

**ACTIVE ITEMS.** These items, unless subsequently superseded, may be used by the agency to disposition records.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 These items may no longer be used to disposition records.** They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

**NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.**

For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

**(P) Permanent - item with permanent disposition**

**(T) Temporary - item with temporary disposition**

ITEM	STATUS	WHY INACTIVE
0001	Active (T)	
0002	NA	Filing Instruction
0003	Active (T)	
0004	Active (T)	
0005	Active (T)	
0006	Active (T)	
0007	Active (T)	
0008	Active (T)	
0009	Inactive (T)	Obsolete. Counter sales ended in 2012 with the implementation of Treasury Direct. Consignment agents were no longer used.
0010	Active (T)	
0011	Active (T)	
0012	NA	Lined off prior to approval
0013	Inactive (T)	EasySaver system is obsolete. The program was in effect from 1998 to 2003. Sales through accounts established prior 2003 continued through March 2005.
0014	Inactive (T)	EasySaver system is obsolete. The program was in effect from 1998 to 2003. Sales through accounts established prior 2003 continued through March 2005.

<b>ITEM</b>	<b>STATUS</b>	<b>WHY INACTIVE</b>
0015	Inactive (T)	EasySaver system is obsolete. The program was in effect from 1998 to 2003. Sales through accounts established prior 2003 continued through March 2005.
0016	Inactive (T)	EZ Clear system is obsolete. It was use used from 1988 to 2012.
0017	NA	Lined off prior to approval
0018	Inactive (T)	EZ Clear system is obsolete. It was use used from 1988 to 2012.
0019	Active (T)	
0020	NA	Lined off prior to approval
0021	Active (T)	
0022	Active (T)	
0023	Active (T)	
0024	Inactive (T)	The payroll program ended January 1, 2011. There are still payroll deductions taking place. The funds are placed in a Treasury Direct account and held until the customer selects the investment.
0025	Inactive (T)	The payroll program ended January 1, 2011. There are still payroll deductions taking place. The funds are placed in a Treasury Direct account and held until the customer selects the investment.
0026	Inactive (T)	Counter sales ended in 2012 with the implementation of Treasury Direct. Consignment agents were no longer used.
0027	Active (T)	
0028	Active (T)	
0029	Active (T)	
0030	NA	Lined off prior to approval
0031	NA	Lined off prior to approval
0032	NA	Lined off prior to approval
0033	Inactive (T)	Superseded by N1-053-06-05 /26
0034	Active (T)	
0035	Active (T)	
0036	Active (T)	
0037	Inactive (T)	Obsolete. Counter sales ended in 2012 with the implementation of Treasury Direct.
0038	Inactive (T)	Obsolete. Counter sales ended in 2012 with the implementation of Treasury Direct.
0039	Active (T)	
0040	Active (T)	
0041	Active (T)	
0042	Active (T)	
0043	Active (T)	
0044	Active (T)	
0045	Active (T)	

<b>ITEM</b>	<b>STATUS</b>	<b>WHY INACTIVE</b>
0046	Active (T)	
0047	Active (T)	
0048	Active (T)	
0049	Active (T)	
0050	Active (T)	
0051	Active (T)	
0052	Active (T)	
0053	Inactive (T)	Superseded by N1-053-06-05 /41
0054	Inactive (T)	Treasury Direct Fees system is obsolete with implementation of Treasury Direct Legacy. No fees are paid since customers submit their own data.
0055	Inactive (T)	Superseded by N1-053-06-05 /45
0056	Active (T)	
0057	Inactive (T)	Superseded by GRS 3.2 / 020 (DAA-GRS-2013-0006-0002)
0058	Inactive (T)	Superseded by N1-053-06-05 /10
0059	Active (T)	
0060	Active (T)	
0061	Active (T)	
0062	Active (T)	
0063	Active (T)	
0064	Active (T)	
0065	Active (T)	
0066	Active (T)	

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

NI-53-03-3

DATE RECEIVED

1/31/03

NOTIFICATION TO AGENCY

In accordance with provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

8-11-03

ARCHIVIST OF THE UNITED STATES

*John W. Paul*

### 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 5 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

1/31/03

SIGNATURE OF AGENCY REPRESENTATIVE

Vicki Thorpe *Vicki 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

*cc Agency, NR, NMMWA*



**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0004	<p>Title: Administrative Records                      Title Memo: Routine administrative records which are not covered by the General Records Schedule. Includes classification survey reports, certification forms, records inventories, copies of destruction documents, etc.                      Cost Code: FRB                      Retention Years: 2                      Retention Months: 0                      Retention Description: Temporary. Cut off files monthly. Destroy 2 years after cutoff.</p>	<p>Restrictions: None                      Vital Records: <input type="checkbox"/></p>	
N1-53-03-03, 0005	<p>Title: Agent Qualification Agreements – Active Agents                      Title Memo: Original documents defining the terms of agreement between the FRB as Fiscal Agent of the U.S. and institutions qualifying as issuing and/or paying agents. Includes forms for issuing agents, paying agents, and paying agents under Treasury Department Circular 888; correspondence relating to the agreements; documentation of third party agreements; and documentation of book-entry arrangements. This item supercedes NC1-53-81-02, 0001.                      Cost Code: FRB                      Retention Years: Event                      Retention Months: 0                      Retention Description: Temporary. File alphabetically by name of institution. Maintain agent records in active file until agent is disqualified, re-qualified, or qualification is terminated then transfer to inactive file. Transfer to a Federal Records Center is not authorized.</p>	<p>Restrictions: None                      Vital Records: <input type="checkbox"/></p>	
N1-53-03-03, 0006	<p>Title: Agent Qualification Agreements – Inactive Agents                      Title Memo: Original documents defining the terms of agreement between the FRB as Fiscal Agent of the U.S. and institutions qualifying as issuing and/or paying agents. Includes forms for issuing agents, paying agents, and paying agents under Treasury Department Circular 888; correspondence relating to the agreements; documentation of third party agreements; and documentation of book-entry arrangements. This item supercedes NC1-53-81-02, 0001.                      Cost Code: FRB                      Retention Years: 6                      Retention Months: 3                      Retention Description: Temporary. Remove inactive agent records from active file when agent is disqualified, re-qualified, or terminated, and maintain alphabetically by name of institution. Cut off files annually. Destroy 6 years and 3 months after cutoff.</p>	<p>Restrictions: None                      Vital Records: <input type="checkbox"/></p>	







**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Retention Description: Temporary. Cut off files daily. Destroy one year after cutoff.		





**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<p>N1-53-03-03, 0027</p>	<p>Cost Code: FRB Retention Years: 3      Retention Months: 0</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 3 years after cutoff.</p> <hr/> <p>Title: Public Voucher for Reimbursement of Expenses Title Memo: FRBs acting as fiscal agents of the United States are reimbursed for expenses incurred by submission and approval of public vouchers. Instructions for completion of vouchers are provided by Public Debt. Originals are submitted to Public Debt quarterly with appropriate supporting schedules; copies of the voucher and supporting documentation are maintained by the Bank. This item supercedes N1-53-97-03, 0003.006 (retention period revised).</p> <p>Cost Code: FRB Retention Years: 3      Retention Months: 0</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at close of fiscal quarter. Destroy 3 years after cutoff.</p>		
<p>N1-53-03-03, 0028</p>	<p>Title: Regional Delivery System (RDS) Batch Card Title Memo: Transmittal document used by agents when submitting batches of savings bond purchase orders to servicing FRB for processing. Agents are instructed to maintain copies of batch cards and associated purchase applications for 4 months. FRBs maintain copies of purchase applications separate from the batch cards for 2 months after processing. This item supercedes N1-53-97-03, 0005.015.</p> <p>Cost Code: <del>FRB</del> <i>email from RO 3/28/03</i>      Retention Years: <del>02</del>      Retention Months: <del>00</del></p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 2 years after cutoff.</p>		
<p>N1-53-03-03, 0029</p>	<p>Title: Regional Delivery System (RDS) Purchase Applications Title Memo: Original purchase applications for Series EE or I Bonds in name of individual or fiduciary. Issuing agents (local financial institutions) are instructed to retain copies for 4 months. A nonrecord copy is provided to the purchaser. This item supercedes N1-53-97-03, 0002.028.</p> <p>Cost Code: FRB Retention Years: 0      Retention Months: 2</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 2 months after cutoff.</p>		
<p>N1-53-03-03, 0030</p>	<p>Title: Reinvestment Applications</p>		



**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0035	<p>Title Memo: Records relating to the payment of fees to issuing agents that inscribe bonds and paying agents that redeem them. Fees are paid within established timeframes at the end of each transaction month either by credits to reserve accounts or the ACH method.</p> <p>Cost Code: FRB Retention Years: 3                      Retention Months: 0                      Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 3 years after cutoff.</p> <hr/>		
N1-53-03-03, 0036	<p>Title: Savings Bond Correspondence with Customers and Agents Title Memo: Copies of incoming and outgoing correspondence with issuing agents, paying agents, and customers – individuals or financial institutions – relating to specific transactions in savings or marketable securities or of a more general nature. Includes call slips and Congressional inquiries. This item supercedes N1-53-97-03, 0001.001 and N1-53-97-03, 0006.004</p> <p>Cost Code: FRB Retention Years: 1                      Retention Months: 0                      Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files semi-annually. Destroy 1 year after cutoff.</p> <hr/>		
N1-53-03-03, 0036	<p>Title: Savings Bond Issue Records Title Memo: Records of bond inscriptions, including serial numbers, are retained to research, as necessary, adjustments, nonreceipt claims, and bonds returned as undeliverable.</p> <p>Cost Code: FRB Retention Years: 0                      Retention Months: 6                      Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 6 months after cutoff.</p> <hr/>		
N1-53-03-03, 0037	<p>Title: Savings Bond Stock Consignment Daily Work Title Memo: Records used to account for unissued savings bond stock consigned to savings bond agents authorized to maintain stock inventories and issue savings bonds. Includes copies of sales and spoils transmittals, stock requisitions, adjustment documents, daily proofs, associated reports, and shipping documents.</p> <p>Cost Code: FRB Retention Years: 6                      Retention Months: 3                      Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically by date. Cut off files monthly. Destroy 6 years and 3 months after cutoff.</p> <hr/>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

For the Bureau of the Public Debt March 10, 2003

7. ITEMNO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
NI-53-03-03, 0038	<p>Title: Savings Bond Stock Consignment Monthly Work                      Title Memo: Summary records used to account for unissued savings bond stock consigned to savings bond agents authorized to maintain stock inventories and issue savings bonds. Includes copies of interest assessment documentation, monthly report of stock on hand, monthly proofs, and associated reports.</p> <p>Cost Code: FRB                      Retention Years: 6                      Retention Months: 3</p> <p>Restrictions: None                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically by date. Cut off files monthly. Destroy 6 years and 3 months after cutoff.</p> <hr/>		
NI-53-03-03, 0039	<p>Title: Savings Bond Vault Activity                      Title Memo: Records of the deposit and withdrawal of unissued savings bond stock to and from the centralized vault. Includes records of associated adjustments, reporting to Public Debt accounts, and related correspondence. This item supercedes NI-53-00-10, 0001n</p> <p>Cost Code: FRB                      Retention Years: 6                      Retention Months: 3</p> <p>Restrictions: None                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 6 years and 3 months after cutoff.</p> <hr/>		
NI-53-03-03, 0040	<p>Title: Savings Securities Forwarding Items                      Title Memo: Copies of forwarding item transmittals, securities, correspondence, evidence, and related forms held as a backup pending receipt of the transaction by Public Debt. This item supercedes NI-53-97-03, 0005.010.</p> <p>Cost Code: FRB                      Retention Years: 1                      Retention Months: 0</p> <p>Restrictions: None                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 1 year after cutoff.</p> <hr/>		
NI-53-03-03, 0041	<p>Title: Savings Securities Interest Income Statements and Reporting                      Title Memo: Records relating to the annual reporting of interest earned on savings bonds for tax purposes. Includes IRS Forms 1099, computer listings, and related reports. This item supercedes NI-53-97-03, 0003.020.</p> <p>Cost Code: FRB                      Retention Years: 6                      Retention Months: 0</p> <p>Restrictions: None                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 6 years after cutoff.</p> <hr/>		





**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0048	<p>Title: Daily Accounting Files                      Title Memo: Daily accounting files for marketable Treasury and agency securities activity including, but not limited to, end-of-day settlement documents, advices, and screen prints; proof sheets for valuables; daily balance and confirmation documents; documentation for fiscal agency check issues; debit vouchers and deposit tickets; general broadcast messages; printouts of errors and exceptions from automated accounting systems; and any other documents used to perform daily accounting activities for Treasury securities.</p> <p>Cost Code: FRB                      Retention Years: 7                      Retention Months: 0                      Restrictions: None                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File documents by date. Cut off at the end of every quarter. Transfer to Federal Records Center after 6 months. Destroy 7 years after cutoff.</p> <hr/>		
N1-53-03-03, 0049	<p>Title: Returned Payments Reports and Returned Prenotes Reports                      Title Memo: Documentation that supports the processing of returned payments and returned prenotes. Public Debt sends electronic payments for marketable Treasury securities and pre-notifications (prenotes) to banks. If these payments or prenotes are returned to Public Debt for any reason, a report is generated listing the returned items. The documentation that supports processing returned items includes, but is not limited to, reports detailing the returned items, checklists, computer screen prints of customer accounts, letters, telephone call sheets, and forms used to request releases of funds or to place or release holds on accounts.</p> <p>Cost Code: FRB                      Retention Years: 1                      Retention Months: 0                      Restrictions: None                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File by date. Cut off files at end of month. Destroy 1 year after cutoff.</p> <hr/>		
N1-53-03-03, 0050	<p>Title: Audit Copies of Advices from Automated Securities Systems                      Title Memo: Unbroken backup hardcopies of system advices. The unbroken sequence of paper advices is used to maintain an audit trail of system activity. The Federal Reserve Bank should start a new sequence at the beginning of each day and terminate the sequence at the end of that day.</p> <p>Cost Code: FRB                      Retention Years: 0                      Retention Months: 6                      Restrictions: None                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off documents weekly. Destroy 6 months after cutoff.</p> <hr/>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0051	<p>Title: Coupon Payment Files                      Title Memo: Documentation for the payment, accounting, and shipment of Treasury coupons. The documents include, but are not limited to, daily files, proof sheets, mail sheets, summary and detailed audit listings used for shipment, accounting data, research requests, and payment vouchers.</p> <p>Cost Code: FRB                      Retention Years: 7                      Retention Months: 0</p> <p>Restrictions: None                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off monthly. Transfer to Federal Records Center after 6 months. Destroy 7 years after cutoff.</p>		
N1-53-03-03, 0052	<p>Title: Customer Contact Center Recorded Conversations                      Title Memo: Audiotapes or other records of phone conversations between agents and customers concerning Treasury securities.</p> <p>Cost Code: FRB                      Retention Years: 1                      Retention Months: 0</p> <p>Restrictions: None                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off when tape or other means of recording is exhausted. Destroy tape 1 year after cutoff.</p>		
N1-53-03-03, 0053	<p>Title: Account Maintenance Fees Remittance Stubs                      Title Memo: Stubs or other documents sent in with checks submitted in payment of Treasury securities account maintenance fees. (The Bureau of the Public Debt imposes account maintenance fees on certain securities accounts.) This item includes, but is not limited to, associated batch control tickets, summary reports, and return items notification reports.</p> <p>Cost Code: FRB                      Retention Years: 7                      Retention Months: 0</p> <p>Restrictions: None                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File documents by date, and by batch number within date. Cut off at end of year. Transfer to Federal Records Center after 1 year. Destroy 7 years after cutoff.</p>		<p>Superseded by:  <u>N1-053-06-05/41</u>                      DATE (MM/DD/YYYY):  <u>04/02/2007</u></p>



**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<p>N1-53-03-03, 0058</p>	<p>Retention Description: Temporary. File chronologically. Cut off at end of quarter. Transfer to Federal Records Center after 8 months. Destroy 7 years after cutoff.</p> <hr/> <p>Title: Accounting and Financial Reports (Central Site) Title Memo: Various accounting and financial reports detailing Treasury securities transactions. The reports include, but are not limited to, security transfer reports, transaction reports, tender transfer reports, daily security balance reports, accountability reports, cash and financial wire reports, payment and check reports, payments due reports, voucher detail reports, consolidated payment registers, exception check reports and settlements, returned ACH reports and settlements, dishonored ACH transactions, and certified and registered mail independent proofs.</p> <p>Cost Code: FRB Retention Years: 7                      Retention Months: 0</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File documents by date. Cut off at end of month. Transfer to Federal Records Center after 3 months. Destroy 7 years after cutoff.</p> <hr/>		<p><b>Superseded by:</b>  <u>N1-053-06-05/80</u>  <b>DATE (MM/DD/YYYY):</b>  <u>04/02/2007</u></p>
<p>N1-53-03-03, 0059</p>	<p>Title: Daily Work Envelopes (Central Site) Title Memo: Envelopes containing copies of security transfer advices, action-required advices, returned ACH advices, and all other documents related to daily transfer activity processed at the central site.</p> <p>Cost Code: FRB Retention Years: 7                      Retention Months: 0</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p>		
<p>N1-53-03-03, 0060</p>	<p>Retention Description: Temporary. File by date. Cut off at end of month. Transfer to Federal Records Center after 3 months. Destroy 7 years after cutoff.</p> <hr/> <p>Title: Voucher Work Envelopes (Central Site) Title Memo: Envelopes containing, but not limited to, voucher initiation, voucher transaction, and voucher summary reports listing various payment voucher-related activities for a transaction date.</p> <p>Cost Code: FRB Retention Years: 7                      Retention Months: 0</p> <p>Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File by date. Cut off at end of month. Transfer to Federal Records Center after 3 months. Destroy 7 years after cutoff.</p> <hr/>		



