

REQUEST FOR RECORDS DISPOSITION AUTHORITY (see instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT	
2. MAJOR SUBDIVISION DIVISION OF DATA SERVICES	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER ROBERT KONZ	5. TELEPHONE (304) 480-6601

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-053-00-6	
DATE RECEIVED 9-19-00	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column	
DATE 2-5-01	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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: 6/21/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dicki S. Thope</i>	TITLE <i>Records Officer</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p align="center">SEE THE ATTACHED SHEETS</p>		

copy to: agency, NWMDC, NWMWA, NR 2/15/01 clb

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For the Bureau of the Public Debt

September 18, 2000

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-00-06-0001	<p>Title: PHOTOPRINT REQUEST AND TRANSMITTAL - ISSUING AGENT</p> <p>Title Memo: This form is used to request a copy of program documents. The form (PD F 3307-2) used to request documents would be covered by GRS-23, item 7 but because the documents provided are used in a court of law, a 2 year retention period is being requested. The form scheduled by this item will not be used in court. Issuing agent information is provided to the Division of Transaction and Ruling Branch. This information is certified as the original data. Included are prints of the bond serial number, issue dates, issuing agent code and bank and the batch number and the transfer date and the validation date.</p> <p>Form Number : PD F 3307-2 Form Series: A COPY Restrictions: NO Computer System: Cost Code: 660 Retention Years: 2 Retention Months: 0 Vital Records:</p> <p>Retention Description: DESTROY 2 YEARS AFTER CERTIFIED DOCUMENTS PROVIDED TO REQUESTING BRANCH.</p>		
N1-53-00-06-0002	<p>Title: PHOTOPRINT REQUEST AND TRANSMITTAL - PAYING AGENT</p> <p>Title Memo: : This form is used to request a copy of program documents. The form (PD F 3307-3) used to request documents would be covered by GRS-23, item 7 but because the documents provided are used in a court of law, a 2 year retention period is being requested. The form scheduled by this item will not be used in court. Paying agent information is provided to the Division of Transaction and Ruling Branch. This information is certified as the original data. Included are prints of the bond serial number, issue date, paying agent code and bank, batch number, the transfer date and paid date.</p> <p>Form Number: PD F 3307-3 Form Series: A COPY Restrictions: NO Computer System: Cost Code: 660 Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description : DESTROY 2 YEARS AFTER CERTIFIED DOCUMENTS PROVIDED TO REQUESTING BRANCH.</p>		
N1-53-00-06-0003	<p>Title: CAR008AR - DAILY PROOF LISTING</p> <p>Title Memo: The Daily Proof Listing is part of the auditing process for the Coupon Audit system by SBOO/DDS/Data Capture/Coupon Audit Entry Section. The audit is for the redemption of interest payments. The information on the report comes from the detailed audit sheets (item 12 on this schedule) and is generated to use to audit coupons sent by the Federal Reserve banks (to Public Debt). The daily proof listing shows each bank, loan code, coupons value, pieces, due date, amount and id number.</p> <p>Form Number: CAR008AR Form Series: A COPY Restrictions: NO Computer System: Coupon Audit System Cost Code: 660 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>a. microfilm b. paper</p> <p>Retention Description: MICROFILM REPORT AT END OF EACH ACCOUNT MONTH. DESTROY PAPER AFTER FILMING. RETAIN FILM FOR 3 YEARS.</p> <p><i>Destroy Film When 3 yrs Old Added to Konz 10/17/00</i></p>		<p>item 4 Superseded by: N1-53-06-05/11 DATE (MM/DD/YYYY): 04/07/2007</p>

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N1-53-00-06-0004	<p>Title: CAR13AAR - CONSOLIDATED MONTHLY STATEMENT OF REDEEMED INTEREST COUPONS.</p> <p>Title Memo: This run is requested at the end of each month to verify what each bank sent equals the debit/credits. The run consolidates information for each coupon date on the Coupon Audit System. This report shows the class, due date, coupons value, combined pieces and amount of all shipments listed in date order. Any agency class with a date after October 1974 and treasury class after January 1, 1942 will appear on this report. Since the coupons are held for 3 years, the film is not kept permanently because without the coupons the reports are useless.</p> <p>Form Number: CAR13AAR Form Series: A COPY Restrictions: NO Computer System: Coupon Audit System Cost Code: 660 Retention Years: 3 Retention Months: 0 Vital Records: <i>a. microfilm</i> <i>b. paper</i></p> <p>Retention Description: MICROFILM REPORT AT END OF EACH ACCOUNT MONTH. DESTROY PAPER AFTER FILMING. <i>RETAIN FILM FOR 3 YEARS. OLD</i> <i>Destroy When</i></p>		<p><i>Item 4 (see also below)</i> Superseded by: N1-053-06-05/13 DATE (MM/DD/YYYY): 04/07/2007</p> <p><i>Approved by</i> Robert Konz 10/17/00</p>
N1-53-00-06-0005	<p>Title: CAR014AR SUPPLEMENTAL CONSOLIDATED MONTHLY STATEMENT</p> <p>Title Memo: The CAR14AAR is a list of redeemed securities with coupons. It is a monthly statement from the Coupon Audit system. The difference between this report and the CAR13AAR is that it contains an agency class with a date of 10/1974 or earlier and a Treasury class with a date of 1/1/1942 or earlier. Since the coupons are held for 3 years, the film is not kept permanently because without the coupons the reports are useless. (see item 4 of this schedule)</p> <p>Form Number: CAR014AR Form Series: A COPY Restrictions: NO Computer System: Coupon Audit System Cost Code: 660 Retention Years: 3 Retention Months: 0 Vital Records: <i>a. microfilm</i> <i>b. paper</i></p> <p>Retention Description: MICROFILM REPORT AT END OF EACH ACCOUNT MONTH. DESTROY PAPER AFTER FILMING. <i>RETAIN FILM FOR 3 YEARS. OLD</i> <i>Destroy When</i></p>		<p><i>Approved by</i> Robert Konz 10/17/00</p>
N1-53-00-06-0006	<p>Title: CROSS REFERENCE REPORT</p> <p>Title Memo: The cross-reference report is to show what the current account value is for a month from the Coupon Audit system. It shows class, due date, coupon value, payment pieces (coupon pieces), amount (total amount of coupons), FRB code, receipt date, advice number, total pieces and amount for all shipments received for the current account month. When someone needs to look for a specific coupon, finding the date and coupon amount and the bank uses this report and advice shown above the entry is the one that the date and amount are in. Since the coupons are retained for 3 years, the film is not kept permanently because without the coupons the reports are useless.</p> <p>Form Number: CAR013AR Form Series: A COPY Restrictions: NO Computer System: Coupon Audit System Cost Code: 660 Retention Years: 3 Retention Months: 0 Vital Records:</p>		<p><i>Items 4, 5 & 6</i> Superseded by: N1-053-06-05/11 DATE (MM/DD/YYYY): 04/07/2007</p>

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	<p>a. microfilm b. paper</p> <p>Retention Description: MICROFILM REPORT AT END OF EACH ACCOUNT MONTH. DESTROY PAPER AFTER FILMING. RETAIN FILM FOR 3 YEARS. <i>old</i></p> <p><i>Destroy when</i></p>		<p>Approved by Robert Konz 10/17/00</p>
N1-53-00-06-0007	<p>Title: PARS MONTHLY REPORT</p> <p>Title Memo: The Coupon Audit system generates a monthly report that lists the various transaction codes and provides the total number of transactions received for each transaction code during the account month. This report is used to satisfy reporting requirements related to the governments Public Debt Outstanding Debts. (PARS, Public Debt Accounting and Reporting System)</p> <p>Form Number: CAR0172A Form Series: A-COPY Restrictions: NO Computer System: Coupon Audit System Cost Code: 660 Retention Years: 3 Retention Months: 0 Vital Records:</p> <p>a. microfilm b. paper</p> <p>Retention Description: MICROFILM REPORT AT END OF EACH ACCOUNT MONTH. DESTROY PAPER AFTER FILMING. RETAIN FILM FOR 3 YEARS. <i>old</i></p> <p><i>Destroy when</i></p>		<p>Superseded by: N1-053-06-05/13 DATE (MM/DD/YYYY): 04/07/2007</p> <p>Approved by Robert Konz 10/17/00</p>
N1-53-00-06-0008	<p>Title: CAVS SHEETS</p> <p>Title Memo: This report has record of serial numbers of coupons that are separated during an audit. Coupons of \$1,000 or more are shown on the list. It is not a "redeemed coupon" but rather the redemption of interest payments. Retain paperwork until coupons are redeemed, which is 3 years.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: 660 Retention Years: 3 Retention Months: 0 Vital Records:</p> <p>Retention Description: RETAIN PAPERWORK FOR 3 YEARS.</p>		<p>Superseded by: N1-053-06-05/11 DATE (MM/DD/YYYY): 04/07/2007</p>
N1-53-00-06-0009	<p>Title: INTEREST COUPONS FROM REDEEMED BEARER TREASURY SECURITIES AND AGENCY SECURITIES</p> <p>Title Memo: These are bearer Treasury Securities (bonds and notes) and agency securities that have interest coupons attached that may be redeemed at any bank or Public Debt. After redemption, the interest coupons are then sent to Public Debt to be audited and are described as treasury coupon.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: 660 Retention Years: 3 Retention Months: 0 Vital Records:</p> <p>a. microfilm b. paper</p> <p>Retention Description: MICROFILM. DESTROY PAPER AFTER FILMED. RETAIN FILM FOR 3 YEARS. <i>old</i></p> <p><i>Destroy when</i></p>		<p>Superseded by: N1-053-06-05/24 DATE (MM/DD/YYYY): 04/07/2007</p> <p>Approved by Robert Konz 10/17/00</p>

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N1-53-00-06-0010	<p>Title: CUBES – COUPONS UNDER BOOK ENTRY SYSTEM</p> <p>Titled Memo: These are project films and microfilms of cubes. These are records of unmatured interest coupons from definitive securities, which are converted to book entry form and maintained in safekeeping. The CUBES application is maintained by the Federal Reserve Bank of New York. The paper work referred to would be advice of shipment from the Federal Reserve Bank, internal memos, distribution sheets and GB 122 Request for Conversion/CUBES which is an FRB of New York form.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: 660 Retention Years: 3 Retention Months: 0 Vital Records: <i>a. microfilm b. paper</i> Retention Description: : MICROFILM. DESTROY PAPER AFTER FILMED. RETAIN FILM FOR 3 YEARS old. <i>Destroy when</i></p>		<p>Superseded by: <i>N1-053-06-05/11</i> DATE (MM/DD/YYYY): <i>04/07/2007</i></p> <p>Approved by <i>Robert Kionz</i> <i>10/17/00</i></p>
N1-53-00-06 0011	<p>Title: DAILY LEDGER MONTHS RELEASED</p> <p>Title Memo: This is a log of receipts and releases of coupons. It provides a monthly report of the balance of coupons on hand. It is used to track the receipt and release of coupons sent to the coupon audit data entry section. It is needed for auditing purposes.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: 660 Retention Years: 2 Retention Months: 0 Vital Records: Retention Description: CUT OFF FILE AT END OF FISCAL YEAR AND DESTROY 1 YEAR AFTER CUTOFF.</p>		
N1-53-00-06-0012	<p>Title: FRB DETAIL AUDIT SHEETS</p> <p>Title Memo: The coupons that are sent to the coupon audit and data entry section are being audited. Coupons are bearer treasury securities (bonds and notes) and agency securities have interest coupons attached that may be redeemed at any bank and public debt.</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: 660 Retention Years: 3 Retention Months: 0 Vital Records: <i>a. microfilm b. paper</i> Retention Description: MICROFILM AT END OF EACH ACCOUNT MONTH. DESTROY HARDCOPY AFTER FILMED. RETAIN THE FILM FOR 3 YEAR old. <i>Destroy when</i></p>		<p>Superseded by: <i>N1-053-06-05/11</i> DATE (MM/DD/YYYY): <i>04/07/2007</i></p> <p>Approved by <i>Robert Kionz</i> <i>10/17/00</i></p>

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N1-53-00-06-0013	<p>Title: DISTRIBUTION SHEETS- COMPLETE ORIGINAL</p> <p>Title Memo: These sheets are used for distribution of coupon work within the branch. (this is a program record, therefore, not eligible for GRS 23, 07).</p> <p>Form Number: Form Series: Restrictions: NO Computer System: Cost Code: 660 Retention Years: 1 Retention Months: 0 Vital Records:</p> <p>Retention Description: DESTROY AFTER 1 YEAR.</p>		
N1-53-00-06-0014	<p>Title: CAVS SEARCH/LISTING</p> <p>Title Memo: This listing is used to see if a coupon of \$1,000. or more has been paid. The listing shows if the data matching the search criteria was located or a message that no records matching the search criteria were located.</p> <p>Form Number: CVJN002 Form Series: A COPY Restrictions: NO Computer System: Cost Code: 660 Retention Years: 3 Retention Months: 0 Vital Records:</p> <p>Retention Description: DESTROY AFTER 3 YEARS.</p>		<p>Superseded by: <u>N1-53-06-05/11</u> DATE (MM/DD/YYYY): <u>04/07/2007</u></p>
N1-53-00-06-0015	<p>Title: AUTHORITY TO ADJUST PRIOR REDEMPTION TRANSACTION FOR THE FEDERAL ESTATE TAXES.</p> <p>Title Memo: These files relate to cases in which securities are used to pay federal estate taxes and the balance returned to the estate. This form is used to transfer proceeds from a treasury check. The department has redeemed treasury bonds ineligible for redemption in excess of the federal estate tax liability of the estate. This form also states the authorization to transfer the proceeds for treasury check no. _____ in the amount of \$ _____. This form includes data of interest rate, type of bond, year callable, the year matured, month of maturity and the CUSIP number and the interest computation date - month, day and year.</p> <p>Form Number: PD F 4243 Form Series: C COPY Restrictions: NO Computer System: Cost Code: 660 Retention Years: 7 Retention Months: 0 Vital Records:</p> <p>Retention Description: DESTROY WHEN 7 YEARS OLD. (DRB IS HOLDING THESE FOR OSAS/DCS. HELD 7 YEARS IN CASEFILE.)</p>		