

**ACTIVE ITEMS.** These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

**INACTIVE ITEMS.** These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

**(P) Permanent**

**(T) Temporary**

<b>ITEM</b>	<b>STATUS</b>	<b>WHY INACTIVE</b>
0001	Inactive (T)	Superseded by N1-03-003 / 39
0002/a	Inactive (T)	Obsolete
0002/b	Inactive (T)	Superseded by the GRS 5.1 / 020 (DAA-GRS-2016-0002)
0003/a	Active (T)	
0003/b	Inactive (T)	Superseded by the GRS 5.1 / 020 (DAA-GRS-2016-0002)
0004/a	Inactive (T)	EZ Clear system is obsolete. It was use used from 1988 to 2012.
0004/b	Inactive (T)	Superseded by the GRS 5.1 / 020 (DAA-GRS-2016-0002)
0005/a	Inactive (T)	Superseded by N1-03-003 / 14 and / 15
0005/b	Inactive (T)	Superseded by N1-03-003 / 14 and / 15
0006	Active (T)	
0007/a	Active (T)	
0007/b	Active (T)	
0008	Active (T)	
0009	Active (T)	
0010/a	Active (T)	
0010/a	Active (T)	
0011	Active (T)	

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(see instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION  
FEDERAL RESERVE BANK

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
ROBERT KONZ

5. TELEPHONE  
(304) 480-6601

LEAVE BLANK (NARA use only)

JOB NUMBER

71-053-00-10

DATE RECEIVED

9-19-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column

DATE

2-14-01

ARCHIVIST OF THE UNITED STATES

*John W. Carl*

**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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE:

6/21/00

SIGNATURE OF AGENCY REPRESENTATIVE

*Dicki S. Thorpe*

TITLE

*Records Officer*

7. ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

**SEE THE ATTACHED SHEETS**

*Agency, NWMO, NWMW, NR*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-00-10-0001	<p>Title: VAULT RECORDS- FRB GENERAL RECORDS</p> <p>Title Memo: These files document additions or withdrawals from the FRB vault for Public Debt's business. This is an internal form used by the FRB's. The form description is "General Records Pertinent to FRB Internal Vault Records". The form does not have a specific "pd number". Each FRB could have a different way of identifying the form. Example: Philadelphia refers to it as the BPD form. The forms (no matter what title) are retained for two years. There is no electronic version of the form.</p> <p>Form Number:                      Form Series:                      Restrictions: No                      Computer System:              Cost Code: FRB                      Retention Years: 2              Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: CUT OFF FILES YEARLY. TEMPORARY. DESTROY 2 YEARS AFTER CUT OFF.</p>		<p>Superseded by:                      N1-053-08-003/39                      DATE (MM/DD/YYYY):                      08/11/2003</p>
N1-53-00-10-0002	<p>Title: PAYROLL SALES ADVICE OF CREDIT</p> <p>Title Memo: 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. The "A" copy of the form is retained under NC1-53-78-04, item 09 which is retained for 36 years at Public Debt. Banks using the SBS application (Savings Bond System) submit a computer-generated copy. Data may be received in hardcopy or electronic form. A hardcopy will be filed as the records copy.</p> <p>Form Number: PD F 4848              Form Series: B copy              Restrictions: PA                      Computer System:              Cost Code: FRB                      Retention Years: 7              Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: TEMPORARY.                      a. CUTOFF FILES YEARLY. DESTROY HARDCOPIES 7 YEARS AFTER CUT OFF.                      b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		
N1-53-00-10-0003	<p>Title: SAVINGS BOND MONTHLY DEPOSITOR REPORT</p> <p>Title Memo: The Savings Bond Monthly Depositor Report, IM0030 is used for balancing and reconciling agent activity for the year. Savings bond paying agents (banks) manually add route redeemed bond data with other information to the system. If the agent is not electronically connected data cannot be captured automatically, it is manually entered by the FRB. Two hardcopies of the reports are generated. The FRB has agreed to process redeemed savings bonds for Public Debt using their check clearing system.</p> <p>The electronic data is retained by the Pittsburgh FRB for 12 months plus current month. One printed copy of the report is retained by the Pittsburgh FRB for 12 months plus current month; the other is retained by DSS for 1 month -- longer if needed to resolve a discrepancy.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-00-10-0004	<p>Form Number: IM0030                      Form Series:                      Restrictions: PA                      Computer System:                      Cost Code: FRB                      Retention Years: 1                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: TEMPORARY.                      a. CUTOFF FILES EACH MONTH. DESTROY THE FILES 12 MONTHS AFTER CUTOFF UNLESS THERE IS A PENDING DISCREPANCY.                      b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p> <hr/> <p>Title: SAVINGS BOND MONTHLY ACH ACTIVITY-CB0050 EZ CLEAR RECONCILIATION &amp; REPORT</p> <p>Title Memo: The EZ Clear system generates the Savings Bond Monthly ACH Activity report, CB0050, which is transmitted to the Automated Clearing House (ACH) system via bulk data transfer for the payment of agent fees. Savings bond paying agents manually add routing and other information to the bonds they redeem on this system. At the FRB, the EZ Clear system captures the new data electronically and maintains it in a database; if the data cannot be captured automatically, it is manually entered. Two hardcopies of the report are generated. A copy of the electronic file is retained by the Pittsburgh FRB for 12 months plus current month. One printed copy of the report should be retained by the Pittsburgh FRB for 12 months plus current month; the other should be retained by DAR, AAOB for 1 month -- longer if needed to resolve a discrepancy.</p> <p>Form Number: CB0050                      Form Series:                      Restrictions: PA                      Computer System:                      Cost Code: FRB                      Retention Years: 1                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: TEMPORARY.                      a. CUT OFF FILES EACH MONTH. DESTROY THE FILE 12 MONTHS AFTER CUTOFF OR LONGER IF NEEDED TO RESOLVE A DISCREPANCY.                      b. Electronic copy, destroy after hardcopy is placed in a recordkeeping system.</p>		
N1-53-00-10-0005	<p>Title: WELCOME TO EASYSaver BROCHURE--MICROFILM-SB2256/PD F 5391, 2286/5391-1, 2284/5391-1 &amp; 5391 (I)</p> <p>Title Memo: The EasySaver Brochures, SB-2256, 2286, and 2284 are brochure to provide information to the investor. The brochures are perforated to include the enrollment forms (PD F 5391, PD F 5391-1 and PD F 5391 (I) ) which may be detached easily. These documents each have two parts, a brochure which is a non-record and an enrollment form with a retention period. The SB-2256/PD F 5391 is directed to individuals, 2286/5391-1 to small companies, 2284/5391-1 is the Spanish language version, and 5391 (I) is the Internet form. The EasySaver enrollment forms differ from other enrollment forms, like RDS purchase applications, in that EasySaver purchases are ongoing -- much like the payroll savings plan -- and RDS purchases are single transactions. Original enrollment forms are microfilmed by the FRB upon receipt. They are held 90 days (sufficient time to audit and reconcile the work) and then destroyed. The microfilm copies are held as long as the customer is enrolled in the EasySaver program plus 2 years.</p>		<p>Superseded by:                      N1-053-03-003/14+15                      DATE (MM/DD/YYYY):                      08/11/2003</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Form Number: 2256/5391      Form Series:      Restrictions: PA                      Computer System:      Cost Code: FRB                      Retention Years: 2      Retention Months: 0      Vital Records: <input type="checkbox"/></p> <p>Retention Description: TEMPORARY.                      a. MICROFILM THE ORIGINAL AND DESTROY PAPER AFTER MICROFILMING                      b. DESTROY THE FILM 2 YEARS AFTER THE EASYSAVER PROGRAM ENDS.</p>		
N1-53-00-10-0006	<p>Title: DESCRIPTION OF RETIRED REGISTERED SECURITIES</p> <p>Title Memo: This form is used to ship retired registered securities. (associated with CUSIP). The "A" copy is sent with the securities and authorized to be retained 47 year by N1-53-86-01, 156C. The "B" copy is sent under separate mailing to Public Debt and retained 3 years according to NC1-53-82-02, item 26. The "C" copy is retained by the FRB for accounting purposes.</p> <p>Form Number: PD F 3641      Form Series: C copy      Restrictions:                      Computer System:      Cost Code:                      Retention Years: 3      Retention Months: 0      Vital Records: <input type="checkbox"/></p> <p>Retention Description: CUT OFF FILES YEARLY. DESTROY 3 YEAR AFTER CUT OFF.</p>		
N1-53-00-10-0007	<p>Title: TREASURY BILL REINVESTMENT REQUEST- CARD FOR TREASURY BILL</p> <p>Title Memo: This card is used to direct the reinvestments of a customer. A signature is not required on this form. A box is marked for the desired reinvestment. These are supporting documents for transactions other than original issues. i.e. Reinvestments the FRB of Philadelphia electronically produces the front of this form. On the front are listed reinvestment options for a maturing Treasury security.</p> <p>Form Number: PDF 5181      Form Series: A Copy      Restrictions:                      Computer System:      Cost Code: FRB                      Retention Years: 7      Retention Months: 0      Vital Records: <input type="checkbox"/></p> <p>Retention Description: TEMPORARY.                      a. DESTROY PAPER AFTER MICROFILM. IS APPROVED.                      b. DESTROY MICROFILM 7 YEARS AFTER FILMING CREATION.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-00-10-0008	<p>Title: TREASURY DIRECT TRANSMITTAL ADVICE- TO TRANSFER REQUESTS / EVIDENCE</p> <p>Title Memo: These are non-system forms that support TD transactions and are now on the Treasury Direct system. They are maintained for legal purposes and the protection of investor's rights. This form is used to forward transaction requests and evidence supporting stop payment / replacement checks. The retention is based on N1-53-87-02, 03C.</p> <p>Form Number: PDF 5199                      Form Series: C Copy                      Restrictions:                      Computer System: TD-TREASURYDIRECT                      Cost Code: FRB                      Retention Years: 7                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: TEMPORARY. CUT OFF FILES YEARLY. DESTROY 7 YEARS AFTER CUT OFF.</p>		
N1-53-00-10-009	<p>Title: TREASURY DIRECT TRANSMITTAL ADVICE- MISCELLANEOUS ITEMS</p> <p>Title Memo: This form is used by the FRB's and branches as a cover sheet when forwarding securities and/or evidence to the bureau of the public debt for review. The "A" copy is retained by the Public Debt under N1-53-87-02, item 3 for 7 years. The "B" copy is used as a reference copy in another office in Public Debt.</p> <p>Form Number: PD F 3568                      Form Series: C Copy                      Restrictions:                      Computer System: TD-TREASURYDIRECT                      Cost Code: FRB                      Retention Years: 7                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: TEMPORARY. CUT OFF FILES YEARLY. DESTROY 7 YEARS AFTER CUT OFF.</p>		
N1-53-00-10-0010	<p>Title: SLG SCHEDULE OF TREASURY NOTES- SPECIAL ZERO INTEREST SECURITIES</p> <p>Title Memo: This form is used to obtain information for holding book entry records for State and Local Governments (SLG). There are a small amount of securities that have not matured. No new one's will be issued. The "A" copy of the form is retained under N1-53-86-01, 114 and the "B" copy is held until the "A" copy is returned from being microfilmed.</p> <p>Form Number: PDF 5291-3                      Form Series: C Copy                      Restrictions:                      Computer System:                      Cost Code: FRB                      Retention Years: 10                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: TEMPORARY.                      a. MICROFILM. DESTROY PAPER AFTER MICROFILM IS APPROVED.                      b. DESTROY FILM 10 YRS AFTER CREATED.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

For the Bureau of the Public Debt

December 26, 2000

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)									
N1-53-00-10-0011	<p data-bbox="264 266 836 297">Title: STB TRANSMITTALeADVICE- FRB COPY</p> <p data-bbox="264 329 1230 425">Title Memo: This form is to keep record of transmitted securities that were sent from the Federal Reserve Banks. The "B" Copy is retained for 3 years under NC1-53-82-02, item 2A.</p> <table data-bbox="264 457 1153 553"><tr><td>Form Number: PD F 5350</td><td>Form Series: A Copy</td><td>Restrictions:</td></tr><tr><td>Computer System:</td><td>Cost Code: FRB</td><td></td></tr><tr><td>Retention Years: 3</td><td>Retention Months: 00</td><td>Vital Records: <input type="checkbox"/></td></tr></table> <p data-bbox="264 585 1226 649">Retention Description: TEMPORARY. CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUTOFF.</p>	Form Number: PD F 5350	Form Series: A Copy	Restrictions:	Computer System:	Cost Code: FRB		Retention Years: 3	Retention Months: 00	Vital Records: <input type="checkbox"/>		
Form Number: PD F 5350	Form Series: A Copy	Restrictions:										
Computer System:	Cost Code: FRB											
Retention Years: 3	Retention Months: 00	Vital Records: <input type="checkbox"/>										