEARS OLD.</p>		
11.	<p>Financial Management - These files pertain to the correspondence, instructions and reports of the division's budget estimates, personnel projects, operational costs and other information and reports covering these areas.</p>		
a.	<p>Color Code: Red</p> <p>This file contains an analysis of production reports cost reports for allotment and personnel services reports.</p> <p>DESTROY WHEN 1 YEAR OLD.</p>		
b.	<p>Color Code: White</p> <p>This file contains budget information for the branch.</p> <p>DESTROY WHEN 4 YEARS OLD.</p>		
12.	<p>Organization - These files pertain to Public Debt organizational structure, changes and plan.</p>		
a.	<p>Color Code: Salmon</p> <p>This file contains organizational changes files, the branch's reorganization files, and Securities Transaction Control Section organization files.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
b.	<p>Color Code: Green</p> <p>This file includes correspondence relating to CADE, equal employment opportunity, personnel actions, position descriptions, rating and ranking sheets, training brochures and training resumes.</p> <p>DESTROY WHEN 2 YEARS OLD.</p>		
13.	<p>Public Debt Accounting Operations Files - These files pertain to functions relevant to the accomplishment of the mission of the Division of Public Debt Accounting, i.e., accounts, accounting systems, securities, directives, agencies and related correspondence.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		
14.	<p>Reports File - These files contain reports requested or received on a continuing basis including operational audits.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><u>CASH AND SECURITIES ACCOUNTING BRANCH</u> <u>SECURITIES ACCOUNTING SECTION</u></p> <p>Receives, controls and prepares for automatic data processing all accounting reports of Public Debt marketable and non-marketable securities transactions and transactions in securities for which the Treasury Department acts as agent. Proves accuracy and completeness of accounting data produced. Creates journals and ledgers reflecting all transactions in Public Debt definitive and book-entry Treasury marketable and non-marketable and agency securities. Maintains accounting control over interest coupons detached from unissued stock. Maintains miscellaneous accounts on a manual basis, receives, sorts, classifies, distributes, cross-references and files all correspondence, statements, reports and posting media relating to the activities of the section.</p> <p>15. Wires Files - These files are documentation for adjustments to Reports of Treasury and Agency securities transfer activity and include the following: --PD 2531 - CPD Wire (Incoming) --PD 2532 - CPD Wire (Outgoing) DESTRUCT 3 YEARS FROM WIRE DATE.</p> <p>16. Public Debt Daily Reports (Treasury) - This file consists of reports received from FRBs and Bureau reports and documents daily transactions (credits and charges) in definitive and book-entry securities such as Treasury bills, notes and bonds. They are the input documents for the general ledger accounts. PD 2566 - Daily Report of Security Credits for Public Debt Transactions (Bearer) PD 2566-1 - Daily Report of Security Credits for Public Debt Transactions (Registered) PD 2566-2 - Daily Report of Security Credits for Public Debt Transactions (BE) PD 2566-3 - Daily Report of Security Credits for Public Debt Transactions (BE Special Issues) PD 2566-4 - Daily Report of Security Credits for Public Debt Transactions (Registered - DSO) PD 2565 - Daily report of Security Charges for Public Debt Transactions (Bearer)</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	PD 2565-1 - Daily Report of Security Charges for Public Debt Transactions (Registered)		
	PD 2565-2 - Daily Report of Security Charges for Public Debt Transactions (BE Banks)		
	PD 2565-3 - Daily Report of Security Charges for Public Debt Transactions (BE-DSO)		
	PD 2565-4 - Daily Report of Security Charges for Public Debt Transactions (Registered DSO)		
	PD 3300 - Supplement to Schedules of Cancelled Securities Delivered for Destruction and Destroyed		
	PD 3420 - Schedule of Cancelled Securities Delivered for Destruction and Destroyed		
	PD 4713 - Summary of Daily Transactions		
	PD 846-1 - Authorization for Stock Shipment DESTROY WHEN 3 YEARS OLD.		
17.	Public Debt Daily Reports - This file contains reports received from FRBs and Bureau offices and documents daily transactions (credits and charges) for agency securities. They are input documents for the general ledger accounts.		
	PD 3264 - Daily Report of Security Charges for Agency Transactions		
	PD 3264-1 - Daily Report of Security Credits for Agency Transactions (DSO)		
	PD 3264-2 - Daily Report of Security Credits for Agency Transactions (BE)		
	PD 3265 - Daily Report of Security Charges for Agency Transactions		
	PD 3265-1 - Daily Report of Security Charges for Agency Transactions (Registered)		
	PD 3265-2 - Daily Report of Security Charges for Agency Transactions (BE)		
	PD 3265-3 - Daily Report of Security Charges for Agency Transactions (Registered DSO)		
	PD 3265-3 - Daily Report of Security Charges for Agency Transactions (Bearer-Redemption)		
	PD 4714 - Agency Summary of Daily Transactions DESTROY WHEN 3 YEARS OLD.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
18.	Error Corrections - This file consists of reports that document additions, deletions and replacements to the banks and transaction ADP runs. PD 4609 - Transmittals Correction Error Report DESTROY WHEN ³ YEARS OLD.		
19.	Transaction Listing - This listing contains transaction total and individual bank totals for daily security activity in the FRB system. Bank and Transaction Listing for Treasury/Agency. DESTROY WHEN 3 YEARS OLD.		
20.	Jornal Voucher Files - These files are correcting entries to the Treasury and Agency Journal - PD 2569-1. TRANSFER TO FEDERAL RECORDS CENTER WHEN 5 YEARS OLD; DESTROY WHEN 40 ²⁰ YEARS OLD.		
21.	Daily, Weekly and Monthly Difference Listing - This file contains matchings with differences on Treasury and Agency securities that involve various exchange transactions. DESTROY WHEN 3 YEARS OLD.		
22.	Cash and Security Matchings - This file contains matchings that show the difference between security and cash reporting on original issues and redemptions of various Treasury securities. DESTROY WHEN 3 YEARS OLD.		
23.	Journal Voucher Edit and Zero Balance - This file contains ADP listings of journal vouchers that were not put on file because of errors. DESTROY WHEN 3 YEARS OLD.		
24.	Journal Voucher-A Run - This file consists of ADP runs of all journal entries for a transaction month (Treasury/Agency). DESTROY WHEN 3 YEARS OLD.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	PD 3312 - Daily Control Sheet for Transactions in Public Debt Marketable Securities and Corporate and Insular Securities PD 3312-1 - Daily Control Sheet - for Transactions in Public Debt Marketable Securities and Book Entry PD 3312-2 - PD 3312-4 Continuation Sheet to PD 3312-1 PD 3312-5 - Daily Control Sheet - Agency Securities PD 3312-6 - PD 3312-7 - Continuation sheets to PD 3312-5 PD 3312-8 - Control Sheet for Transactions in Corporate and Insular Securities Edit and Zero Balance Listings - Treasury/Agency DESTROY 9 MONTHS FROM TRANSACTION DATE ON DOCUMENT. DESTROY WHEN 3 YEARS OLD		
25.	Washington Office Reports of Savings Type Securities - These files contain daily reports of transactions on savings-type securities. PD 3370 - Cash Control PD 2565-1 - Daily Report of Security Charges for Public Debt Transactions PD 4677 - U.S. Savings and Retirement Plan Bonds Daily Report of Securities Received from IBM PD 846-2 - Authorization for Stock Shipment PD 1845 - Bond and Validation Transfer Advice Series A-D and F-K Bonds DESTROY WHEN 3 YEARS OLD.		
26.	Permanent Receipt File - This file contains unclassified data on savings-type securities and is used to verify totals on magnetic tapes. DESTROY 2 YEARS AFTER TRANSACTION DATE.	NN 162-60 Item 49 b-1	
27.	Daily Work Sheets for Transactions U.S. Savings Bonds - This file is used to verify computer printout listings of transaction totals. PD 3392 - Daily Work Sheet PD 4682 - Daily Work Sheet, Erroneous Redemption DESTROY WHEN 1 YEAR OLD.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
28.	U.S. Savings Bond Error Listings - This file consists of computer printouts of data that would not pass edits. DESTROY WHEN 1 YEAR OLD.		
29.	Destruction Schedules for Bonds and Notes - This file contains destruction schedules for savings-type securities that are destroyed. PD 3415-1 - U.S.S.B. Destruction Schedule for Savings Notes and Bonds Delivered for Destruction and Destroyed PD 2141-2 - Schedule of U.S. Savings Notes Delivered for Destruction and Destroyed PD 2141 - Schedule of U.S. Savings and Retirement Plan Bonds Delivered for Destruction and Destroyed. DESTROY 3 YEARS AFTER TRANSACTION DATE.	NN 162-1 60 Item 56c	
30.	U.S. Savings Bonds Sales, Redemption and Outstanding - This is a recapitulation of savings bonds activity and is used in reconciling the cash actual. DESTROY 3 YEARS AFTER COMPLETION OF CASH ACTUAL FOR TRANSACTION MONTH.		
31.	Consolidated Issued and Redemption Listing - This is sent to the Commissioner's Office and the Office of the Secretary and Parkersburg and is used for reference in Public Debt Accounts. DESTROY 3 YEARS AFTER COMPLETION OF CASH ACTUAL FOR TRANSACTION MONTH.		
32.	Savings Bonds Cash and Security Match - This file affords a reconciliation of cash and security accounting. DESTROY WHEN 1 YEAR OLD.		
33.	U.S. Savings Bonds Adjustment Letters - This file is used in reconciliation of the accounts. DESTROY 15 MONTHS AFTER TRANSACTION DATE.		
34.	Journal Vouchers - This file contains correcting entries to the journals for Savings Bonds. DESTROY 40 ²⁰ YEARS AFTER TRANSACTION DATE.		
35.	U.S. Savings Bonds Schedules - This file consists of schedules of estimates of completion dates of the work and ADP schedules. DESTROY 1 MONTH AFTER JOURNALS AND LEDGERS FOR TRANSACTION MONTH ARE RUN.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
36.	<p>General Ledger and Monthly Journal Files - These files contain balances and transactions on savings bonds and securities.</p> <p>TRANSFER ALL LEDGERS EXCEPT MONTH ENDING THE FY TO FRC WHEN 5 YEARS OLD DESTROY WHEN 20 YEARS OLD. TRANSFER END OF FY LEDGERS TO FRC WHEN 10 YEARS OLD AND DESTROY WHEN 20 YEARS OLD. TRANSFER ALL JOURNALS TO FRC WHEN 5 YEARS OLD AND DESTROY WHEN 20 YEARS OLD.</p>		
37.	<p>U.S. Savings Bonds Cumulative Journal - This file contains cumulative printouts of detail activity by transaction.</p> <p>TRANSFER TO FRC WHEN 5 YEARS OLD AND DESTROY WHEN 20 YEARS OLD.</p>		
38.	<p>Advance Copy of Transmittal Advice Matured Unissued Interest Coupons - This file contains records of coupons clipped from unissued stock in the FRB vault. (PD 2475)</p> <p>DESTROY 15 MONTHS AFTER TRANSACTION DATE.</p>		
39.	<p>Cash Control - This file contains balances of agency securities that are use in verifying the securities outstanding ledger (account 34).</p> <p>DESTROY 5 YEARS AFTER TRANSACTION DATE.</p>		
40.	<p>Daily Report of Security Credits and Charges for Federal Housing Administration Transactions - This file includes certification and worksheets for controlling daily transactions.</p> <p>PD 3264-1 - Daily Report of Security Credits for Agency Transactions</p> <p>PD 3265-1 - Daily Report of Security Charges for Agency Transactions</p> <p>PD 1530 - Certification of Interest Payable</p> <p>DESTROY 3 YEARS AFTER TRANSACTION DATE.</p>	NN 162-60, Item 52 b	
41.	<p>File Status Report - This file contains the number of Treasury, Agency and unclassified transactions on the file by transaction day and bank.</p> <p>DESTROY WHEN JOURNALS AND LEDGERS ARE RUN.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
42.	<p>General Ledger and Monthly Journal files (on Microfilm)- These files contain balances and transactions on savings bonds and securities.</p> <p>TRANSFER ALL LEDGERS EXCEPT MONTH ENDING THE FY TO FRC WHEN 5 YEARS OLD AND DESTROY WHEN 20 YEARS OLD. TRANSFER END OF FY JOURNALS TO FRC WHEN 10 YEARS OLD AND DESTROY WHEN 20 YEARS OLD. TRANSFER ALL JOURNALS TO FRC WHEN 5 YEARS OLD AND DESTROY WHEN 20 YEARS OLD.</p>		
43.	<p>U.S. Savings Bond Cumulative Journal (on Microfilm)- These files are a cumulative printout of detailed Savings Bond activity by transaction from the time they are received in stock through destruction.</p> <p>TRANSFER ALL LEDGERS EXCEPT THE MONTH ENDING THE FY TO FRC WHEN 5 YEARS OLD AND DESTROY WHEN 50 YEARS OLD. TRANSFER END OF FY JOURNAL TO FRC WHEN 10 YEARS OLD AND DESTROY WHEN 50 YEARS OLD. 20</p>		
44.	<p>Treasury Agency Security Accounting System Error Statistics - This file is a computer listing that recaps the types of errors that have been corrected. DESTROY 5 YEARS FROM TRANSACTION MONTH.</p> <p style="text-align: center;"><u>CASH AND SECURITIES ACCOUNTING BRANCH</u> <u>CASH ACCOUNTING SECTION</u></p> <p>Receives, reviews and controls all Public Debt cash trans- action reported by wire and prepares these wires for auto- matic data processing. Maintains an extensive computerized file that describes the specifics of each issue of Public Debt and agency securities. The following items are representative of the data stored: CUSIP number, type of securities, interest rate, issue date maturity date, etc. Reviews accounting data produced, determines accuracy and completeness of data, analyzes discrepancies and initiates accounting adjustments when necessary. Prepares manually, or develops the necessary input material for ADP-produced statements of the public debt, statements relating to public debt securities and securities for which the Depart- ment act as agent and statements of public debt cash ac- tivity. Conducts a monthly survey of ownership of market- able securities for the Office of the Fiscal Assistant Secretary. Based upon the results, compiles statistics relating to public debt and agency financing and account- ing that are used within Public Debt, by other government agencies and the public. Receives, sorts, classifies,</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	distributes, cross-references, and files all correspondence, telegrams, statements, reports and posting media relating to the activities of the Section.		
45.	Card Files of Reporting Institutions - This file reflects the records of each institution and changes made to their records. DESTROY WHEN 2 YEARS OLD.		
46.	Annual Control Book - This is an annual record of institutions on the master file at the time of printing. DESTROY WHEN 1 YEAR OLD.		
47.	Banks and Institutions Survey Tables, Corporate Pension Tables and Survey and Trust Reports - This file contains information on holdings of banks and institutions. DESTROY WHEN 2 YEARS OLD.		
48.	Changes to Master File - This file contains information on changes of codes, address and cancellations to the master file. --PD 4245 - Change to Security Master File --PD 4015 - Change of Institution Master File --PD 3938 - Punch Card Transcript DESTROY WHEN 6 MONTHS OLD.		
49.	Monthly Statement of the Public Debt - This file contains the amounts of the public debt on a monthly basis. PERMANENT. TRANSFER TO FRC WHEN 20 YEARS OLD. OFFER TO NARS WHEN 50 YEARS OLD. <i>Destroy</i>		
50.	Treasury Bulletin - This file reflect various tables on Public Debt operations. DESTROY WHEN 5 YEARS OLD.		
51.	U.S. Savings Bonds Issued and Redeemed through (date) - This file shows amount issued, redeemed and outstanding for series and year. --PD 3812 - U.S. Savings Bonds Issued and Redemmed Through - DESTROY WHEN 3 YEARS OLD.		
52.	Treasury Bonds, Treasury Notes and Certificates of Indebtedness Outstanding. This file shows issue, cusip code, date of issue, date payable, date interest payable and amount outstanding on marketable bonds and notes. PD 800 B - Treasury Bonds, Notes and Certificates of Indebtedness Outstanding DESTROY WHEN 6 YEARS 3 MONTHS <i>old</i> .		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
53.	Public Debt Transactions - This file includes memos pertaining to the transfer of funds to the public debt and accounts receivable. DESTROY WHEN 6 YEARS 3 MONTHS <i>old</i> .		
54.	Statements of Allotments, Circulars and Cumulative Sinking Fund - This file includes department circulars, FRB allotments and discounts and secondary credits established on bonds and notes redeemed during any month in a fiscal year. TRANSFER TO FRC WHEN 15 YEARS OLD AND DESTROY WHEN 50 YEARS OLD.		
55.	Computer Tabulations - This file consists of machine tabulations and related documents for the month-end statements. DESTROY WHEN 2 YEARS OLD.		
56.	Loan Description File Update and Report - This file contains computer print-outs for the update of the master file that contains non-financial information on Treasury and Agency loans. DESTROY WHEN 1 MONTH OLD.		
57.	Tables for Secretaries Annual Report - This file consists of work copies of various table retained for reference. These tables show annual data on Treasury securities. DESTROY WHEN 2 YEARS OLD.		
58.	Repayment of Accrued Discount - U.S.S.B. - This file consists of checks that are received from various banks back dating interest on savings-type securities. TRANSFER TO FRC WHEN 15 YEARS OLD AND DESTROY WHEN 50 YEARS OLD.		
59.	Copies of Memos, Wires and Press Releases - This file consists of copies of information on the Monthly Statement of the Public Debt, foreign currency series and redemptions of savings stamps and results of offerings on Treasury Securities. DESTROY WHEN 2 YEARS OLD.		
60.	Guaranteed Debt Control - This file contains worksheets of agency funds that the government guarantees. DESTROY 2 YEARS FROM TRANSACTION DATE.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61.	Worksheet Folder - This file consists of computer print-outs and control sheets used in the control of various types of securities. DESTROY 3 YEARS AFTER CLEARANCE DATE.		
62.	H-Journal Voucher Run - This file contains computer listings of series E redemptions exchanged for series H. DESTROY 1 YEAR FROM CLEARANCE DATE.		
63.	Redemption Vouchers and Certifications of Interest - This file contains vouchers used to report the redemption of principal and interest payable on agency securities and advices of shipment. --PD 1530 - Certification of Interest Payable --PD 2212 - Advice of Shipment DESTROY WHEN 4 YEARS OLD.		
64.	Unpaid Interest File - This file contains unpaid interest outstanding for agency and FHA securities. DESTROY 3 YEARS AFTER CLOSE OF FISCAL YEAR.		
65.	Adjustment Letters - This file contains copies of letters adjusting incorrect transactions on redeemed interest coupons for agency securities. (original copy on microfilm.) DESTROY WHEN 3 YEARS OLD.		
66.	Daily Cash Wires - This File contains the daily cash wires that reflect the sale and redemption of Public Debt securities. DESTROY WHEN 6 YEARS 3 MONTHS <i>old</i> .		
67.	USSB Unclassified Net Balances Monthly Report - This file contains reports of monthly unclassified balances. --PD 2671 - USSB Unclassified Net Balances Monthly Report DESTROY WHEN 1 YEAR OLD OR AFTER ALL DIFFERENCE ARE RESOLVED, WHICHEVER IS LATER.		
68.	Audit letters and Unclassified Work Sheets - This file contains letters from the FRBs stating USSBs unclassified balance at audit and manually prepared worksheets describing current and previous monthend activities of FRB USSBs unclassified. DESTROY WHEN 3 YEARS OLD.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
69.	Net Unclassified Transactions Journal - This file contains the net receipt and expenditure activities of USSB unclassified transactions. DESTROY WHEN 6 YEARS 3 MONTHS <i>old</i> .		
70.	Debit and Credit Vouchers - This file includes vouchers used to report charges and credits to the Treasurer's account for both receipts and expenditures resulting from Public Debt transactions. DESTROY WHEN 6 YEARS 3 MONTHS <i>old</i> .		
71.	Special Register of Transactions, General Ledger - This file contains the recapitulations of debits and credits arranged by account symbol cleared each day by the GFO. DESTROY WHEN 4 YEARS OLD.		
72.	Daily Record of Transcripts Cleared - This file contains a form listing the transaction dates of the various Banks and Offices included in the Treasurer's account for a particular clearance date. DESTROY WHEN 4 YEARS OLD.		
73.	Cash Transactions - Corrective Action - This file contains corrective action sheets used to correct invalid or incorrect transactions on the first daily bank run. DESTROY WHEN 1 YEAR OLD.		
74.	Treasury Notes, Bonds and Bill Allotment Worksheets - This file contains worksheets on the allotment of issue of Treasury bills, bonds and notes and the reporting of these issues by the FRBs. DESTROY 1 YEAR AFTER RECEIVING FINAL ALLOTMENT LETTERS.		
75.	Tabulation of Reproduced Transfers - This file contains the total transfer transactions functioned on a daily basis listed by transaction code. DESTROY WHEN 1 YEAR OLD.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
76.	<p>U.S. Savings Bond/Note Control Blotters - This file contains savings bonds/notes, savings stamps, retirement plan bonds and individual retirement bond blotters use to transfer sales and redemptions of these securities to the Parkersburg office.</p> <p>--PD 3484 (A,B,C,D) - U.S. Savings Stamps Transfer of redemption charges</p> <p>--PD 3013 (A,B,C,D,E) - U.S. Savings Bonds Transfers of Sales Credits</p> <p>--PD 3014 (A,B,C,D,E) - Transfers of Redemption Charges</p> <p>--PD 3456 (A,B,C,D,E,F) - Series F-K Bond Control Blotter and Transfer Advice</p> <p>--PD 3480 (A,B,C,D,E) - Series H Stub Control Blotter and Transfer Advice</p> <p>--PD 2636 (A,B,C,D,E) - Bond/Note Control Blotter and Transfer Advice</p> <p>--PD 2635 (A,B,C,D,E) - Stub Control Blotter and Transfer Advice</p> <p>DESTROY 3 YEARS AFTER TRANSACTION DATE.</p>		
77.	<p>Daily Statement Controls - This file consists of table and controls used for the development and reporting of the daily public debt outstanding.</p> <p>--PD 3137 - Summary Control of Changes in the Public Debt</p> <p>DESTROY 1 YEAR AFTER TRANSACTION DATE.</p>	NN 162-60, item 54	
78.	<p>Records of securities, charges, credits and journal vouchers processed through the cash system</p> <p>--PD 2681 - Journal Voucher</p> <p>--PD 1080 - Investment Letters</p> <p>--PD 2622 - Cash Transaction Worksheets</p> <p>DESTROY 6 YEARS AFTER DATE OF DOCUMENT.</p>		
79.	<p>Daily Cash Transaction Run - This file is a computer listing that shows detailed amounts and total by transaction. These are cash transactions involving Treasury bills, notes bonds and savings type securities.</p> <p>DESTROY 6 MONTHS AFTER ALL DIFFERENCES ARE RECONCILED.</p>		
80.	<p>Parkersburg Input to the Daily Cash System (Computer Printout) - This file contains Savings bonds/notes, and savings stamps, retirement plan bonds and individual retirement bonds transfers and classification of sales and redemptions of these securities.</p> <p>DESTROY 4 YEARS FROM TRANSACTION DATE OR UPON COMPLETION OF CASH ACTUAL, WHICHEVER IS LONGER.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>ACCOUNTABILITY BRANCH</u>		
	<p>Verifies monthend fiscal agency reports of inventories of unissued Treasury marketable and non-marketable and agency stock, cancelled retired or redeemed securities on hand and book-entry account balances against Public Debt account balances. Resolves and initiates adjustments for any discrepancies and confirms balances with fiscal agents. Verifies the accountability statements submitted by FRB auditors to Public Debt accountability records, resolves differences with Bank auditors and, when completed, certifies the accountability. Prepares Public Debt accountability statements for submission to the FRB examiners, and upon request, aids the FRBs in resolving the differences found. Verifies that the accountability developed by the Financial Section agrees with the accountability developed by the Securities Section. Reviews the individual operations in the Securities and Financial Sections and the reporting procedures issued to the banks to assure that all controls and procedures are being followed and to find methods of decreasing the cost of maintaining the accountability records. Participates on task forces, system development teams, and special studies to develop and improve the accounting procedures, systems and reports, and to test and implement new methods developed by others. Provides training seminars to other Public Debt employees and Federal Reserve Banks.</p>		
81.	<p>Federal Reserve Board Examinations - This file contains information on Treasury accountability for FRBs that are examined by Board Examiners. DESTROY WHEN 6 YEARS 3 MONTHS <i>old</i>.</p>		
82.	<p>Federal Reserve Bank Audits - This file contains information on Treasury accountability for FRBs examined by FRB auditors. DESTROY WHEN 6 YEARS 3 MONTHS <i>old</i>.</p>		
83.	<p>Data Edit and Zero Balance File - This file shows monthly PD 2834 errors. DESTROY WHEN 1 YEAR OLD.</p>		
84.	<p>This file contains computer listings of errors between PD 2834 and Treasury ledgers, both actual and pending. DESTROY WHEN 1 YEAR OLD.</p>		
85.	<p>Recapitulation of account 34 - This file is a computer listing that recaps securities by loan class and is used for research purposes. DESTROY WHEN 3 YEARS OLD.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
86.	Trail Balance - This file is a computer listing showing monthly securities by loan class that are in balance. DESTROY AFTER 3 YEARS.		
87.	Interest Report Marketable and Agency Computer Listing - This file shows balances for an interest period. DESTROY 6 YEARS FROM TRANSACTION MONTH.		
88.	Account 34 Treasury and Agency Computer Listing - This file shows reformatted balances of securities not redeemed and is for use by other agencies. DESTROY 6 MONTHS FROM TRANSACTION DATE.		
89.	Treasury Agency Security Accounting System Error Statistics - This file is a computer listing that recaps the types of errors that have been corrected. DESTROY 5 YEARS FROM TRANSACTION MONTH.		
90.	Cash Actual Matching - This file is a computer listing that shows differences between security and cash transactions. DESTROY 3 YEARS FROM TRANSACTION MONTH.		
91.	Workload Data Treasury, Agency and U.S.S.B. - This file is a computer listing that shows quarterly activity by transaction for Treasury and Agency Securities and Savings Bonds. DESTROY 5 YEARS FROM TRANSACTIONS QUARTER.		
92.	Status Report of Monthend verification - This file is a status report for Treasury, Agency and Savings Bond Monthend accountability. DESTROY WHEN 1 YEAR OLD.		
93.	Accountability Letters - This file contains memoranda sent to all FRBs reporting that their accounts are in balance with Treasury records. DESTROY WHEN FOLLOWING TRANSACTION MONTHS' LETTER IS PREPARED.		
94.	Quarterly Report - This file contains reports sent to all FRBs reporting statistical evaluation of all bank reporting errors. DESTROY WHEN 3 YEARS OLD.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
95.	This file contains reports showing various balances and validations. --PD 3940 - Validations Outstanding U.S.S.B. --PD 2835 - U.S.S.B. General Stock on Hand --PD 2834 - Report of Book Entry Balances Outstanding or Securities on Hand DESTROY WHEN 6 YEARS 3 MONTHS old .		
96.	Copy of Report of Services Rendered to Agencies - This file shows work units and cost per agency. --PD 2498-1 - Report of Services Rendered to Agencies DESTROY WHEN 1 YEAR OLD		
97.	Cash and Security Matching Detail Differences Listing - A computer listing showing differences between cash wires and security reporting by bank and loan. DESTROY 3 YEARS FROM TRANSACTIONS MONTH.		
98.	Cumulative Security Matching of Treasury Securities - This file is a computer listing showing total differences by loan and classification (CPD's BE, RC, etc.). DESTROY 3 YEARS FROM TRANSACTION MONTH.		
99.	Treasury Securities Daily Journal Voucher Report; 00 JV's by month - A computer listing of 00 JV's for each month by transaction, bank and loan showing corrections made to prior dates. DESTROY 3 YEARS FROM TRANSACTION MONTH.		
100.	Classified Cash Actual - A computer listing reflecting the cumulative cash balances outstanding and issued and retired amounts by loan. DESTROY 3 YEARS FROM TRANSACTION MONTH.		
101.	Status Report of Bank Audits - This file contains status reports for pending Treasury, Agency and Savings Bonds internal audits. DESTROY WHEN 3 YEARS OLD.		
102.	Status Report of Board Examinations - This file contains status reports for pending Treasury, Agency and Savings Bonds board examinations. DESTROY WHEN 3 YEARS OLD.		
103.	Balance sheet, Savings Stamps - A report showing the balance on hand at the end of each month. DESTROY 2 YEARS FROM TRANSACTION MONTH.		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>INTEREST ACCOUNTING BRANCH</u>		
	<p>Maintains accounting control over all interest on outstanding public debt securities and on outstanding securities for which the Department acts as agent. Computes interest on accrual and due/payable bases and prepares certifications of the interest costs therefrom. Verifies accuracy of and initiates adjustments, when necessary, for all discount charges, premium credits, collections of accrued interest on deferred subscriptions, interest paid with principal and prepayments on sales of public debt securities. Develops estimates interest which will become due and payable in the current year and/verifies and prepares various statements, tables and reports relating to interest. Administers the missing unmatured coupon account.</p>		
104.	<p>Administrative - This file consists of correspondence and procedures relating to the overall administration of the division and Bureau activities regarding management programs, campaigns, internal directives and general office guidelines.</p> <p>a. Color Code: Red</p> <p>This file contains agendas, records disposition lists, safety, suggestions and travel. DESTROY WHEN 1 YEARS OLD.</p> <p>b. Color Code: Green</p> <p>This file contains general files, inquiries, management by objectives and salary table. DESTROY WHEN 2 YEARS OLD.</p> <p>c. Color Code: White</p> <p>This file contains the destruction lists. DESTROY WHEN 4 YEARS OLD.</p>		
105.	<p>Federal Reserve System - These files pertain to the Federal Reserve Banks and Board, interactions between Treasury and the Reserve System and correspondence thereon.</p> <p>a. Color Code: Red</p> <p>This file contains wires and FRB refinancing. DESTROY WHEN 1 YEAR OLD.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
b.	<p>Color Code: Green</p> <p>This file contains FRB visitations, wire and general material. DESTROY WHEN 2 YEARS OLD.</p>		
c.	<p>Color Code: White</p> <p>This file contains FRB correspondence. DESTROY WHEN 4 YEARS OLD.</p>		
d.	<p>Color Code: Yellow.</p> <p>This file contains Fiscal Agency Conference, FRB Officer and Signature Lists, FRB Official List, FRB Personnel Changes and FRB Seminars. DESTROY WHEN SUPERSEDED</p>		
106.	<p>Financial Management - This file contains correspondence, instructions and reports of division's budget estimates, personnel projects, operational costs and other information and reports covering these areas.</p> <p>Color Code: White</p> <p>This file contains budget material such as the preview and zero-based budgeting. DESTROY WHEN 4 YEARS OLD.</p>		
107.	<p>Organization Files - These files pertain to Public Debt organizational structure, changes and plans. DESTROY WHEN 1 YEAR OLD.</p>		
108.	<p>Personnel Files - These files pertain to procedures, guidelines and correspondence with regard to personnel management and control, training, special programs (EEO, Cade, etc.), labor relations and payroll records.</p>		
a.	<p>Color Code: Blue</p> <p>This file contains justifications for promotions, personnel priorities, requests for personnel action and status of personnel action. --PD 3525 - Step Increases DESTROY WHEN 6 MONTHS OLD.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
b.	<p>Color Code: Red</p> <p>This file contains miscellaneous information from the Personnel Division, promotion certificates, annual leave schedule and summer employment.</p> <p>--PD 3156 - Employee Appraisals --PD 3657 - Individual Leave Records DESTROY WHEN 1 YEAR OLD.</p>		
c.	<p>Color Code: Green</p> <p>This file contains labor relations material and memoranda on branch personnel.</p> <p>--PD 4140 - Incentive Awards DESTROY WHEN 2 YEARS OLD.</p>		
d.	<p>Color Code: Yellow</p> <p>This file contains position descriptions and acknowledgements.</p> <p>DESTROY WHEN POSITION IS OBSOLETE.</p>		
109.	<p>Public Debt Accounting Operations - These files contain information pertaining to the functions relevant to the accomplishment of the mission of the Division of Public Debt Accounts, i.e, accounts, accounting systems securities, directives, agencies and related correspondence.</p> <p>Color Code: Yellow PURGE ANNUALLY AND DESTROY WHEN 1 YEAR OLD.</p>		
110.	<p>Average Interest Rates - This file series pertains to monthly average interest rates for Treasury securities, the average interest rates are published monthly in the statement of the Public Debt of the United States.</p> <p>DESTROY 5 YEARS AFTER CLOSE OF FISCAL YEAR.</p>		
111.	<p>Discount or Premium on Treasury Notes and Bonds - These files contain information needed for reporting the discount or premium on Treasury notes and bonds. They are used also for verifying with the Commissioner's Office the total discount of premium for each issue. After verification, an official allotment letter is prepared by the Commissioner's Office. This information is available on the Allotment Control.</p> <p>DESTROY 1 YEAR AFTER FINAL ALLOTMENT LETTER IS ISSUED.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
112.	Interest Cost Accounting - These files show the interest cost on the public debt which is published in the Monthly Statement of Receipts and Overlays. DESTROY 10 YEARS AFTER CLOSE OF FISCAL YEAR.		
113.	Interest Cost Accounts - This file consists of records that are used for maintaining the accounts for the interest cost on the public debt. DESTROY 10 YEARS AFTER CLOSE OF FISCAL YEAR.		
114.	Foreign Series - Treasury Notes and Bonds worksheets - This file summarizes information that is used to develop monthly average interest rates and monthly interest cost accruals. The information is also used for calculating interest payments for verification with the Commissioner's office. --PD 3123 - Memorandum Account DESTROY WHEN 3 YEARS OLD.		