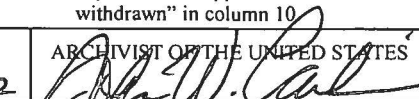# REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)

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

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 __1__ 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
12/6/01

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 GRS OR SUPERSEDED JOB CITATION	10.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

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

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

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-04-0001	Title: FORFEITED BOND TRACKING SYSTEM-MASTERFILE		

Title Memo: The Forfeited Bond Tracking System was implemented on August 1, 1996. Its main function is to provide tracking and accounting functions for bonds surrendered or confiscated by law enforcement agencies. The system has two main data tables, which are the bond table and the pricing table. The bond table data includes, but is not limited to, individual bonds by serial number, issue date, denomination, registration, current redemption value, redemption value at forfeiture, and forfeiture date and status. The pricing table data includes, but is not limited to, current redemption values. There are no word processing, spreadsheet, or e-mail software packages attached to this system.

Form Number: Form Series: Restrictions: NONE
Computer System: Forfeited Bond   Cost Code: 68000
Retention Years: 99   Retention Months: 0   Vital Records: ☐

Retention Description: Temporary.
a.   Bond table: Delete when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes.
b.   Pricing table: Cut off every 6 months. Destroy 10 years after cut off.

N1-53-02-04-0002   Title: FORFEITED BOND TRACKING SYSTEM DOCUMENTATION

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

Form Number: Form Series: Restrictions: NONE
Computer System: Forfeited Bond   Cost Code: 68000
Retention Years: 99   Retention Months: 0   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.