

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-02-010

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/1/2019

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All items except the ones listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 1 has been superseded by GRS 5.2 item 020 (DAA-GRS-2017-0003)

Item 11 was superseded by N1-053-06-04 item 7

Item 12 was superseded by N1-053-06-05 item 80.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON DC 20408

1. FROM (Agency or establishment)
BUREAU OF THE PUBLIC DEBT

2. MAJOR SUBDIVISION
SAVINGS BOND MARKETING OFFICE

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

NI-053-02-10

DATE RECEIVED

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"withdrawn" in column 10.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

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,

☒ X

is not required;

☐ is attached; or

☐ has been requested.

DATE
06/04/2002

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SUPERSEDED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 NWD NWWA

REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt October 18, 2002

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-10-0001	<p>Title: Payroll Savings Participation (PSP)-Input Reports</p> <p>Title Memo: Various paper reports used to update the PSP master file. The reports include, but are not limited to, SB-60, SB-60A, and SB-66. The data includes employment and payroll savings participation at a single location, number of company branches which have their payroll prepared at a central location, and requests from field offices to make changes to the PSP system master file.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE Computer System: PSP Cost Code: 90000 Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. a. Electronic copies, destroy after hardcopy is placed in a recordkeeping system. b. Hardcopies, cut off at the end of the fiscal year. Destroy 5 year after cutoff</p>		<p>Superseded by: GRS 5.2/020 DAA-GRS- 2017-0003-0002 DATE (MM/DD/YYYY): 05/31/2017</p>
N1-53-02-10-0002	<p>Title: Payroll Savings Participation (PSP)-Output Reports</p> <p>Title Memo: Various lists and reports produced semiannually from the Payroll Savings Participation System (N1-53-96-04, 0180) and contain information relating to the Savings Bonds Marketing Office. These reports and lists include, but are not limited to, National Proof List, National Alpha List, HQ Multi Location Report, Position County, and Blue Ribbon/Prime Target, which contain information relating to the Savings Bonds Marketing Office. They are used by the District Offices to verify accounts and what action has taken place on each account. The reports and lists data includes, but is not limited to, company number (PSP#), promotional representative who handles the account, county located in, number of employees participating in the program, target/release date, industry type, company code numbers, and company name and mailing address.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE Computer System: PSP Cost Code: 90000 Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Computer Output to Microfilm (COM) semiannually. Cut off after creation and verification of microfilm. Destroy microfilm 7 years after cut off.</p>		

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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)
N1-53-02-10-0003	<p>Title: Monthly Goal Progress Report (SB-10)</p> <p>Title Memo: Reports reflecting goals and progress made towards Savings Bonds Awareness Programs by Bond Sales Promotional Representatives. These reports are entered into the Call and Progress Summary System (CAPS) (N1-53-96-04, 0178) and the data includes, but is not limited to, how many ads, leaflets, and letters companies and banks sent out to their customers/employees concerning savings bonds. It is used to document the banking community's and the public's awareness of the Savings Bond Program.</p> <p>Form Number: SB-10 Form Series: Restrictions: NONE Computer System: CAPS Cost Code: 90000 Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off and the end of the fiscal year. Destroy one year after cutoff.</p>		<p>Superseded by: 4RS 5.2/020 DATA-4RS-2017-003-0002 DATE (MM/DD/YYYY): 05/31/2017</p>
N1-53-02-10-0004	<p>Title: Call Report (SB-133)</p> <p>Title Memo: The Call Report is generated monthly and annually by the CAPS System and reports sales activity of the field offices. The information contained in the report includes, but is not limited to, employee, account, company code, branch code, and size. There is no electronic file because the data is pulled from the database.</p> <p>Form Number: SB-133 Form Series: Restrictions: NONE Computer System: CAPS Cost Code: 90000 Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at the end of the fiscal year. Destroy 1 year after cutoff.</p>		<p>Superseded by: 4RS 5.2/020 DATA-4RS-2017-003-0002 DATE (MM/DD/YYYY): 05/31/2017</p>
N1-53-02-10-0005	<p>Title: Payroll Savings Promotion Report (SB-72)</p> <p>Title Memo: Reports providing statistical data to be used by the district offices to report promotion actions, contact information, and follow-up data on completed payroll savings campaigns. The statistical data provided by this report includes, but is not limited to, activities, sustaining programs, special promotions, new savers, increased allotments, special promotion participants, and new accounts. There are no electronic e-mails or word processing documents associated with these items.</p> <p>Form Number: SB-72 Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.</p>		

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N1-53-02-10-0006	<p>Title: Payroll Savings Statistical Report (SB-73)</p> <p>Title Memo: Reports providing accurate statistical data to headquarters about branch payroll savings accounts with a hundred or more employees and are used to update the master file of the Call and Progress Summary System. The statistical data provided by this report includes, but is not limited to, activities, sustaining programs, special promotions, new savers, increased allotments, special promotion participants, and new accounts. There are no electronic e-mails or word processing documents associated with these items.</p> <p>Form Number: SB-73 Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at the end of the fiscal year. Destroy 1 year after cutoff.</p>		
N1-53-02-10-0007	<p>Title: Area Volunteer</p> <p>Title Memo: Various documents relating to committee members that are volunteering to help promote savings bonds and gather campaign data. These documents include, but are not limited to, newspaper clippings, campaign plans, public appearance fact sheets, and schedules.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at the end of the fiscal year. Destroy 5 years after cutoff.</p>		
N1-53-02-10-0008	<p>Title: Field Information Letter (FIL)</p> <p>Title Memo: Letters sent to the Savings Bond Marketing Offices field offices that contain information on various policies used to market savings bonds. The field offices use them as guides for the various events that are to occur during the campaign season and as reference for what resources are available to them.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 20 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ul style="list-style-type: none"> a. Hardcopies-Cut off at the end of the fiscal year. Destroy 20 years after cutoff. b. Electronic copy-Destroy after hardcopy has been entered into a recordkeeping system. 		

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N1-53-02-10-0009	<p>Title: Action Bulletin</p> <p>Title Memo: Information that is sent to the Savings Bond Marketing Office (SBMO) requesting that information relating to SBMO items be submitted by a certain date for the bulletin. The bulletin lists different actions that are taking place on different SBMO projects.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 20 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Permanent & Temporary.</p> <ul style="list-style-type: none"> a. Hardcopies-Permanent: Cut off at the end of the fiscal year. Retire to FRC 5 years after cutoff. Transfer to NARA when 10 years old b. Electronic copy-Temporary: Destroy after hardcopy has been entered into a recordkeeping system. 		
N1-53-02-10-0010	<p>Title: National Sales</p> <p>Title Memo: Monthly spreadsheets that are produced for statistical data on savings bond which include sales, redemptions and interest accruals from 1941 to present. This information is used to assist in the mission of the marketing representative of the Savings Bonds Program at campaign kickoffs and sales reports meetings.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 7 Retention Months: 0 Vital Records:</p> <p>Retention Description: Temporary.</p> <ul style="list-style-type: none"> a. Hardcopies-Cut off monthly. Destroy 7 years after superceded or when no longer needed for business needs, whichever is later. b. Electronic copy-Destroy when hardcopy is placed in a recordkeeping system. 		
N1-53-02-10-0011	<p>Title: Annual Plan</p> <p>Title Memo: Documents submitted for each vacant position, occupied or vacant and prepared by each district director, area director, area manager and promotional trainee at the beginning of the program year for all field promotional positions as the last phase of the annual sales planning process. The documents include, but are not limited to, the number of blue ribbon (accounts with 3,000+ employees), prime target (accounts with less than 3,000 employees) and target accounts (accounts maintained by staff members) available for each position.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 2 Retention Months: 0 Vital Records:</p> <p>Retention Description: Temporary.</p>		<p>Superseded by: N1-053-06-04/7 DATE (MM/DD/YYYY): 03/02/2007</p>

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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)
N1-53-02-10-0012	<p>a. Hardcopies-Cut-off at the end of the fiscal year. Destroy 2 years after cutoff. b. Electronic copy-Destroy after hardcopy has been placed in a recordkeeping system.</p> <p>Title: Printed Promotional Materials</p> <p>Title Memo: Printed promotional material that is used to promote the Savings Bonds Program for each fiscal year. These items include, but are not limited to, posters, pamphlets, handouts, fliers and forms. Bond Sales Promotional Representatives distribute these items to companies and individuals during campaigns to provide consumers with updated information on Savings Bonds and what marketing materials were used to do so for each fiscal year.</p> <p>Form Number: Form Series: Restrictions: NONE Computer System: Cost Code: 90000 Retention Years: 30 Retention Months: 0 Vital Records:</p> <p>Retention Description: Permanent. Cut off at the end of the fiscal year. Transfer to NARA 30 years after cutoff.</p>		<p>Superseded by: N1-053-06-05/80 DATE (MM/DD/YYYY): 04/02/2007</p>