

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 These items, unless subsequently superseded, may be used by the agency to disposition records.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They are superseded or obsolete.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	Active (T)	
0003	Active (T)	
0004	Inactive (T)	superseded by GRS 3.1 / 051 (DAA-GRS-2013-0005-0003)
0005	NA	lined off prior to approval

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 Office of Securities Operations	
3. MINOR SUBDIVISION Division of Systems Administration	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Melisa Williamson--Records Mgmt Specialist	304-480-8107

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-053-06-2	
DATE RECEIVED 2-7-2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3/10/06	ARCHIVIST OF THE UNITED STATES <i>Alfred W. Smith</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 3 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	SIGNATURE OF AGENCY REPRESENTATIVE Vicki Thorpe <i>Vicki S. Thorpe</i>	TITLE Records Officer Reviewed by Office of the Chief Counsel
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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		
	<i>cc Agency, NR, NWMD, NWMA</i>		

7. ITEM NO. N1-53-06-A-	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
0001	<p>Title: TreasuryDirect System—Master File</p> <p>Title Memo: The TreasuryDirect system enables investors to open an account, buy United States Treasury obligations and manage both their accounts and holdings via the Internet. The system provides investors with an easy and secure way of viewing and managing all of their Treasury security holdings from one location. The system is being developed as a series of stand-alone phases, so new functionality is being incrementally deployed to the public. Currently the system provides full servicing of both Series EE and Series I United States Savings Bonds held in electronic form. The system also allows investors to purchase and redeem United States Treasury marketable securities.</p> <p>The system enables users to perform the following functions: Establish an account, verify the identity of the new customer on-line (through pay.gov, an on-line identity verification engine maintained by Financial Management Service), establish linked accounts, edit account and bank information, perform investment transactions for eligible United States Treasury securities, view and manage security holdings, edit security registrations, assign and revoke transaction rights to specific securities, manage the holdings of minor children, receive tax reporting information on-line, and receive notices regarding account information over a secured Internet connection.</p> <p>The system records personally identifiable information (name, TIN, date of birth, etc), contact information (address, telephone number, e-mail address), financial information (name of bank, account number, ABA/routing number) and investment transaction information (security purchased, transferred, redeemed, etc) input by individual investors.</p> <p>Form Number: Form Series: Restrictions: Computer System: TreasuryDirect Cost Code: 680 Retention Years: Retention Months: Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cutoff 5 years after all financial obligations have been discharged and no security or account transactions that generate a history record have been transacted. At cutoff, extract the entire account record, including transaction and account update history, to Computer Output to Laser Disk (COLD) storage. Delete when the agency determines the records are no longer needed for administrative, legal, audit, or other operational purposes.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt

January 26, 2006

7. ITEM NO. NI-53-06-A-	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
0002	<p>Title: TreasuryDirect—Electronic Inputs</p> <p>Title Memo: This file contains information that is input by customers of the TreasuryDirect website or by customer service representatives at the Bureau of the Public Debt on behalf of the customer. The information includes, but is not limited to, customer names, addresses, dates of birth, social security numbers, and banking information.</p> <p>Form Number: Form Series: Restrictions: Privacy Act Computer System: Treasury Direct Cost Code: Retention Years: 50 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files when account is closed. Destroy 50 years after cutoff.</p>		
0003	<p>Title: TreasuryDirect—Electronic Outputs</p> <p>Title Memo: The system produces daily reports that summarize the previous business day's account creation/update, security transaction activity, and ACH processing transactions. There are no hard-copy reports associated with TreasuryDirect.</p> <p>Form Number: Form Series: Restrictions: Computer System: Cost Code: 680 Retention Years: 8 Retention Months: 4 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off daily. Export data 464 calendar days after cutoff to COLD storage. Delete data 7 years later.</p>		
0004	<p>Title: TreasuryDirect—System Documentation</p> <p>Title Memo: The system documentation includes, but is not limited to, system specifications, codebooks, record layouts, user guides, and contextual information. These items are covered under GRS-20, item 11.</p> <p>Form Number: Form Series: Restrictions: Computer System: Cost Code: 680 Retention Years: Retention Months: Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Destroy when superseded or obsolete, or upon the authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.</p>		

