

**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  
OFFICE OF PUBLIC DEBT ACCOUNTING

3 MINOR SUBDIVISION  
DIVISION OF ACCOUNTING SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER  
**Ronda Blake**

5 TELEPHONE  
**(304) 480-6019**

LEAVE BLANK (NARA use only)

JOB NUMBER  
**71-053-02-9**

DATE RECEIVED  
**4.1.2002**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE **12-18-02** ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 5 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 **3/26/02** SIGNATURE OF AGENCY REPRESENTATIVE **Vicki Thorpe** *[Signature]* 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<p><b>See the Attached Sheets</b></p> <p><i>Agency NR NWML NWMLA</i></p>			



## REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt

March 26, 2002

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 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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-DD-0004	<p>Title RESOURCE MATERIAL</p> <p>Title Memo: Reference and resource materials that are used as guidance tools in performing duties and functions. They include, but are not limited to, Public Debt Issuances, Standard Operating Procedures, FASM, <i>TreasuryDirect</i> and Agency Commercial Book Entry Handbooks, PARS Training Manuals, PARS Program Specifications, PARS Formulas, PARS Maintenance Guide, and material related to the Divisions' operations.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE  Computer System:                      Cost Code: 20000  Retention Years 2                      Retention Months 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description Temporary  Cut off after superseded Destroy 2 years after cut off</p>		
N1-53-02-DD-0005	<p>Title: HISTORICAL INFORMATION 1999 TO PRESENT</p> <p>Title Memo: This item will supercede items N1-53-99-02, 6 1 and N1-53-99-02, 7 1. The hard copy reports are issued monthly. They reflect the accrued interest of all redeemed securities and provide an explanation of how the Federal Government is financed. The records include, but are not limited to, the Monthly Statement of the Public Debt, Interest Expense Report, and Borrowings supporting documentation such as Legislation, Agreements, etc documenting significant events</p> <p>Form Number.                      Form Series:                      Restrictions: NONE  Computer System:                      Cost Code: 20000  Retention Years. 9                      Retention Months. 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: PERMANENT  Cut off every 5 years Transfer to NARA in 5 years increments after cut off.</p>		
N1-53-02-DD-0006	<p>Title: WORKING DOCUMENTS</p> <p>Title Memo. Lotus and Excel spreadsheets documents and files, which include but are not limited to, DTS Check List, Debt Trac, Public vs. Intra-governmental Holdings, Debt Track File Printout, Printouts of Audits Performed for Financial and Unclassified Accounts, Printout of Verified Internet and Intranet Summary Pages, Treasury Notes and Bonds spreadsheets, and Daily Exceptions (Allotment Adjustment Worksheet) that are used for uploading information to the Internet and for preparing reports.</p> <p>Form Number.                      Form Series:                      Restrictions: NONE  Computer System:                      Cost Code: 20000  Retention Years. 0                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description Temporary.  Cut off daily. Destroy when superceded.</p>		





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March 26, 2002

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
N1-53-01-DD-0011	<p>Title: PARS Reports in Control D – 600 days</p> <p>Title Memo. This item is to supercede N1-53-99-0005 electronic copies. Various PARS reports used to accomplish daily, monthly, and yearly functions within the Office of Public Debt Accounting. They contain data related to monitoring the Public Debt and are used for research and auditing purposes</p> <p>Note Dispositions instructions apply to the electronic copies.</p> <p>Form Number                      Form Series:                      Restrictions: NONE                      Computer System: PARS              Cost Code: 20000                      Retention Years: 1                      Retention Months. 8              Vital Records: <input type="checkbox"/></p> <p>Retention Description. Temporary.                      Cut off after created. Destroy 600 days after cut off.</p>		
N1-53-01-DD-0012	<p>Title: PARS Reports – COLD Storage</p> <p>Title Memo. Various PARS reports used to accomplish daily, monthly, and yearly functions within the Office of Public Debt Accounting. They contain data related to monitoring the Public Debt and are used for research and auditing purposes. These reports are held on an optical disc are available to be viewed on request.</p> <p>Form Number                      Form Series:                      Restrictions: NONE                      Computer System: PARS              Cost Code: 20000                      Retention Years <del>2</del>                      Retention Months. 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary                      Delete/Destroy when no longer needed for administrative, legal, audit, or other operational purposes</p>		