INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-02-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

> This schedule is superseded by N1-053-06-005 item 56, GRS 5.2 item 020 (DAA-GRS-2017-0003-0001), and GRS 3.1 item 051 (DAA-GRS- 2013-0005- 0003)

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)

JOB NUMBER

711-053-02-3

DATE RECEIVED

1-11-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or withdrawn" in column 10.

1. FROM (Agency or establishment) **BUREAU OF THE PUBLIC DEBT**	
2. MAJOR SUBDIVISION SECURITIES OPERATIONS	
3. MINOR SUBDIVISION DIVISION OF SYSTEMS ADMINISTRATION	
4. NAME OF PERSON WITH WHOM TO CONFER **Ronda Blake**	5. TELEPHONE (304) 480-6019

DATE 4-15-02   ARCHIVIST OF THE UNITED STATES

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 2 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,

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

DATE 12/4/01	SIGNATURE OF AGENCY REPRESENTATIVE 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 GRS OR SUPERSEDED JOB CITATION	10.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, NWMW

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt   December 5, 2001

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-03-0001	**Title: CARD FILE PROGRAM (DTR 87)-MASTERFILE** Title Memo: Card File Program (DTR 87) was implemented on, June 1, 1999. Its main function is to provide tracking and accounting functions for undeliverable and stale-dated checks issued for the proceeds or interest payments of savings bonds, notes and stamps. The system has two primary data tables, which are the customer table and the transaction table. The customer table data includes, but is not limited to, case file name and state; card, account and case ID's; date, inscription on the check; status of check (stale dated, undeliverable, or returned); check number, and originating system. The transaction table data includes, but is not limited to, ledger account; the name, number, and date of the source accounting document; the debit and credit amounts; and posting information. The information is held on the system until the payee is contacted and a substitute check is issued. There are no word processing, spreadsheet, or e-mail software packages attached to this system. Form Number: Form Series: Restrictions: NONE Computer System: DTR 87 Cost Code: 68000 Retention Years: 99 Retention Months: 0 Vital Records: ☐ Retention Description: Temporary. a. Tables before a substitute check is issued. Keep until payee is contacted and substitute check is issued. b. Tables after a substitute check is issued. Cut off after check is issued. Destroy 6 years 3 months after cut off.		
N1-53-02-03-0002	**Title: CARD FILE PROGRAM (DTR 87) REPORTS** Title Memo: These are reports that are printed weekly and contain data on accounts for undeliverable, returned, and stale-dated checks processed by the Card File Program (DTR87) System. They include, but are not limited to, 211A to 2112P, System Account 0005, 2112.00A Open Cards, 2112.00P Open Cards, 9020.00P Open Card, 9021 Open Card, 2112A Account, 2112P Account, 9020P Account, and 9021P Account. Form Number: Form Series: Restrictions: NONE Computer System: DTR 87 Cost Code: 68000 Retention Years: 6 Retention Months: 3 Vital Records: ☐ Retention Description: Temporary. Cut off weekly. Destroy 6 years 3 months after cut off.		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-03-0003	Title: CARD FILE PROGRAM (DTR 87) DOCUMENTATION		

Title Memo: These are electronic and hard copies of the record layouts of the system.

Form Number:

Form Series:

Computer System: DTR 87

Cost Code: 68000

Retention Years: 99

Retention Months: 0

Restrictions: NONE

Vital Records: ☐

Retention Description: Temporary.

a. Hard copies: Destroy when superseded, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system, whichever is the latest.

b. Electronic copies: Destroy when record keeping copy is produced or when no longer needed for revision and update, whichever is the later.