

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 These items, unless subsequently superseded, may be used by the agency to disposition records.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They are superseded or obsolete.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
0001.001	Inactive (T)	superseded by N1-053-03-003 / 35
0001.002	Inactive (T)	obsolete
0001.003	Inactive (T)	superseded by N1-053-03-003 / 19
0001.004	Active (T)	
0001.005	Active (T)	
0001.006\ a	Active (T)	
0001.006\ b	Active (T)	
0001.006\ c	Active (T)	
0001.007	Active (T)	
0001.008\ a	Active (T)	
0001.008\ b	Active (T)	
0001.008\ c	Active (T)	
0001.009\ a	Active (T)	
0001.009\ b	Active (T)	
0001.009\ c	Active (T)	
0001.010	Active (T)	
0001.011	Active (T)	
0001.012	Active (T)	
0001.013	Active (T)	
0001.014	Active (T)	

ITEM	STATUS	WHY INACTIVE
0001.015	Active (T)	
0001.016	Active (T)	
0001.017	Active (T)	
0001.018\	NA	filing instruction
0001.018\	NA	filing instruction
0001.018\	Active (T)	
0001.019\	Active (T)	
0001.019\	NA	filing instruction
0001.019\	Active (T)	
0002.001	Active (T)	
0002.002	Active (T)	
0002.003	Inactive (T)	superseded by N1-053-06-005 / 62
0002.004	Active (T)	
0002.005	Inactive (T)	obsolete
0002.006	Active (T)	
0002.007\	Active (T)	
0002.007\	NA	filing instruction
0002.007\	Active (T)	
0002.008	Active (T)	
0002.009\	Active (T)	
0002.009\	NA	filing instruction
0002.010\	Active (T)	
0002.010\	NA	filing instruction
0002.011	Active (T)	
0002.012	Active (T)	
0002.013	Active (T)	
0002.014	Active (T)	
0002.015	Active (T)	
0002.016	Active (T)	
0002.017\	Inactive (T)	Obsolete. Sale of HH bonds was discontinued in 2004.
0002.017\	Inactive (T)	Obsolete. Sale of HH bonds was discontinued in 2004.
0002.018\	Active (T)	
0002.018\	NA	filing instruction
0002.019	Active (T)	
0002.020	Active (T)	
0002.021	Active (T)	
0002.022	Active (T)	
0002.023	Inactive (T)	counter sales is obsolete with the implementation of Treasury Direct
0002.024	Inactive (T)	counter sales is obsolete with the implementation of Treasury Direct
0002.025	Active (T)	
0002.026\	Active (T)	

ITEM	STATUS	WHY INACTIVE
0002.026\b	NA	filing instruction
0002.027	Active (T)	
0002.028	Inactive (T)	superseded by N1-053-03-003 / 29
0002.029	Active (T)	
0003.001	Inactive (T)	superseded by n1-053-06-005 / 13
0003.002	Active (T)	
0003.003	Active (T)	
0003.004	Active (T)	
0003.005	Active (T)	
0003.006	Inactive (T)	superseded by N1-053-03-003 / 27
0003.007	Inactive (T)	obsolete
0003.008	Active (T)	
0003.009	Active (T)	
0003.010	Active (T)	
0003.011	Active (T)	
0003.012	Active (T)	
0003.013	Active (T)	
0003.014	Active (T)	
0003.015	Active (T)	
0003.016	NA	lined off before the schedule was approved
0003.017	Active (T)	
0003.018	Active (T)	
0003.019	Active (T)	
0003.020	Inactive (T)	superseded by N1-053-03-003 / 4
0003.021	Active (T)	
0004.001	Inactive (T)	obsolete as electronic process does not require use of the postal service
0004.002	Inactive (T)	obsolete as electronic process does not require use of the postal service
0004.003	Inactive (T)	obsolete as electronic process does not require use of the postal service
0004.004	Inactive (T)	counter sales is obsolete with the implementation of Treasury Direct
0004.005	Inactive (T)	obsolete as electronic process does not require use of the postal service
0004.006	Inactive (T)	superseded by GRS 5.5 / 030 (DAA-GRS-2016-0012-0003)
0004.007	Inactive (T)	superseded by GRS 5.5 / 030 (DAA-GRS-2016-0012-0003)
0004.008	Inactive (T)	superseded by GRS 5.5 / 030 (DAA-GRS-2016-0012-0003)
0004.009	Inactive (T)	superseded by GRS 5.5 / 030 (DAA-GRS-2016-0012-0003)
0005.001	Inactive (T)	counter sales is obsolete with the implementation of Treasury Direct
0005.002	Inactive (T)	obsolete
0005.003	Inactive (T)	obsolete
0005.004	Inactive (T)	obsolete
0005.005	Active (T)	
0005.006	Inactive (T)	counter sales is obsolete with the implementation of Treasury Direct
0005.007	Active (T)	

ITEM	STATUS	WHY INACTIVE
0005.008	Inactive (T)	counter sales is obsolete with the implementation of Treasury Direct
0005.009	Active (T)	
0005.010	Inactive (T)	superseded by N1-053-03-003 / 40
0005.011	Inactive (T)	The payroll program was discontinued January 1, 2011.
0005.012	Inactive (T)	counter sales is obsolete with the implementation of Treasury Direct
0005.013	Inactive (T)	The payroll program was discontinued January 1, 2011.
0005.014	Inactive (T)	The payroll program was discontinued January 1, 2011.
0005.015	Inactive (T)	superseded by N1-053-03-003 / 28
0006.001	Active (T)	
0006.002	Active (T)	
0006.003	Inactive (T)	counter sales is obsolete with the implementation of Treasury Direct
0006.004	Inactive (T)	superseded by N1-053-03-003 / 28
0006.005	Inactive (T)	counter sales is obsolete with the implementation of Treasury Direct
0006.006	Active (T)	
0006.007	Inactive (T)	superseded by N1-053-03-003 / 42
0006.008	Inactive (T)	superseded by N1-053-03-003 / 21
0006.009	Inactive (T)	lined off before the schedule was approved
0006.010	Active (T)	
0006.011	Active (T)	
0006.012	Active (T)	
0006.013	Active (T)	
0006.014	Active (T)	
0006.015	Active (T)	

REQUEST FOR RECORD POSITION AUTHORITY (See Instructions on reverse)		VE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-53-97-3
1 FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT		DATE RECEIVED	3-15-97
2 MAJOR SUBDIVISION SAVINGS BOND OPERATION OFFICE		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION FEDERAL RESERVE BANKS		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
VICKI S. THORPE	(304) 480-6553	12-15-97	<i>John W. Carl</i>

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE: 3/10/97

SIGNATURE OF AGENCY REPRESENTATIVE: *Vicki S Thorpe*

TITLE:

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
	<p>All changes to this proposed schedule have been approved by:</p> <p><i>M. F. Borom</i> <u>8/1/97</u> <i>Vicki S Thorpe</i> <u>8/7/97</u> NARA appraiser date Agency representative date</p>		

Request For Record Disposition Authority

Page: 1

Item No.	Description of Item	Authority
N1-53-97-03-0001.001	CORRESPONDENCE WITH INDIVIDUALS, BANKS ETC. REDACTED RELATING TO SPECIFIC BOND TRANSACTIONS WITH THE FRB. REDACTED REDACTED	NEW REDACTED

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 1 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0001.002	CORRESPONDENCE OF APPLICANTS REJECT LETTERS AS AGENTS. AS AGENTS, COPIES OF INQUIRY LETTERS SENT TO THE TREASURY DEPT., COPIES OF NON-RECEIPT CASES OVER FOUR MONTHS OLD SENT TO TREASURY, AND OTHER ROUTINE MATERIAL RETAINED FOR RESEARCH. COPIES OF INQUIRY LETTERS SENT TO THE TREASURY DEPT., COPIES OF NON-RECEIPT CASES OVER FOUR MONTHS OLD SENT TO TREASURY, AND OTHER ROUTINE MATERIAL RETAINED FOR RESEARCH. AS AGENTS. SERVICES DIVISION, 202 NO. 253, ITEM NO. 172	NEW FRB

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 1 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.003	LEGAL EVIDENCE FOR REDEMPTIONS, REISSUE & EXCHANGES OF SAVINGS BONDS. ^{MAINTAINED} OF SAVINGS BONDS. SUPPORTING DOCUMENTS WHEN SAVINGS BONDS ARE REDEMME BY RESERVE BANKS ON BEHALF OF REGISTERED OWNERS OR OTHER ENTITLED PERSONS. THESE INCLUDE DEATH CERTIFICATES, ALTERNATE I.D. CERTIFICATES, MARRIAGE LICENSES, BIRTH NOTICES, CERTICATES OF LEGAL INCOMPETENCY, NOTICE OF WILL, AND EQUIVALENT DOCUMENTATION.	NEW FRB

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 10 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY FILES 10 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.004	CORRESPONDENCE OF USSB REDEMPTIONS BY FRB XXXXXX FORMS AND CORRESPONDENCE RELATING TO THE REDEMPTION OF BONDS (EXCEPT THE ALPHA RECORDS ISSUED TO OWNER) WHEN PAYMENTS WERE MADE BY THE FRB.	NEW XXXX

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 2 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.005	CERTIFICATE OF IDENTITY OF OWNER OF SAVINGS/RETIREMENT SECURITIES XXXX THE PURPOSE OF THIS FORM IS TO ¹⁴⁶ ENABLE A PERSON WHO HAS NO INTEREST IN A BOND TO CERTIFY REGARDING OWNER'S SIGNATURES ON REGISTERED SECURITIES.	NEW 423

Form No: PD F 385-1 Series No: 1A COPY Org. Abbrev: FRB
Retain: 10 yrs 0 mths
CUT OFF FILES EACH FISCAL YEAR. DESTROY 10 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.006 SEE NEXT PAGE	<p>REQUEST FOR REISSUE OF U.S. SAVINGS BONDS-60000: UPON CHANGE.</p> <p>--RETENTION: (1) FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE FOR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. (2) FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED (NOT TO EXCEED TWO YEARS) IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED WITH CREATION AND RETENTION. (3) RETAIN COPIES OF SUPPORTING EVIDENCE FOR 10 YEARS. (DATA CONTINUES ON NEXT PAGE)</p> <p>Form No: PD F 1540 Series No: ! Org. Abbrev: FRB</p> <p>Retain: 10 yrs 0 mths</p> <p>4 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.</p>	NEW 427

Item No.	Description of Item	Authority
N1-53-97-03-0001.007	<p>DISCLAIMER AND CONSENT WITH RESPECT TO U.S. SAVINGS BONDS/NOTES XXXXXX</p> <p>THE PURPOSE OF THIS FORM IS TO DISCLAIM ANY RIGHT, TITLE OR INTEREST IN SPECIFIC BONDS OR NOTES.</p>	NEW 427

Form No: PD F 1849 Series No: ! Org. Abbrev: FRB

Retain: 10 yrs 0 mths

CUT OFF FILES YEARLY. DESTROY 10 YEARS AFTER CUT OFF.

0001 006 Form PD F 1540 Request for reissue of US Savings Bonds upon change of name of, or upon succession to, corporation association, or partnership

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies
- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

Item No.	Description of Item	Authority
N1-53-97-03-0001.008 SEE NEXT PAGE	APPLICATIONS FOR DISPOSITION-60000: U.S. SAVINGS BONDS/NOTES AND/OR --TITLE: RELATED CHECKS (IN A COMBINED AMOUNT NOT EXCEEDING \$500) OWNED BY DECEDENT WHOSE ESTATE IS BEING SETTLED WITHOUT ADMINISTRATION. --RETENTION: (1) FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE FOR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. (2) FORWARD SERIES H/HH REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED (DATA CONTINUES ON NEXT PAGE) Form No: PD F 1946 Series No: ! Org. Abbrev: FRB Retain: 10 yrs 0 mths 4 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.	NEW 431

Item No.	Description of Item	Authority
N1-53-97-03-0001.009 SEE NEXT PAGE	APPLICATIONS FOR DISPOSITION-60000: U.S. SAVINGS BONDS/NOTES AND/OR --TITLE: RELATED CHECKS OWNED BY DECEDENT WHOSE ESTATE IS BEING SETTLED WITHOUT ADMINISTRATION (THIS FORM SHOULD BE USED WHEN THE COMBINED FACE AMOUNT EXCEEDS \$1,000). FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED (DATA CONTINUES ON NEXT PAGE) Form No: PD F 1946-1 Series No: ! Org. Abbrev: FRB Retain: 10 yrs 0 mths 4 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.	NEW 432

0001 008 Form PD F 1946 Application for disposition U S Savings Bonds/Notes and/or related checks (in combined amount not exceeding \$1,000) owned by descendent whose estate is being settled without administration

Disposition

- a) File Series EE/E and Savings Note reissue request processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies
- b) Forward Series H/HH reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When requests involve both accrual and current income bonds, retain original with other accrual requests Prepare and submit photocopies with retired current income bonds

0001 009 Form PD F 1946-1 Application for disposition U S Savings Bonds/notes and/or related checks owned by descendent whose estate is being settled without administration (This form should be used when the combined face amount exceeds \$1,000)

Disposition

- a) File Series EE/E and Savings Note reissued requests processed in a calendar month by series in daily chronological order Retain the month's file 2 full calendar months before forwarding to SBOO Do not retain copies
- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When requests involve both accrual and current income bonds, retain original with other accrual requests Prepare and submit photocopies with retired current income bonds

Item No.	Description of Item	Authority
N1-53-97-03-0001.010	APPLICATIONS BY PREFERRED CREDITOR FOR FOR DISPOSITION WITHOUT ADMINISTRATION WHERE DECEASED OWNER'S ESTATE INCLUDES UNITED STATES REGISTERED SECURITIES AND/OR CHECKS IN AN AMOUNT NOT EXCEEDING \$500. THIS FORM IS USED BY A PERSON WHO PAID BURIAL EXPENSES OF A DECEDENT, WHOSE ESTATE HAS NOT BEEN AND SO FAR AS KNOWN, WILL NOT BE ADMINISTERED IN COURT.	NEW NEW

Form No: PD F 2216 Series No: 1 Org. Abbrev: FRB
Retain: 10 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.011	CERTIFICATE OF ENTITLEMENT-60000: UNITED STATES SAVINGS AND RETIREMENT SECURITIES AND CHECKS AFTER ADMINISTRATION OF DECEDENT'S ESTATE. THIS FORM IS TO CERTIFY THAT COURT RECORDS SHOW THE LISTED PERSON ENTITLED TO CERTAIN BONDS OR CHECKS AS DISTRIBUTION FROM A DECEDENT'S ESTATE.	NEW NEW

Form No: PD F 2458 Series No: 1 Org. Abbrev: FRB
Retain: 10 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 10 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.012	CERTIFICATE BY LEGAL REPRESENTATIVE(S) OF DECEDENT'S ESTATE 20772 DURING ADMINISTRATION OF AUTHORITY TO ACT AND OF DISPOSITION WHERE ESTATE HOLDS NO MORE THAN \$1,000 (FACE AMOUNT) UNITED STATES SAVINGS AND RETIREMENT SECURITIES, EXCLUDING CHECKS REPRESENTING INTEREST.	NEW 47

Form No: PD F 2488-1 Series No: ! Org. Abbrev: FRB
Retain: 10 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 10 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.013	SPECIAL BOND OF INDEMNITY TO THE UNITED STATES 20772 THIS FORM IS USED BY A BOND PURCHASER TO IDEMNIFY THE DEPARTMENT AGAINST LOSS IN A TRANSACTION TO REFUND PURCHASE PRICE OF BONDS OBTAINED THROUGH A CHAIN LETTER SCHEME.	NEW 48

Form No: PD F 2966 Series No: ! Org. Abbrev: FRB
Retain: 0 yrs 1 mths
FORWARD TO SBOO MONTHLY.

Item No.	Description of Item	Authority
N1-53-97-03-0001.014	APPLICATIONS FOR DISPOSITION FORMS ^{of} RETIREMENT PLAN AND/OR INDIVIDUAL RETIREMENT BONDS WITHOUT ADMINISTRATION OF DECEASED OWNER'S ESTATE.	NEW FORMS

Form No: PD F 3565 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 10 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.015	APPLICATIONS AGREEMENT-TO QUALIFY UNDER T.D. CIR.888 (REV) THESE DOCUMENTS DEFINE THE TERMS OF AGREEMENT BETWEEN A FEDERAL RESERVE BANK AS FISCAL AGENT OF U.S. FOR ISSUING AND/OR PAYING AGENT. FORMS INCLUDES ^{FORMS} PD 3827, 3828, 3880, 3881, 3902, 3903. FORMS MANUAL	NEW

Form No: ~~FORMS~~ Series No: 1A COPY Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
 DESTROY 6 YRS, 3 MOS AFTER TERMINATION OF AGENT.
~~RETENTION BASED ON AC 98-01-17-10.~~

Item No.	Description of Item	Authority
N1-53-97-03-0001.016	NOTICE OF QUALIFICATION UNDER TREASURY DEPT. CIRCULAR NO. 888 210702 AN AGREEMENT TO ESTABLISH THE ELIGIBILITY OF A QUALIFIED PAYING AGENT TO HANDLE SAVING BONDS.	NEW

Form No: PD F 3903 Series No: 1B COPY Org. Abbrev: FRB
Retain: 6 yrs 3 mths
HOLD FOR 6 YRS AND 3 MO. AFTER TERMINATION OF PAYING AGENT STATUS
~~THIS AUTHORITY IS BASED ON N1-53-97-02, 01~~

Item No.	Description of Item	Authority
N1-53-97-03-0001.017	APPLICATIONS FOR PAYMENT OF SURVIVORS AND/OR RELATED CHECKS IN AN AMOUNT NOT EXCEEDING \$1,000 BY THE SURVIVOR OF UNITED STATES SAVINGS BONDS/NOTES AND/OR RELATED CHECKS IN AN AMOUNT NOT EXCEEDING \$1,000 BY THE SURVIVOR OF A DECEASED OWNER WHOSE ESTATE IS NOT BEING ADMINISTERED.	NEW

Form No: PD F 4881 Series No: !A1 COPY Org. Abbrev: FRB
Retain: 10 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.
~~THIS AUTHORITY IS BASED ON N1-53-97-02, 01~~

0001 018 Form PD F 5200 Overpayment history

Disposition

- a) If not processed in 120 days, forward to SBOO
- b) If claim disputed within 120 days, forward to SBOO to settle claim
- c) If overpayment is settled, destroy 10 years after settlement

0001 019 Form PD F 5336 Application for disposition - US Savings Bonds/Notes and/or related checks owned by decedent whose estate is being settled without administration

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO You may retain a photocopy for 10 years, but you are not required to do so
- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When request involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

Item No.	Description of Item	Authority
N1-53-97-03-0002.005	BOOK ENTRY STATEMENT OF ACTIVITY FOR EACH TRUSTEE ACCOUNT, FOR EACH TRUSTEE ACCOUNT, TRANSFER ADVICES, ADJUSTMENT ADVICES, PERMANENT RECEIPTS, BOOK ENTRY REQUESTS, REISSUE REQUESTS AND RELATED CLASSIFICATION LISTINGS FOR EACH TRUSTEE ACCOUNT, ^{ARC} USED TO REFLECT ALL ADJUSTMENTS TO THE ISSUING AND PAYING AGENT'S ACCOUNTS.	NEW

Form No: Series No: 1A COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF.
~~DESTROY 3 YEARS AFTER CUT OFF. FR-100, FRB.~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.006	CREDITOR'S CONSENT TO DISPOSITION OF U.S. SECURITIES BONDS ^{FORMUSED} AND RELATED CHECKS WITHOUT ADMINISTRATION OF DECEASED OWNER'S ESTATE. THIS FORM IS FOR CONSENT, BY A CREDITOR, TO DISPOSE OF SAVINGS BONDS AND OTHER SECURITIES IN SETTLEMENT OF A DECEASED OWNER'S ESTATE WITHOUT ADMINISTRATION. CREDITOR'S CONSENT TO DISPOSITION OF UNITED STATES SECURITIES AND RELATED CHECKS WITHOUT ADMINISTRATION OF DECEASED OWNER'S ESTATE.	NEW

Form No: PD F 1050 Series No: 1A1 COPY Org. Abbrev: FRB
 Retain: 10 yrs 0 mths
 CUT OFF FILES YEARLY. ~~DESTROY 10 YEARS AFTER CUTOFF.~~ TRANSFER TO
 FRC AS VOLUME WARRANTS. ~~THIS AUTHORITY IS BASED ON N1-53-97-03-0002.006~~
 DESTROY 10 YEARS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0002.007 <i>SEE NEXT PAGE</i>	<p>REQUEST BY FIDUCIARY-60000: FOR REISSUE OF U.S. SAVINGS BONDS/NOTES --RETENTION: (1) FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE OR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. (2) FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED WITH CREATION AND RETENTION. (3) WHEN ACCEPTED AS EVIDENCE OF DISTRIBUTION AND NOT AS A REQUEST FOR REISSUE, (DATA CONTINUES ON NEXT PAGE) Form No: PD F 1455 Series No: 1 Org. Abbrev: FRB Retain: 10 yrs 0 mths 3 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.</p>	NEW 425

Item No.	Description of Item	Authority
N1-53-97-03-0002.008	<p>SPECIAL FORM OF REQUEST FOR PAYMENT FOR OF UNITED STATES SAVINGS AND RETIREMENT SECURITIES WHERE THE USE OF A DETACHED REQUEST IS AUTHORIZED. THE PURPOSE OF THIS FORM IS TO DESCRIBE BONDS FOR WHICH PAYMENT IS REQUESTED.</p>	NEW 425

Form No: PD F 1522 Series No: 1 Org. Abbrev: FRB
 Retain: 0 yrs 1 mths
 FORWARD TO SBOO WEEKLY.

0002 007 Form PD F 1455 Request by fiduciary for reissue of US Savings Bonds/Notes

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order. Retain the month's file for 2 full calendar months before forwarding to SBOO. Do not retain copies.
- b) Forward Series HH/H reissue requests weekly with retired bonds. Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention.
- c) When accepted as evidence of distribution and not as a request for reissue, retain PD F 1455 for 10 years.

Note When request involve both accrual and current income bonds, retain originals with other accrual requests. Prepare and submit photocopies with retired current income bonds.

0002 009 Form PD F 1851 Request for reissue for US Savings Bonds/Notes in name of trustee of a personal trust estate

Disposition

a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies

b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

0002 010 Form PD F 1938 Request for reissue of US Savings Bond/Notes during the lives of both co-owners

Disposition

a) File Series EE/E and Savings Note reissue request processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies

b) Forward Series HH/H reissue request weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain original with other accrual request Prepare and submit photocopies with retired current income bonds

Item No.	Description of Item	Authority
N1-53-97-03-0002.011	REINVESTMENT APPLICATION FORM TO REQUEST PAYMENT THIS FORM IS TO REQUEST PAYMENT AND TO USE PROCEEDS FROM THE PAYMENT OF MATURED BONDS TO PURCHASE NEW BONDS. FORWARD PROCESSED FORMS WITH RELATED STUBS TO SBOO WEEKLY. IF INCOMPLETE OR OTHERWISE DEFECTIVE, REQUEST A CORRECTED APPLICATION. IF CORRECTED COPY NOT RECEIVED IN 30 DAYS, FORWARD ORIGINAL TO SBOO.	NEW 423

Form No: PD F 1993 Series No: 1 Org. Abbrev: FRB
 Retain: 0 yrs 0 mths
 FORWARD TO SBOO WEEKLY. ~~FOR APPROVED FOR DESTRUCTION~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.012	INVESTIGATION SCHEDULE OF PAID BONDS UNDER INVESTIGATION FORM THESE CLAIMS CASE FILES ARE A PART OF THE CENTRAL NAME FILES CONTAINING RECORDS AND DOCUMENTS RELATED TO LOST BONDS. THEIR LONGER RETENTION IS DEEMED TO PROTECT THE ECONOMIC AND FINANCIAL RIGHTS OF THE GOVERNMENT. THIS FORM IS TO DESCRIBE BONDS/NOTES, AND GIVE DETAILS OF A TRANSACTION UNDER INVESTIGATION.	NEW

Form No: PD F 2343 Series No: !A COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUTOFF.
~~RETENTION FOR BASED ON N1-53-97-03-011~~

Item No.	Description of Item	Authority
'N1-53-97-03-0002.013	RECEIPT APPLICATION FOR RELIEF ON ACCOUNT OF THE LOSS, THEFT, OR DESTRUCTION OF PAID U.S. SAVINGS BONDS NOTES, SUPPORTING LEGAL EVIDENCE THESE CLAIMS CASE FILES ARE A PART OF THE CENTRAL NAME FILES CONTAINING RECORDS AND DOCUMENTS RELATED TO LOST BONDS. THEIR LONGER RETENTION IS DEEMED TO PROTECT THE LEGAL AND FINANCIAL RIGHTS OF THE GOVERNMENT	NEW

Form No: PD F 2517 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUTOFF. ~~FORMS~~
~~RETENTION BASED ON N1-53-91-02, OIR~~

Item No.	Description of Item	Authority
'N1-53-97-03-0002.014	CERTIFICATION ATTACHMENT FORMS COMPLETED BY SAVINGS BOND OWNERS. THE PURPOSE OF THIS FORM IS AN ATTACHMENT THAT IS SENT WITH FORMS TO SAVINGS BOND OWNERS TO COMPLETE	NEW FORMS

Form No: PD F 2778 Series No: 1 Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF
~~RETENTION BASED ON N1-53-91-02, OIR~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.015	<p>CLAIM FOR RELIEF ON ACCOUNT OF LOSS, THEFT OR DESTRUCTION BONDS COPIES: THIS FORM IS TO REQUEST REISSUE OF REPLACEMENT BONDS ON ACCOUNT OF LOSS, THEFT OR DESTRUCTION OF THE ORIGINAL BONDS, SUPPORTING LEGAL EVIDENCE (PRES SERVICE MANUAL, PG. NO. 950, ITEM NO 4) OF U.S. SAVINGS BOND AFTER VALID ISSUE BUT PRIOR TO RECEIPT BY OWNER, CO-OWNER, OR BENEFICIARY.</p>	NEW 423
	<p>Form No: PD F 3062 Series No: 1 Retain: 0 yrs 0 mths FORWARD TO SBOO WEEKLY.</p>	<p>Org. Abbrev: FRB</p>

Item No.	Description of Item	Authority
N1-53-97-03-0002.016	<p>CLAIM FOR RELIEF FOR LOST/STOLEN, OR DESTROYED U.S.S.BOND STOCK COPIES: THIS FORM IS TO DOCUMENT A CLAIM FOR RELIEF > FORWARD TO SBOO WEEKLY COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED WITH CREATION AND RETENTION.</p>	NEW 423
	<p>Form No: PD F 3062-3 Series No: 1 Retain: 0 yrs 0 mths FORWARD TO SBOO WEEKLY.</p>	<p>Org. Abbrev: FRB</p>

0002 017 Form PD F 3253 Exchange application for US Savings Bonds of series HH

Disposition

- a) Forward processed forms with related stubs to SBOO weekly
- b) If incomplete or otherwise defective, request a corrected application. If corrected copy not received in 30 days, forward original to SBOO

0002 018 Form PD F 3360 Request for reissue of US Savings Bonds/Notes in the name of person or persons other than the owner (including legal guardian, custodian for a minor under a statute, etc)

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order. Retain the month's file for 2 full calendar months before forwarding to SBOO. Do not retain copies
- b) Forward Series HH/H reissue request weekly with retired bonds. Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests. Prepare and submit photocopies with retired current income bonds

Item No.	Description of Item	Authority
N1-53-97-03-0002.019	CONTINUATION SHEET FOR LISTING SECURITIES (60888) THESE CLAIMS CASE FILES ARE A PART OF THE CENTRAL NAME FILES CONTAINING RECORDS AND DOCUMENTS RELATED TO LOST BONDS. THEIR LONGER RETENTION IS DEEMED TO PROTECT THE LEGAL AND FINANCIAL RIGHTS OF THE GOVERNMENT.	NEW

Form No: PD F 3500 Series No: 1B COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF.
~~RETENTION BASED ON N1-53-91-02, 01B.~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.020	REQUEST FOR REISSUE OF U.S. RETIREMENT PLAN OR INDIVIDUAL (66890) THESE RECORDS CONSIST OF VARIOUS FORMS AND MEMORANDA USED IN THE OPERATIONS OF THE SAVINGS BOND OPERATIONS OFFICE. THEY ARE OF SHORT-TERM VALUE SINCE THEY ARE USED TO EXPEDITE WORK FLOW, OR BECAUSE THE SAME DATA ARE AVAYLABLE ELSEWHERE. RETIREMENT BONDS TO CHANGE BENEFICIARY OR REFLECT CHANGE OF NAME.	NEW

Form No: PD F 3564 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 DESTROY OBSOLETE DOCUMENTS ANNUALLY. ~~RETENTION BASED ON~~
~~N1-53-78-04, 03C.~~

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0002.021	SECURITIES TRANSACTION REQUEST FORM THAT THESE FILES DOCUMENT THE WITHDRAWAL OF SECURITIES FROM THE USB VAULT.	NEW 280

Form No: PD F 3800 Series No: #D COPY Org. Abbrev: FRB
Retain: 1 yrs 0 mths
CUT OFF FILE YEARLY. DESTROY 1 YEAR AFTER CUT OFF OR
FRB MAY HOLD THIS UNDER THEIR OWN ATHORITY & EXPENSE.

Item No.	Description of Item	Authority
N1-53-97-03-0002.022	SECURITIES TRANSACTION REQUEST FORM THAT THESE FILES DOCUMENT THE RECEIPT AND/OR WITHDRAWAL OF SECURITIES FROM THE VAULT.	NEW

Form No: PD F 3800 Series No: #E COPY Org. Abbrev: FRB
Retain: 3 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF. THIS IS A
CONTROL/AUDIT COPY. ~~RETENTION BASED ON NCI-53-82-02, 12A(1).~~

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0002.023	<p style="text-align: center;">- APPLICATION - TRUST AGREEMENT,</p> <p>APPLICATIONS FOR ISSUING AGENT OF BONDS/NOTES-100000</p> <p>FILE CONTAINS ORIGINAL AGREEMENT FORMS TO ACT AS AN ISSUING AGENT AND APPROPRIATE CORRESPONDENCE RELATING TO THIS AGREEMENT.</p>	NEW

Form No: PD F 3827 Series No: !A COPY Org. Abbrev: FRB
Retain: 6 yrs 3 mths
DESTROY 6 YEARS AFTER TERMINATION OF AGENCY. ~~AN APPLICATION TO QUALIFY AS AN ISSUING AGENT. RETENTION BASED ON NCI 53-81-02, 01.~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.024	<p style="text-align: center;">USED</p> <p>CERTIFICATE OF QUALIFICATION-ISSUING AGENT (USSB) 60000 TO APPLY AND QUALIFY AS AN ISSUING AGENT FOR THE SERIES EE BONDS</p>	NEW

Form No: PD F 3828 Series No: !A COPY Org. Abbrev: FRB
Retain: 6 yrs 3 mths ~~DESTROY 6 YEARS, 3 MONTHS~~
AFTER TERMINATION OF ISSUING AGENT STATUS. ~~RETENTION BASED ON NCI 53-81-02, 01.~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.025	REQUEST FOR BOOK ENTRY TRANSACTION IN US. BOOK ENTRY REQUEST FOR TRANSACTION IN USSB BY TRUSTEE-60508: SAVINGS BONDS THE PURPOSE OF THIS FORM IS TO INITIATE A TRANSACTION IN A BOOK ENTRY ACCOUNT.	NEW 537

Form No: PD F 3879 Series No: !D COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0002.026	REQUEST BY THE OWNER OF REISSUE OF U.S. SAVINGS BONDS/NOTES-60000: --TITLE: TO ADD BENEFICIARY OR COOWNER, ELIMINATE BENEFICIARY OR DECEDENT, SHOW CHANGE OF NAME, AND/OR CORRECT ERROR IN REGISTRATION. --RETENTION: (1) FILE SERIES E/EE AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE FOR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. (2) FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED (DATA CONTINUES ON NEXT PAGE)	NEW 451
SEE NEXT PAGE.	Form No: PD F 4000 Series No: !A1 COPY Org. Abbrev: FRB Retain: 0 yrs 0 mths 3 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS. FORWARD TO SBOO.	

0002 026 Form PD F 4000 Request by the owner for reissue of US Savings Bonds/Notes to add beneficiary or co-owner, eliminate beneficiary or decedent, show change of name, and/or correct error in registration

Disposition

- a) File series E/EE and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies

- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

Item No.	Description of Item	AGENCY	Authority
N1-53-97-03-0002.027	REPORT OF NON-RECEIPT/LOSS/THEFT/DESTRUCTION OF FISCAL CHECKS THE PURPOSE OF THIS FORM IS TO REPORT NON-RECEIPT, LOSS, THEFT OR DESTRUCTION OF FISCAL AGENCY CHECK AND APPLICATION FOR REPLACEMENT.		NEW

Form No: PD F 5235 Series No: 1 Org. Abbrev: FRB
 Retain: 7 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 7 YEARS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0002.028	US SAVINGS ORDER FORM FOR SERIES EE BONDS AND RELATED RECORDS THIS FORM IS USED BY THE PUBLIC TO PURCHASE SERIES EE BONDS. (PACS SERVICE MANUAL, PG. NO. 950, ITEM NO. 3) THIS INCLUDES PAYROLL ALLOTMENT RECORDS OF MICROFILM COPIES OF SUCH DOCUMENTS SHOULD CONTAIN THE SERIES, DENOMINATION, SERIAL NUMBER, ISSUE DATE, EXACT INSCRIPTION AND THE RDS BATCH TICKET.	NEW

Form No: PD F 5263 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 0 yrs 2 mths
 CUT OFF FILES WEEKLY. DESTROY 2 MONTHS AFTER CUTOFF.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
.N1-53-97-03-0002.029	<p>MS SAVINGS ORDER FORM FOR SERIES EE^A BONDS AND FIDUCIARY BONDS THIS FORM IS USED BY FIDUCIARY TO PURCHASE SERIES EE BONDS TO BE REGISTERED IN NAME OF FIDUCIARY</p>	NEW 42

Form No: PD F 5263-1 Series No: 1A COPY Org. Abbrev: FRB
Retain: 0 yrs 2 mths
CUT OFF FILES WEEKLY. DESTROY 2 MONTHS AFTER CUT OFF.

Item No.	Description of Item	Authority
.N1-53-97-03-0003.001	<p>SHEETS USED TO ACCOUNTABILITY STATEMENTS AND LEDGER SHEETS 50000-2228 INDICATE ALL NEW ACTIVITIES IN ISSUING AGENTS CONSIGNMENT ACCOUNTS. LEDGER SHEETS 2 INCLUDE PIECES "ON HAND" BY DENOMINATION, SERIAL NUMBERS AND BALANCES ON HAND. RETENTION PERIOD WILL COVER ALL AUDITS REGARDLESS OF LENGTH OF AUDIT FINDINGS. (PACS SERVICE MANUAL, PG. NO. 952, ITEM NO. 2).</p>	

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 6 yrs 3 mths
CUT OFF FILES YEARLY. DESTROY 6 YRS, 3MOS AFTER CUT OFF.
~~RETENTION BASED ON NCI 53-78-04, 08.~~

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0003.002	STATEMENT OF ORIGINAL SALES HANDLED INCORRECTLY RECORDED FILES TO BE DELETED BY BUREAU OF PUBLIC DEBT OFFICE, PARKERSBURG WV. FILES TO BE DELETED BY BUREAU OF PUBLIC DEBT OFFICE, PARIS SERVICE CENTER, DC NO. 956, ITEM NO. 24.	NEW

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 3 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF.
~~RETENTION BASED ON FINRA 2162, b1~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.003	GENERAL ACCOUNT ENTRIES-SUPPORTING DOCUMENTS, RECORDED FILES TO BE DELETED BY BUREAU OF PUBLIC DEBT OFFICE, SUPPORTING TICKETS AND FORMS OR EQUIVALENT, DOCUMENTING ENTRIES TO THE U.S. TREASURY GENERAL ACCOUNT.	NEW RECORDED

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 2 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0003.004	REIMBURSEMENT EXPENSE REPORTS FOR USSB TRANSACTIONS 0003 : 0003 STATISTICAL REPORTS RELATING TO REIMBURSEMENT OF EXPENSES AND MACHINE UTILIZATION FOR THE SAVINGS BOND TRANSACTIONS.	NEW 004

Form No: Series No: 1 Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0003.005 DAILY REPORT OF	SECURITY CHARGES FOR BPD TRANSACTIONS (BEARER) 0005 : DAILY REPORT THIS FORM IS TO REPORT DAILY SECURITY CHANGES.	NEW

ADVISE OF SHIPMENT OF RETIRED SECURITIES (BEARER)

Form No: PD F 2565 Series No: @C COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUTOFF.
 RETENTION BASED ON ~~NC1-53-82-02, 41.~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.006	PUBLIC VOUCHER FROM ORIGINATOR USED TO REQUEST REIMBURSEMENT OF EXPENSES. PUBLIC VOUCHER FOR REIMBURSEMENT OF EXPENSES OF FEDERAL RESERVE BANKS	NEW 200

Form No: PD F 0849 Series No: #C COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths ~~AT FISCAL YEAR END.~~
 CUT OFF FILES YEARLY. DESTROY FILES 1 YR AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0003.007	ADVICE OF ADJUSTMENT 80000: PD 2792 THE PURPOSE OF THIS FORM IS USED TO ADJUST ERRORS IN INDIVIDUAL BONDS OR STUBS TO ISSUING/PAYING AGENT. PRICING ERROR ADJUSTMENTS PROVIDED ON TAPE.	NEW

SEE NEXT PAGE

Form No: ACC 121.0 Series No: !A COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.
 RETENTION BASED ON NCI-53-78-04, 25A.

0003 007 Form PD F 2792 (copy A) Advice adjustment (issues) used to adjust errors in individual bonds of stubs to issuing/paying agent

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 008 Form PD F 2792 (copy C) Advice adjustment (card, pricing error adjustments) used to adjust errors in individual bonds or stubs to issuing/paying agent

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 009 Form PD F 2792 (copy B) Advice adjustment (card, T/L adjustments) used to adjust errors in individual bonds or stubs to issuing/paying agents

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 010 Form PD F 2792 (FRB office copy) Advice adjustments for (issues, card, T/L, and price error adjustments) used to adjust errors in individual bonds or stubs to issuing/paying agents

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 011 Form PD F 3415-1 Reconciliation of accountable balance and schedule of US Savings-type securities delivered for destruction and destroyed

Disposition Cut off files yearly Destroy 2 years after cut off

0003 012 Form PD F 3415-2 Destruction reconciliation of accountable balance and securities of US Savings-type securities delivered for destruction documentation Files contain schedules, withdrawal requests from other offices of the Bureau and/or Secret Service, signed receipted listings, accountable balances and related documents Files used to certify the destruction of US Savings bonds, notes, stubs, savings stamps, and superseded or obsolete reels of microfilm

Disposition Cut off files yearly Destroy 2 years after cutoff

Item No.	Description of Item	Authority
N1-53-97-03-0003.012 SEE PREVIOUS PAGE	DESTRUCTION RECONCILEMENT OF ACCOUNTABLE BALANCE AND SECURITIES-908: OF US SAVINGS TYPE SECURITIES DELIVERED FOR DESTRUCTION DOCUMENTATION. THESE RECORDS DOCUMENT THE DESTRUCTION OF UNITED STATES SAVINGS BONDS, NOTES, AND STUBS, SAVINGS STAMPS, AND SUPERSEDED OR OBSOLETE REELS OF MICROFILM. SCHEDULES, WITHDRAWAL REQUESTS FROM OTHER OFFICES OF THE BUREAU AND/OR SECRET SERVICE, SIGNED RECEIPTED LISTINGS, ACCOUNTABLE BALANCES OR RELATED DOCUMENTS ARE REQUIRED TO EVIDENCE AND CERTIFY THE DESTRUCTION AS INSURANCE THAT ILLEGAL RE-USE OF THESE SECURITIES IS MADE IMPOSSIBLE.	NEW
	Form No: PD F 3415-2 Series No: 1B COPY Org. Abbrev: FRB Retain: 2 yrs 0 mths CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF. RETENTION BASED ON NC1-53-78-04, 04B.	

Item No.	Description of Item	Authority
N1-53-97-03-0003.013	SUMMARY OF DAILY TRANSACTIONS FEDERAL RESERVE BANK OF PITTSBURGH, 10000 ACCOUNT 30. DISCONTINUED THIS IS A COMPUTER GENERATED REPORT USED TO CONTROL THE ACCOUNTABILITY OF UNISSUED SECURITY STOCK.	NEW
	Form No: PD F 4713 Series No: !A1 COPY Org. Abbrev: FRB Retain: 3 yrs 0 mths CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUTOFF. RETENTION BASED ON NC1-53-78-03, 16	

Item No.	Description of Item	Authority
N1-53-97-03-0003.014	CLAIM FOR PROCEEDS OF A FISCAL AGENCY CHECK 60000 THIS FORM IS USED FOR THE INVESTOR TO CLAIM NON-RECEIPT OF A PAYMENT. USED BY INVESTOR TO CLAIM NON-RECEIPT OF A PAYMENT.	NEW

Form No: PD F 5236 Series No: 1 Org. Abbrev: FRB
 Retain: 7 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 7 YEARS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0003.015	REDEMPTION TRANSFER CHARGES FOR US BONDS TO FRB PITTS 60000 RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS THIS FORM IS USED TO TRANSFER REDEMPTION CHARGES FOR BONDS/NOTES FROM FRB'S OR RCPC TO PITTSBURG. TRANSFER OF REDEMPTION CHARGES FOR U.S. SAVINGS BONDS/NOTES PRESENTED THROUGH THE CHECK COLLECTION SYSTEM TO THE FEDERAL RESERVE BRANCH AT PITTSBURGH. RETENTION BASED ON N1-53-78-04, 00B.	NEW

Form No: PD F 5270 Series No: !D COPY Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF.

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0003.016	GIFT CERTIFICATE FOR SAVINGS BOND 532704 RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED BY INVESTORS OF SAVINGS BONDS BY AGENTS WHILE THE BOND IS BEING PREPARED FOR MAILING FROM THE FRB.	NEW

NON-RECORD
 PER E-MAIL
 9/25/97

Form No: PD F 5276 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 36 yrs 3 mths
 CUT OFF FILES YEARLY. DESTROY 36 YRS, 3MO. AFTER CUT OFF.
~~RETENTION BASED ON NCP-532704, 09m~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.017	DEPOSIT TICKET-506.1-2: RECORDING DEPOSITS FOR CREDIT TO U.S. TREASURY THIS FORM SHOWS DEPOSITS BY REPORTING ENTITIES INTO THE MISSING UNMATURED COUPON (MUC) SYSTEM.	NEW

Form No: SF 0215 Series No: ! Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
 CUT OFF FILES YEARLY. DESTROY 6 YRS, 3 MOS. AFTER CUT OFF.
~~RETENTION BASED ON NCP-532704, 09m~~

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0003.018	DEBIT VOUCHER 60000 THE PURPOSE OF THIS FORM IS TO TRANSFER FUNDS BETWEEN THE FISCAL AGENT AND THE PARKERBURG OFFICE FOR THE NET AMOUNT OF LARGE DIFFERENCES RESULTING AFTER PAID BONDS AND STUBS HAVE BEEN CLASSIFIED AND AUDITED FOR THE CORRECT AMOUNT.	NEW

Form No: SF 5515 Series No: 1A COPY Org. Abbrev: FRB
Retain: 6 yrs 3 mths
DESTROY 6 YEARS, 3 MONTHS AFTER ACCOUNTING PERIOD.
~~RETENTION BASED ON N1-53-97-04-05.~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.019	IRS FORM 1096 50000 FOR HARD COPY REPORTING THIS FORM IS REQUIRED BY THE IRS.	NEW 405

Form No: IRS 1096 Series No: 1A COPY Org. Abbrev: FRB
Retain: 4 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 4 YEARS AFTER THE FEB 28 DUE DATE

Item No.	Description of Item	Authority
N1-53-97-03-0003.020	INTEREST INCOME STATEMENTS FOR RECIPIENTS-60000: THIS INCLUDES THE IRS 1099 FORM, A PRINTED LISTING FRQ410U, REPORTED LISTING FRQ430U, AND 1099-1 TAPE DUMP. GENERAL ACCOUNTING OFFICE/SITE AUDIT RECORDS . THESE ARE GENERAL ACCOUNTING FILES THAT ARE USED IN THE SAVINGS BONDS OPERATIONS THAT ARE NOT INCLUDED IN THE GENERAL RECORDS SCHEDULE 6, ITEM 1.	NEW

Form No: IRS 1099R Series No: 1A COPY Org. Abbrev: FRB
 Retain: 6 yrs 0 mths *CUT OFF FILES YEARLY. DESTROY 6 YEARS AFTER CUTOFF OR*
~~OR STATUTE OF LIMITATION FOR THE STATE WHERE FRB IS LOCATED~~ *AFTER STATUTE OF LIMITATIONS*
~~RETENTION IS BASED ON NCI-53-48-04, 08. (FOR STATE WHERE FRB IS LOCATED) EXPIRES,
WHICHEVER IS LATER.~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.021	IRS FORM 4804 80000 : FOR TAPE REPORTING THIS FORM IS REQUIRED BY THE IRS.	NEW 80000

Form No: IRS 4804 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 4 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 4 YEARS AFTER THE FEB. 28 DUE DATE

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0004.001	POSTAGE PENALTY MAIL STAMPED SAVING BOND ENVELOPE ORDER- 15622 DISPOSITION WILL BE 10/01/2008.	NEW GRS-12, 07

Form No: PD F 5243 Series No: 1B1 COPY Org. Abbrev: OBS-FRB
Retain: 6 yrs 0 mths
~~OBS. IN JUNE 1996. DESTROY ~~COPIES~~ FILES 6 YEARS AFTER CUTOFF. ~~LET~~
FILE TO BE DESTROYED IN YEAR 2002. RETENTION BASED ON GRS-12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.002	COPIES PENALTY ENVELOPES ^{USED} COPIES BY AGENTS AND PURCHASE ORDERS FOR ADDITIONAL ENVELOPES.	NEW 255

Form No: Series No: 1A COPY Org. Abbrev: FRB
Retain: 1 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.

Request For Record Disposition Authority

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Item No.	Description of Item	Authority
N1-53-97-03-0004.003	POSSIBLE PENALTY MAIL PRINTED STAMPED SAVING BOND ENVELOPE ORDER FORM : THESE ARE SPECIAL ENVELOPES FOR ORDERING SAVING BONDS.	NEW GRS-12, 07

Form No: PD F 5244 Series No: !B1 COPY Org. Abbrev: OBS-FRB
Retain: 6 yrs 0 mths
OBSOLETE AS OF JUNE 1996. DESTROY 6 YEARS AFTER CUTOFF. ~~LAST FILE~~
~~TO BE DESTROYED IN YEAR 2002 RETENTION BASED ON GRS-12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.004	REPORTING INSTRUCTIONS FOR US BOND ISSUING AGENTS FORM : THIS FORM WILL BE USED BY ISSUING AGENTS TO REPORT ENVELOPES AND/OR POSTAGE STAMPS USAGE. REPLACED AS OF 11/95. DISPOSITION IS STILL 6 YEARS FOR RECORDS THAT HAVE BEEN STORED PREVIOUSLY. USING ENVELOPES OR POSTAGE STAMPS (WHEN NEEDED).	NEW

Form No: PD F 5249 Series No: !A COPY Org. Abbrev: FRB
Retain: 6 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 6 YEARS AFTER CUTOFF.
~~RETENTION BASED ON GRS-12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.005	POSTAGE USAGE ENVELOPE/STAMP/POSTAGE USAGE REPORT FOR BONDS (JOB 2) REPLACED AS OF 11/95. DISPOSITION IS STILL 6 YEARS ON RECORDS THAT HAVE BEEN PREVIOUSLY STORED. ENVELOPE AND STAMPS USAGE REPORT FOR US. SAVINGS BONDS.	NEW

Form No: PD F 5250 Series No: #B COPY Org. Abbrev: FRB
 Retain: 6 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 6 YRS AFTER CUTOFF.
~~RETENTION BASED ON GRS 12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.006	POSTAGE REFUND 106.2 APPLICATION FOR CREDIT OF UNUSED POSTAGE BY FRB. THIS FORM WILL BE USED BY THE FRB'S TO OBTAIN CREDIT FOR POSTAGE FOR UNUSABLE ENVELOPES. DISPOSITION IS STILL 6 YEARS ON RECORDS THAT HAVE BEEN STORED PREVIOUSLY.	NEW

Form No: PD F 5259 Series No: #B COPY Org. Abbrev: OBS-FRB
 Retain: 6 yrs 0 mths
~~G.S. AS OF JUNE 1996. DESTROY FILES 6 YRS AFTER CUT OFF. LAST FILE TO BE DESTROYED IN YEAR 2002. RETENTION BASED ON GRS-12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.007	APPLICATIONS AND VOUCHER FOR REFUND OF POSTAGE AND FEES- THIS FORM IS REQUIRED BY THE POST OFFICE.	NEW 454

Form No: PS 3533 Series No: 1A COPY Org. Abbrev: FRB
Retain: 4 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 4 YRS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0004.008	STATEMENT OF MAILING WITH METER OR PRECANCELED POSTAGE-60000: THIS FORM IS REQUIRED BY THE POST OFFICE. POSTAGE STATEMENT: FIRST CLASS MAIL-METER OR PRECANCELED POSTAGE AFFIXED.	NEW

Form No: PS 3600-PC Series No: 1A COPY Org. Abbrev: FRB
Retain: 4 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 4 YRS, ~~5 YRS~~ AFTER CUTOFF.
~~RETENTION BASED ON NCI-53-78-04, 08.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.009	STATEMENT OF MAILING WITH PERMIT IMPRINT-60000: FIRST CLASS MAIL THIS FORM IS REQUIRED BY THE POST OFFICE. POSTAGE STATEMENT: FIRST CLASS MAIL-PERMIT IMPRINT.	NEW

Form No: PS 3600-R Series No: 1A COPY Org. Abbrev: FRB
 Retain: 4 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 4 YRS, ~~3 MOS~~ AFTER CUT OFF.
~~RETENTION BASED ON NCI-53-78-04, 08.~~

Item No.	Description of Item	Authority
N1-53-97-03-0005.001	ADVICE OF SHIPMENT OF U.S. SAVINGS BONDS ENCLOSURE FROM THE FRB-PITTSBURG (PACS SERVICE MANUAL, PG. NO. 955, ITEM NO. 22).	NEW

Form No: Series No: ! Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF.
 RETENTION BASED ON IINNA-2162, 01.

Item No.	Description of Item	Authority
N1-53-97-03-0005.002	ADVISE STUB CONTROL BLOTTER AND TRANSFER ADVICE FORM USED TO	NEW

~~--RETENTION: GENERATED COMPUTER BLOTTERS--DESCRIPTION: RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED TO DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO PUBLIC DEBT. (FACG SERVICE MANUAL, PG. NO. 953, ITEM NO. 11).~~ DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO BUREAU OF PUBLIC DEBT.

Form No: PD F 2635 Series No: !C COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
~~RETENTION BASED ON N1-53-162-60-20.~~ CUT OFF FILES YEARLY.
 DESTROY 2 YEARS AFTER CUTOFF. ~~BANKS USING THE SBS SYSTEM WILL~~

Item No.	Description of Item	Authority
N1-53-97-03-0005.003	ADVISE STUB CONTROL BLOTTER AND TRANSFER ADVICE FORM	NEW

~~THIS FORM IS USED TO DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO SAVINGS BOND OPERATIONS OFFICE. THIS FORM IS USED TO DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO PUBLIC DEBT.~~

Form No: PD F 2635 Series No: !D COPY Org. Abbrev: FRB
 Retain: 9 yrs 0 mths
 CUT OFF ANNUALLY, HOLD IN OFFICE FOR 2 YEARS, ~~AND RETAINED FOR 7~~
~~ADDITIONAL YEARS.~~ RETIRE 2 FRB STORAGE AREA 2 YEARS AFTER CUT OFF.
 DESTROY 9 YEARS AFTER CUT OFF.

Item No. Description of Item Authority
 N1-53-97-03-0005.004 ~~ADVISE CONTROL BLOTTER AND TRANSFER ADVICE FOR BOND/NOTE 60000:~~ *BOND/NOTE CONTROL BLOTTER AND TRANSFER ADVICE* NEW ~~638~~
~~RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND~~
~~RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED TO DOCUMENT~~
 TRANSFERS FROM FRB'S TO PARKERSBURG OF RETIRED CARDS BONDS AND NOTES-UNDER
 ONE TRANSFER DATE AS REDEMPTIONS, REISSUES (CANCELLED SALES) EXCHANGES AND
 RETIRED AUTHORITIES.

Form No: PD F 2636 Series No: 1D COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.
~~RETENTION BASED ON N1-26-04, 258.~~

Item No. Description of Item Authority
 N1-53-97-03-0005.005 ~~SAVINGS BONDS STOCK & RETIREMENT SECURITY ON HAND 60000:~~ *US SAVINGS AND RETIREMENT SECURITIES GENERAL* NEW ~~638~~
~~BY DENOMINATION. (FACS SERVICE MANUAL, PG. NO. 953, ITEM NO. 10).~~
 STOCK ON HAND AS OF C.O.B. _____.

Form No: PD F 2835 Series No: 1 Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.006	STUB TRANSMITTAL LETTER 00000 DUPLICATE COPY OF FORM SENT TO TREASURY LISTING SAVINGS BONDS STUBS RETURNED BY ISSUING AGENTS. (FOR SERVICE MANUAL, PD NO 955, ITEM NO. 214)	NEW 001

Form No: PD F 3252 Series No: 1B COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.007	ADVISE OF SHIPMENT FOR US SAVINGS/RETIREMENT PLAN BONDS-60000: FORWARDED FOR CREDIT (PERMANENT RECEIPT) ISSUE AND RETIREMENT ACCOUNTS RECONCILIATION MEDIA. THESE ACCOUNTS PERTAIN TO THE RECEIPT AND AUDIT OF BONDS, STUBS, NOTES, AND STAMPS SUBMITTED TO EVIDENCE SALE, REDEMPTION, CANCELLATION, REISSUE, OR DENOMINATIONAL EXCHANGE. THE RECONCILIATION MEDIA CONSIST OF COPIES OF ADVICES, AUDIT SCHEDULES, REPORTS OF ADJUSTMENTS, DAILY REPORTS, SUMMARIES, AND RECAPITULATIONS PREPARED IN THE RECONCILIATION PROCESS. THIS FORM IS USED TO TRANSMIT BONDS FROM FEDERAL RESERVE BANKS TO PITTSBURGH FRB AUDIT AND ACCOUNTING CREDIT. Form No: PD F 3458 Series No: 1C COPY Org. Abbrev: FRB Retain: 3 yrs 0 mths CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF. RETENTION BASED ON N1-53-97-04, 010.	NEW

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Item No.	Description of Item	Authority
N1-53-97-03-0005.008	ADVICE SERIES HH/H STUB CONTROL BLOTTER AND TRANSFER ADVICE FORMS (FORMS SERIALIZED PER FD-503, ITEM NO. 20). THESE DOCUMENTS SERVE AS INTERNAL CONTROLS AND ARE USED IN RECONCILING THE SHIPMENTS.	NEW FORMS

Form No: PD F 3480 Series No: 1D COPY Org. Abbrev: FRB
Retain: 5 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 5 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.009	ADVICE FOR STAMP TRANSFERS OR REDEMPTION FORMS THESE ACCOUNTS PERTAIN TO THE RECEIPT AND AUDIT OF BONDS, STUBS, NOTES, AND STAMPS SUBMITTED TO EVIDENCE SALES, REDEMPTION, CANCELLATION, REISSUE OR DENOMINATIONAL EXCHANGE. THE RECONCILIATION MEDIA CONSIST OF COPIES OF ADVICES, AUDIT SCHEDULES, REPORTS OF ADJUSTMENTS, DAILY REPORTS, SUMMARIES, AND RECAPITULATIONS PREPARED IN THE RECONCILIATION PROCESS.	NEW

Form No: PD F 3484 Series No: !A1 COPY Org. Abbrev: FRB
Retain: 3 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF.
~~RETENTION BASED ON NCI-33-78-04, 214~~

	FORWARD ITEM TRANSMITTAL - US SAVINGS BONDS/NOTES -	
Item No.	Description of Item RETIREMENT PLAN BONDS - INDIVIDUAL RETIREMENT BONDS.	Authority
N1-53-97-03-0005.010	FORWARDING ITEM TRANSMITTAL RETIREMENT PLAN BONDS - 904.5:	NEW
	THIS FORM IS A TRANSMITTAL USED BY FRB'S TO SUBMIT BONDS, WHICH THEY DO NOT HAVE AUTHORITY TO REISSUE OR REDEEM, AS FORWARDING ITEMS TO THE PARKERSBURG OFFICE. (PAGE SERVICE MANUAL, PG. NO. 954, ITEM NO. 15).	

Form No: PD F 4581 Series No: 1B COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.
 RETENTION IS BASED ON NN-351-S284, 03.

Item No.	Description of Item	Authority
N1-53-97-03-0005.011	PAYROLL SALES ADVICE OF CREDIT ADVISE (SAVINGS BOND SOFTWARE)	NEW 486
	BANKS USING THE SBS SYSTEM SUBMIT A COMPUTER-GENERATED ADVICE. 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.	

Form No: PD F 4848 Series No: 1C COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.012	CASH SALES TRANSFER ADVICE 668203 REPORTING SALES TYPE FROM FRB	NEW 457

~~FILE: RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENTS' ACCOUNTS. DESCRIPTION: THIS FORM IS USED TO SUMMARIZE THE SALES PROCEEDS TRANSFERRED TO PUBLIC DEBT AS REFLECTED IN DETAIL BY FORMS PD 3252, 4848, 4890. BANKS USING THE SBS SYSTEM SUBMIT A COMPUTER-GENERATED FORM.~~

Form No: PD F 4856 Series No: 1C COPY Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.013	PAYROLL SALES DEBIT ADVICE 487088	NEW 459

~~RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED TO RECORD AN ADVANCE ADJUSTMENT OF PAYROLL PROCEEDS PREVIOUSLY REPORTED TO PARKERSBURG ON A PD 4848. BANKS USING SBS SUBMIT A COMPUTER-GENERATED FORM.~~

Form No: PD F 4890 Series No: 1B COPY Org. Abbrev: FRB
 Retain: 7 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 7 YRS AFTER CUTOFF.

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Item No.	Description of Item	Authority
N1-53-97-03-0005.014	PAYROLL SALES DEBIT ADVICE FORM WHOSE PROCEEDS USED TO RECORD AN ADVANCE ADJUSTMENT OF PAYROLL PROCEEDS PREVIOUSLY REPORTED TO PARKERSBURG ON A PD 4848.	NEW 484

Form No: PD F 4890 Series No: 1C COPY Org. Abbrev: FRB
Retain: 2 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.015	TRANSMITTAL LETTER FOR RDS BOND ORDER FORMS 5263 R.D.S. BATCH CARD. (REGIONAL DELIVERY SYSTEM) THIS FORM IS TO TRANSMIT THE FRB, ORDER FORMS PD F 5263, ORDER FOR SERIES EE U.S. SAVINGS BONDS.	NEW 484

Form No: PD F 5255 Series No: !A COPY Org. Abbrev: FRB
Retain: 2 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUTOFF.

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Item No.	Description of Item	Authority
N1-53-97-03-0006.001	STATISTICAL REPORTS OF THE TREASURY DEPARTMENT SECRET COPIES OF STATISTICAL REPORTS RELATING TO REIMBURSEMENT OF EXPENSES AND MACHINE UTILIZATION PUBLIC DEBT TRANSACTIONS.	NEW

Form No: Series No: ! Org. Abbrev: FRB
Retain: 5 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 5 YEARS AFTER CUT OFF.
~~RETENTION BASED ON NCF 53-82-82, 424.~~

Item No.	Description of Item	Authority
N1-53-97-03-0006.002	NOTICE OF IRREGULARITY IN REGISTRATION BOND STUBS SECRET . PAID SERVICE MANUAL, OPS. NO. 959 ITEM NO. 054.	NEW

Form No: Series No: ! Org. Abbrev: FRB
Retain: 3 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF.
~~RETENTION BASED ON FINA 2152, 212.~~

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Item No.	Description of Item	Authority
N1-53-97-03-0006.003	AGENT QUALIFIED TO ISSUE/REDEEM BONDS AND NOTES ES02077 A MONTHLY REPORT OF QUALIFIED AGENTS.	NEW 23

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 6 yrs 3 mths
DESTROY 6 YRS. 3 MOS. AFTER TERMINATION AS AN AGENT.

Item No.	Description of Item	Authority
N1-53-97-03-0006.004	CORRESPONDENCE WITH ISSUING AGENTS ES02077 ^{RELATING TO ROUTINE AND} FOR GENERAL INFORMATION. DOCUMENTS CONCERNING REQUESTS FOR GENERAL INFORMATION. (FACS SERVICE MANUAL, PG. NO. 954, ITEM NO. 17).	NEW

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 1 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.
~~RETENTION BASED ON NEW 351-52847-06.~~

Item No.	Description of Item	Authority
N1-53-97-03-0006.005	<i>RELATING TO REQUESTS</i> CORRESPONDENCE WITH ISSUING AGENTS FOR FOR SUPPLIES DOCUMENTS CONCERNING REQUESTS FOR SUPPLIES. (PACS SERVICE MANUAL, PG. NO. 954, ITEM NO. 17).	NEW 302

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 0 yrs 2 mths
CUTOFF FILES EVERY MONTH AND DESTROY 2 MONTHS LATER.

Item No.	Description of Item	Authority
N1-53-97-03-0006.006	<i>RELATING TO REQUESTS</i> CORRESPONDENCE WITH PAYING AGENTS FOR FOR GENERAL INFORMATION DOCUMENTS CONCERNING GENERAL INFORMATION. (PACS SERVICE MANUAL, PG. NO. 954, ITEM NO. 18).	NEW 300

Form No: Series No: 1 Org. Abbrev: FRB
Retain: 1 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF

Item No.	Description of Item	Authority
N1-53-97-03-0006.007	UNDELIVERABLE BONDS FORWARDED TO BPD BY FRB 2/1/77 THIS FORM IS USED FOR BONDS THAT ARE TO BE FORWARDED UNDER THE COVER OF PD F 4581 OF OWNER'S ADDRESS THAT IS UNKNOWN.	NEW

Form No: Series No: ! Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.
~~RETENTION BASED ON PDNA 2/62/77~~

Item No.	Description of Item	Authority
N1-53-97-03-0006.008	SCHEDULE OF SERIAL NUMBERS 450051 THE PURPOSE OF THIS FORM IS TO RECORD SERIAL NUMBERS.	NEW 412

Form No: PD F 0003 Series No: ! Org. Abbrev: FRB
 Retain: 3 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER OF ACCOUNTING PERIOD.

Item No.	Description of Item	Authority
N1-53-97-03-0006.009	STOCK SHIPMENT UNITED STATES SAVINGS BONDS RECORD 54880 THIS IS A RECORD OF SAVINGS BONDS BEFORE THEY ARE REGISTERED THAT ARE BEING SHIPPED TO THE DIFFERENT AGENCIES/BANKS.	NEW

ITEM OBSOLETE

~~Form No: PD F 0846-2 Series No: 1E COPY Org. Abbrev: FRB
Retain: 5 yrs 0 mths
CUT OFF FILE YEARLY. DESTROY 5 YRS AFTER CUT OFF.
RETENTION BASED ON NND 162-607 5A.~~

Item No.	Description of Item	Authority
N1-53-97-03-0006.010	CHANGE TO LIST ISSUING/PAYING AGENTS AND CORRESPONDENT MEMBER 60000 MONTHLY REPORT OF ADDRESS, DELETIONS AND CHANGES TO MATERFILE OF ENTITIES QUALIFIED TO ISSUE AND PAY BONDS & NOTES. (FRCS SERVICE MANUAL, PG. NO. 952 & 953 NO. 8A & 8B)	NEW ^{BANKS - USSB} Authority

Form No: PD F 2497 Series No: 1B COPY Org. Abbrev: FRB
Retain: 2 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0006.011	PAYING AGENT AGREEMENT 60000 (U.S. SAVINGS BOND/NOTES). APPLICATION AGREEMENT TO MAKE PAYMENTS IN CONNECTION WITH THE REDEMPTION OF SAVINGS BONDS. (PACS SERVICE MANUAL, PG. 956, ITEM 26)	NEW

Form No: PD F 3880 Series No: #A COPY Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
~~AS LONG AS THE INSTITUTION SERVES AS AN AGENT. RETENTION BASED ON NCI-53-81-02, 01.~~ DESTROY 6 YEARS, 3 MONTHS AFTER TERMINATION OF QUALIFICATION.

Item No.	Description of Item	Authority
N1-53-97-03-0006.012	CERTIFICATE OF QUALIFICATION - PAYING AGENT 60000 (U.S. SAVINGS BONDS - U.S. SAVINGS NOTES) AGREEMENT TO ESTABLISH ELGIBILITY OF A QUALIFIED PAYING AGENT TO HANDLE SAVINGS BONDS.	NEW

Form No: PD F 3881 Series No: !A1 COPY Org. Abbrev: FRB
 Retain: 6 yrs 3 mths
~~HOLD FOR 6 YRS. AND 3 MOS AFTER TERMINATION OF AGENCY. RETENTION BASED ON NCI-53-81-02, 01.~~ DESTROY 6 YEARS, 3 MONTHS AFTER TERMINATION OF QUALIFICATION.

Item No.	Description of Item	Authority
N1-53-97-03-0006.013	INFORMATION INQUIRY ON BONDS, ETC USED TO REQUEST INFORMATION ABOUT REGISTRATION AND/OR STATUS OF SAVINGS TYPE SECURITIES.	NEW 21

Form No: PD F 4947 Series No: 1A COPY Org. Abbrev: FRB
 Retain: 1 yrs 0 mths
 CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0006.014	NOTICE OF WITHHOLDING ON REDEMPTION OF U.S. RETIREMENT PLAN 65000 TO NOTIFY REDEMPTING BONDOWNERS OF THE INCOME TAX WITHHOLDING REQUIREMENTS. OR U.S. INDIVIDUAL RETIREMENT BONDS.	NEW

Form No: PD F 5063 Series No: ! Org. Abbrev: FRB
 Retain: 2 yrs 0 mths
 DESTROY AFTER CURRENT YEAR PLUS ONE YEAR.

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Item No.	Description of Item	Authority
N1-53-97-03-0006.015	<p>PAID U.S. SAVINGS BOND FACSIMILE SUBSTITUTION FORM. FACSIMILE SUBSTITUTION - 60000 - FOR PAID BONDS - FRB COPY THIS FORM IS TO BE USED IN CONNECTION WITH PD F 2517 FOR OBTAINING A CREDIT.</p>	NEW 263

Form No: PD F 5320 Series No: 1B COPY Org. Abbrev: FRB
Retain: 1 yrs 0 mths
CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.

DEFINITION OF TERMS

1. Bank or Federal Reserve Bank - A Federal Reserve Bank or Branch approved by the Department of Treasury for conducting authorized transactions.
2. Bond - a U.S. Savings or Retirement Bond.
3. Financial institution - includes, commercial, savings, and thrift banks; savings and loan associations; and credit unions.
4. Fiscal agent - the capacity in which Banks act on behalf of the U.S. in conducting certain authorized transactions.
5. Nonfinancial institution - includes companies, state and local governments, and other eligible organizations which issue bonds only for their employees.
6. Note, Savings Note, or Freedom Share - means a U.S. Savings Note.
7. OPDA refers to the Office of Public Debt Accounting, Bureau of Public Debt.
8. Paper bond - any saving bond printed on paper, as distinguished from a bond printed on punch card stock. Old style paper bonds were issued prior to October 1957 on paper. New style paper bonds were phased in beginning in 1985 and are 3.25 X 7.375 inches.
9. PARS - an acronym for the Public Debt Accounting and Reporting System, an automated system in OPDA that controls all financial transactions pertaining to the Public Debt of the U.S. Government. PARS also maintains an inventory of securities that affect the public dept of the U.S. Government.
10. Public debt accounts - detail accounts reflecting public debt cash sales and redemptions and accountability of public debt securities, maintained by the Bureau of the Public Debt, Office of Public Debt Accounting, Parkersburg, WV.
11. Retirement bond or retirement security - either a retirement plan bond or individual retirement bond.
12. RDS - Regional Delivery System by which Series EE savings bonds sold over-the-counter by financial institutions are inscribed at Federal Reserve Banks and delivered by mail.
13. SBOO - Savings Bond Operations Office of the Bureau of Public Debt, Parkersburg, WV.
14. Security - any of the savings and retirement securities issued by the U.S. Government, including savings bonds, savings notes, savings stamps, retirement plan bonds, and individual retirement bonds

15. **Transfer date** - the date inscribed on all control documents by the bank to indicate when the proceeds of issued and retired securities are credited or charged to the Treasury account and/or issue records and securities transferred to SBOO in Parkersburg, WV.
16. **Treasury account or Treasury general account** - the accounts reflecting the receipt, custody and disbursement of public moneys maintained by the Financial Management Service.
17. **Treasury or Department** - the U.S Department of the Treasury.