

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON DC 204081. FROM (Agency or establishment)
BUREAU OF THE PUBLIC DEBT2. MAJOR SUBDIVISION
Federal Reserve Bank

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Robert Konz5. TELEPHONE
(304) 480-6601

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-53-03-3

DATE RECEIVED

1/31/03

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"withdrawn" in column 10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

8-11-03

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,

☒

is not required;

☐ is attached; or☐ has been requested.

DATE

1/31/03

SIGNATURE OF AGENCY REPRESENTATIVE

Vicki Thorpe

TITLE

Records Officer

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION10. ACTION
TAKEN (NARA
USE ONLY)**See the Attached Sheets**

cc Agency, NR, NWMWA

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Savings Bond-Related Records		
N1-53-03-03, 0001	<p>Title: Accounting Records Title Memo: Savings and marketable securities accounting records, including records maintained for internal and GAO audit purposes.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 6 years and 3 months after cutoff.</p> <hr/>		
N1-53-03-03, 0002	<p>Title: ACH Authorization – Active Title Memo: Authorization from an individual or organization for recurring deposits to or withdrawals from a financial account to support the purchase, redemption, or payment of interest on savings securities. Includes notices of account changes.</p> <p>Cost Code: FRB Restrictions: None Retention Years: Event Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File alphabetically by name of account owner. Maintain records in active file until authorization is terminated, then transfer to inactive file. Transfer to a Federal Records Center is not authorized.</p> <p><i>filing instruction</i></p> <hr/>		
N1-53-03-03, 0003	<p>Title: ACH Authorization – Inactive Title Memo: Authorization from an individual or organization for recurring deposits to or withdrawals from a financial account to support the purchase, redemption, or payment of interest on savings securities. Includes notices of account changes and cancellation.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Remove inactive records from active file and maintain alphabetically by name of account owner. Cut off files annually. Destroy 5 years after cutoff.</p> <hr/>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0004	<p>Title: Administrative Records Title Memo: Routine administrative records which are not covered by the General Records Schedule. Includes classification survey reports, certification forms, records inventories, copies of destruction documents, etc. Cost Code: FRB Restrictions: None Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/> Retention Description: Temporary. Cut off files monthly. Destroy 2 years after cutoff.</p>		
N1-53-03-03, 0005	<p>Title: Agent Qualification Agreements – Active Agents Title Memo: Original documents defining the terms of agreement between the FRB as Fiscal Agent of the U.S. and institutions qualifying as issuing and/or paying agents. Includes forms for issuing agents, paying agents, and paying agents under Treasury Department Circular 888; correspondence relating to the agreements; documentation of third party agreements; and documentation of book-entry arrangements. This item supercedes NC1-53-81-02, 0001. Cost Code: FRB Restrictions: None Retention Years: Event Retention Months: 0 Vital Records: <input type="checkbox"/> Retention Description: Temporary. File alphabetically by name of institution. Maintain agent records in active file until agent is disqualified, re-qualified, or qualification is terminated then transfer to inactive file. Transfer to a Federal Records Center is not authorized.</p>		
N1-53-03-03, 0006	<p>Title: Agent Qualification Agreements – Inactive Agents Title Memo: Original documents defining the terms of agreement between the FRB as Fiscal Agent of the U.S. and institutions qualifying as issuing and/or paying agents. Includes forms for issuing agents, paying agents, and paying agents under Treasury Department Circular 888; correspondence relating to the agreements; documentation of third party agreements; and documentation of book-entry arrangements. This item supercedes NC1-53-81-02, 0001. Cost Code: FRB Restrictions: None Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/> Retention Description: Temporary. Remove inactive agent records from active file when agent is disqualified, re-qualified, or terminated, and maintain alphabetically by name of institution. Cut off files annually. Destroy 6 years and 3 months after cutoff.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0007	<p>Title: Audit Reports for Internal Control Title Memo: Various reports used to monitor, verify, compare, and validate savings securities during processing. Reports are not used for general accounting purposes.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 0 Retention Months: 6 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 6 months after cutoff.</p> <hr/>		
N1-53-03-03, 0008	<p>Title: Backup Copies of Retired Savings Securities Title Memo: Paying and fiscal agents maintain copies of retired savings securities – front and back – from which they may generate facsimiles (photocopies) to regain credit for securities lost or destroyed while en route to or during processing at the Central Site.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files daily. Destroy 1 year after cutoff.</p> <hr/>		
N1-53-03-03, 0009	<p>Title: Consignment Agent Files Title Memo: All records related to the distribution of unissued savings bond stock to savings bond agents authorized to maintain stock inventories and issue savings bonds, together with records related to maintenance and monitoring of agent consignment accounts. Includes copies of stock requisitions, sales and spoils transmittals used to adjust accountability, refund documentation, unreported sales reports, and envelope orders.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File alphabetically by agent name. Cut off files annually. Destroy 6 years and 3 months after cutoff.</p> <hr/>		
N1-53-03-03, 0010	<p>Title: Correspondent Agreements for Savings Bond Agents – Active Title Memo: Financial institutions qualified to act as issuing and paying agents may enter into agreements with other financial institutions to transfer sales and redemption proceeds to and from their servicing FRB. Copies of these agreements and any supporting documentation are maintained by the FRB.</p> <p>Cost Code: FRB Restrictions: None Retention Years: Event Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Maintain records in active file until agreement is terminated. Transfer to a Federal Records Center is not authorized.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0011	<p>Title: Correspondent Agreements for Savings Bond Agents – Inactive Title Memo: Financial institutions qualified to act as issuing and paying agents may enter into agreements with other financial institutions to transfer sales and redemption proceeds to and from their servicing FRB. Copies of these agreements and any supporting documentation are maintained by the FRB.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Remove inactive correspondent records from active file. Cut off files annually. Destroy 6 years and 3 months after termination of agreement.</p>		
N1-53-03-03, 0012	<p>Title: Detached Request for Payment Title Memo: Special form of request for payment of savings securities. This item supercedes N1-53-97-03, 0002.008.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 0 Retention Months: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Transfer to Public Debt monthly.</p>		
N1-53-03-03, 0013	<p>Title: EasySaver Cancellation Request Title Memo: Hardcopy request from enrollee discontinuing participation in EasySaver program and any associated correspondence.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File alphabetically by name of program participant. Cut off files monthly. Destroy 5 years after cutoff.</p>		
N1-53-03-03, 0014	<p>Title: EasySaver Enrollment Forms – Active Title Memo: Original EasySaver enrollment forms – for individuals, for employees of small companies, and the Internet form – and any supporting documentation are maintained in active files as long as the customer is enrolled in the EasySaver program. This item supercedes N1-53-00-10, 0005.</p> <p>Cost Code: FRB Restrictions: None Retention Years: Event Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically by date of enrollment. Maintain enrollment forms in active file until enrollment is terminated. Transfer to a Federal</p>		

For the Bureau of the Public Debt March 10, 2003

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03,0015	<p>Records Center is not authorized.</p> <hr/> <p>Title: EasySaver Enrollment Forms – Inactive Title Memo: Original EasySaver enrollment forms – for individuals, for employees of small companies, and the Internet form – and any supporting documentation are maintained in active files as long as the customer is enrolled in the EasySaver program. This item supercedes N1-53-00-10, 0005.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 5 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Remove inactive enrollment forms from active file when program enrollment is terminated, and maintain chronologically by date of termination. Cut off files annually. Destroy 5 years after termination.</p> <hr/>		
N1-53-03-03, 0016	<p>Title: EZ Clear Central Site Daily Work</p> <p>Title Memo: Various documents and reports used to monitor, verify, compare, and validate retired savings securities during processing at the EZ Clear Central Site. Documents and reports are not used for general accounting purposes. Retention agrees with American Banking Association guidelines.</p> <p>Retention Description: Temporary. Cut off files daily. File in chronological order. Destroy 1 year after cut off.</p> <hr/>		
N1-53-03-03, 0017	 <p>Title: Exchange Applications Title Memo: Processed applications for exchange of accrual savings securities for current income securities are sent to Public Debt for retention. This item supercedes N1-53-97-03, 0002.017.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 0 Retention Weeks: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files weekly. Transfer to Public Debt weekly.</p> <hr/> 		
N1-53-03-03, 0018	<p>Title: EZ Clear Central Site Adjustment Files Title Memo: The EZ Clear Central Site maintains copies of cash letters, adjustments, and supporting documentation to monitor, verify, compare, and validate shipments of retired savings securities submitted for collection through EZ Clear and to properly direct and respond to agent inquiries about shipments and subsequent adjustments.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Retention Description: Temporary. Cut off files daily. Destroy one year after cutoff.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0019	<p>Title: Legal Evidence Title Memo: Legal evidence accepted to support savings bond transactions. Includes Death Certificates, Letters Testamentary, Birth Certificates, Letters of Guardianship, Alternate Identification Certificates, and Public Debt forms accepted in lieu of legal evidence (such as Requests by Fiduciary for Reissue of U.S. Savings Bonds/Notes). This item supercedes N1-53-97-03, 0001.003.</p> <p>Cost Code: FRB Retention Years: 10 Retention Months: 0 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File alphabetically by name of securities owner. Cut off files annually. Destroy after 10 years.</p>		
N1-53-03-03, 0020	<p>Title: Nonreceipt Claims Title Memo: Applications for relief on account of the nonreceipt of savings bonds are sent to Public Debt for retention. This item supercedes N1-53-97-03, 0002.015</p> <p>Cost Code: FRB Retention Years: 0 Retention Weeks: 1 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files weekly. Transfer to Public Debt weekly.</p>		
N1-53-03-03, 0021	<p>Title: Obsolete / Unfit Stock Destruction Documentation Title Memo: Schedules, tape blotters, and other documents prepared to support destruction of obsolete or unfit unissued savings bond stock by an FRB. Includes Schedules of Serial Numbers, Schedules of United States Savings Bonds Delivered for Destruction and Destroyed, hardcopy tape blotters, and related correspondence. This item supercedes N1-53-97-03, 0006.008.</p> <p>Cost Code: FRB Retention Years: 6 Retention Months: 3 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically by occurrence. Cut off files annually. Destroy 6 years and 3 months after cutoff.</p>		
N1-53-03-03, 0022	<p>Title: PACS (or Successor System) Supporting Documentation Title Memo: Statistical reports and other documents supporting entry of savings bond and marketable Treasury securities workload and cost figures in the Planning and Control System (PACS) or its successor.</p> <p>Cost Code: FRB Retention Years: 3 Retention Months: 0 Restrictions: None Vital Records: <input type="checkbox"/></p>		

For the Bureau of the Public Debt March 10, 2003

For the Bureau of the Public Debt March 10, 2003

115-109

STANDARD FORM 115 (REV.3-91)

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0027	<p>Cost Code: FRB Retention Years: 3 Retention Months: 0 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 3 years after cutoff.</p> <hr/> <p>Title: Public Voucher for Reimbursement of Expenses Title Memo: FRBs acting as fiscal agents of the United States are reimbursed for expenses incurred by submission and approval of public vouchers. Instructions for completion of vouchers are provided by Public Debt. Originals are submitted to Public Debt quarterly with appropriate supporting schedules; copies of the voucher and supporting documentation are maintained by the Bank. This item supercedes N1-53-97-03, 0003.006 (retention period revised).</p> <p>Cost Code: FRB Retention Years: 3 Retention Months: 0 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off at close of fiscal quarter. Destroy 3 years after cutoff.</p> <hr/>		
N1-53-03-03, 0028	<p>Title: Regional Delivery System (RDS) Batch Card Title Memo: Transmittal document used by agents when submitting batches of savings bond purchase orders to servicing FRB for processing. Agents are instructed to maintain copies of batch cards and associated purchase applications for 4 months. FRBs maintain copies of purchase applications separate from the batch cards for 2 months after processing. This item supercedes N1-53-97-03, 0005.015.</p> <p>Cost Code: FRB <i>Letter from RO 3/28/03</i> Restrictions: None Retention Years: 02 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 2 years after cutoff.</p> <hr/>		
N1-53-03-03, 0029	<p>Title: Regional Delivery System (RDS) Purchase Applications Title Memo: Original purchase applications for Series EE or I Bonds in name of individual or fiduciary. Issuing agents (local financial institutions) are instructed to retain copies for 4 months. A nonrecord copy is provided to the purchaser. This item supercedes N1-53-97-03, 0002.028.</p> <p>Cost Code: FRB Retention Years: 0 Retention Months: 2 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 2 months after cutoff.</p> <hr/>		
N1-53-03-03, 0030	<p>Title: Reinvestment Applications</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Title Memo: Applications for reinvestment of proceeds of matured savings securities. This item supercedes N1-53-97-03, 0002.011.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 0 Retention weeks: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files weekly. Transfer to Public Debt weekly</p>		
N1-53-03-03, 0031	<p>Title: Reissue Requests for Accrual Savings Bonds Title Memo: Processed reissue requests are sent to Public Debt for retention. Hardcopies should be segregated by series and filed in chronological order by process date. They need not be alphabetized or otherwise arranged. This item supercedes N1-53-97-03, 0002.003.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 0 Retention Months: 2 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Hold 2 full months then transfer to Public Debt.</p>		
N1-53-03-03, 0032	<p>Title: Reissue Requests for Current Income Savings Bonds Title Memo: Processed reissue requests are sent to Public Debt for retention. Hardcopies should be arranged in case identification number order and submitted weekly. This item supercedes N1-53-97-03, 0002.004.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 0 Retention Weeks: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files weekly. Transfer to Public Debt with weekly current income bond shipment.</p>		
N1-53-03-03, 0033	<p>Title: Savings and Marketable Securities Correspondence and Transmittals Title Memo: Incoming and copies of outgoing memoranda, letters, telegrams and faxes communicating with fiscal agents, issuing agents, paying agents, Treasury offices, and bond owners. This item supercedes N1-53-78-04, 0007A</p> <p>Cost Code: FRB Restrictions: None Retention Years: 2 Retention Months: 6 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 2 years and 6 months after cutoff.</p>		<p>Superseded by: N1-053-06-05/26 DATE (MM/DD/YYYY): 04/02/2007</p>
N1-53-03-03, 0034	<p>Title: Savings Bond Agent Fee Documentation</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0035	<p>Title Memo: Records relating to the payment of fees to issuing agents that inscribe bonds and paying agents that redeem them. Fees are paid within established timeframes at the end of each transaction month either by credits to reserve accounts or the ACH method.</p> <p>Cost Code: FRB Retention Years: 3 Retention Months: 0 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 3 years after cutoff.</p>		
N1-53-03-03, 0036	<p>Title: Savings Bond Correspondence with Customers and Agents Title Memo: Copies of incoming and outgoing correspondence with issuing agents, paying agents, and customers – individuals or financial institutions – relating to specific transactions in savings or marketable securities or of a more general nature. Includes call slips and Congressional inquiries. This item supercedes N1-53-97-03, 0001.001 and N1-53-97-03, 0006.004</p> <p>Cost Code: FRB Retention Years: 1 Retention Months: 0 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files semi-annually. Destroy 1 year after cutoff.</p>		
N1-53-03-03, 0037	<p>Title: Savings Bond Issue Records Title Memo: Records of bond inscriptions, including serial numbers, are retained to research, as necessary, adjustments, nonreceipt claims, and bonds returned as undeliverable.</p> <p>Cost Code: FRB Retention Years: 0 Retention Months: 6 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files monthly. Destroy 6 months after cutoff.</p>		
N1-53-03-03, 0037	<p>Title: Savings Bond Stock Consignment Daily Work Title Memo: Records used to account for unissued savings bond stock consigned to savings bond agents authorized to maintain stock inventories and issue savings bonds. Includes copies of sales and spoils transmittals, stock requisitions, adjustment documents, daily proofs, associated reports, and shipping documents.</p> <p>Cost Code: FRB Retention Years: 6 Retention Months: 3 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically by date. Cut off files monthly. Destroy 6 years and 3 months after cutoff.</p>		

For the Bureau of the Public Debt March 10, 2003

For the Bureau of the Public Debt March 10, 2003

7. ITEMNO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0038	<p>Title: Savings Bond Stock Consignment Monthly Work Title Memo: Summary records used to account for unissued savings bond stock consigned to savings bond agents authorized to maintain stock inventories and issue savings bonds. Includes copies of interest assessment documentation, monthly report of stock on hand, monthly proofs, and associated reports.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically by date. Cut off files monthly. Destroy 6 years and 3 months after cutoff.</p> <hr/>		
N1-53-03-03, 0039	<p>Title: Savings Bond Vault Activity Title Memo: Records of the deposit and withdrawal of unissued savings bond stock to and from the centralized vault. Includes records of associated adjustments, reporting to Public Debt accounts, and related correspondence. This item supercedes N1-53-00-10, 000ln</p> <p>Cost Code: FRB Restrictions: None Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 6 years and 3 months after cutoff.</p> <hr/>		
N1-53-03-03, 0040	<p>Title: Savings Securities Forwarding Items Title Memo: Copies of forwarding item transmittals, securities, correspondence, evidence, and related forms held as a backup pending receipt of the transaction by Public Debt. This item supercedes N1-53-97-03, 0005.010.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 1 year after cutoff.</p> <hr/>		
N1-53-03-03, 0041	<p>Title: Savings Securities Interest Income Statements and Reporting Title Memo: Records relating to the annual reporting of interest earned on savings bonds for tax purposes. Includes IRS Forms 1099, computer listings, and related reports. This item supercedes N1-53-97-03, 0003.020.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 6 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files annually. Destroy 6 years after cutoff.</p>		

For the Bureau of the Public Debt March 10, 2003

115-109 NSN 7540-000-634-4064 STANDARD FORM 115 (REV.3-91)
 PREVIOUS EDITION NOT USABLE

For the Bureau of the Public Debt March 10, 2003

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0045	<p>Title: Forwarding Items</p> <p>Title Memo: Copies of transactions and other items forwarded to Public Debt for marketable securities processing. (Federal Reserve Banks forward securities transactions that they are not authorized to process.) The other items include, but are not limited to, transmittal advices, forms, evidence, and correspondence. These copies are maintained by the Federal Reserve Bank in case the original documentation is lost and to answer customer inquiries.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Cut off files at end of month. Destroy files 1 year after cutoff.</p> <hr/>		
N1-53-03-03, 0046	<p>Title: External Transfers Referred to Public Debt.</p> <p>Title Memo: Original documentation of external transfers of marketable securities, including sell requests, referred (e.g., by fax) to Public Debt for expedited processing. Customers perform external transfers to transfer securities out of their accounts. The documentation includes cover sheets, transfer requests with original signatures, correspondence, envelopes, evidence, and any other documents included with or generated by the requests.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File alphabetically by name. Cut off files at end of month. Transfer to Federal Records Center after 6 months. Destroy 7 years after cutoff.</p> <hr/>		
N1-53-03-03, 0047	<p>Title: Correspondence, E-mails, Telephone Conversation Notes, and Rejected Transactions</p> <p>Title Memo: Customer letters, copies of incoming e-mail messages, enclosures, copies of forms submitted to request transactions that are subsequently rejected, envelopes, notes from telephone conversations, copies of letters or e-mails sent to customers, returned mail, screen prints of account information from automated systems, and any other documents received from, sent to, or used in contacting customers.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File alphabetically by name. Cut off files at end of month. Destroy 1 year after cutoff.</p>		

For the Bureau of the Public Debt March 10, 2003

For the Bureau of the Public Debt March 10, 2003

115-109

STANDARD FORM 115 (REV.3-91)

For the Bureau of the Public Debt March 10, 2003

For the Bureau of the Public Debt March 10, 2003

Superseded by:
N1-053-06-05/4
DATE (MM/DD/YYYY)
04/02/2007

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0054	<p>Title: Account Maintenance Fee Exception Processing Title Memo: Offset letters, waivers, overpayments, refunds, and returned checks for Treasury securities account maintenance fees. This item also includes automated system printouts and screen prints of customer account data, and all other records pertaining to offsetting fees against non-paying customer accounts, granting waivers of fee payments, processing overpayments made by customers, refunding customers, and processing returned checks.</p> <p>Cost Code: FRB Retention Years: 7 Retention Months: 0 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File documents by name. Cut off at end of year. Transfer to Federal Records Center after 1 year. Destroy 7 years after cutoff.</p>		
N1-53-03-03, 0055	<p>Title: Reports to Internal Revenue Service and Tax Statements to Customers Title Memo: Electronic and paper files containing reports to IRS, tax statements, and all other documentation concerning reporting marketable Treasury securities transactions to IRS and customers.</p> <p>Cost Code: FRB Retention Years: 7 Retention Months: 0 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. a. Electronic files: Cut off at end of tax year. Destroy 7 years after cutoff. b. Paper files: Cut off at end of tax year. Destroy 7 years after cutoff.</p>		<p>Superseded by: N1-053-06-05/45 DATE (MM/DD/YYYY) 04/02/2007</p>
N1-53-03-03, 0056	<p>Title: Fiscal Agency Checks (Central Site) Title Memo: Central Site acting as fiscal agent is authorized to issue fiscal agency checks to accomplish transactions in savings and marketable securities. Records include actual checks, images of checks, and related records.</p> <p>Cost Code: FRB Retention Years: 7 Retention Months: 0 Restrictions: None Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File by date. Cut off files monthly. Transfer all items to Federal Records Center after 6 months. Destroy 7 years after cutoff.</p>		
N1-53-03-03, 0057	<p>Title: Security Violation Reports (Central Site) Title Memo: Listings of employee logon identification information for individuals who have violated security procedures while logging into an automated securities system.</p> <p>Cost Code: FRB Retention Years: 7 Retention Months: 0 Restrictions: None Vital Records: <input type="checkbox"/></p>		

Superseded by:
N1-053-06-05/45
DATE (MM/DD/YYYY):
04/02/2007

REQUEST FOR RECORDS DISPOSITION AUTHORITY

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0058	<p>Retention Description: Temporary. File chronologically. Cut off at end of quarter. Transfer to Federal Records Center after 8 months. Destroy 7 years after cutoff.</p> <hr/> <p>Title: Accounting and Financial Reports (Central Site) Title Memo: Various accounting and financial reports detailing Treasury securities transactions. The reports include, but are not limited to, security transfer reports, transaction reports, tender transfer reports, daily security balance reports, accountability reports, cash and financial wire reports, payment and check reports, payments due reports, voucher detail reports, consolidated payment registers, exception check reports and settlements, returned ACH reports and settlements, dishonored ACH transactions, and certified and registered mail independent proofs.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File documents by date. Cut off at end of month. Transfer to Federal Records Center after 3 months. Destroy 7 years after cutoff.</p> <hr/>		<p>Superseded by: N1-053-06-05/10 DATE (MM/DD/YYYY): 04/02/2007</p>
N1-53-03-03, 0059	<p>Title: Daily Work Envelopes (Central Site) Title Memo: Envelopes containing copies of security transfer advices, action-required advices, returned ACH advices, and all other documents related to daily transfer activity processed at the central site.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File by date. Cut off at end of month. Transfer to Federal Records Center after 3 months. Destroy 7 years after cutoff.</p> <hr/>		
N1-53-03-03, 0060	<p>Title: Voucher Work Envelopes (Central Site) Title Memo: Envelopes containing, but not limited to, voucher initiation, voucher transaction, and voucher summary reports listing various payment voucher-related activities for a transaction date.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File by date. Cut off at end of month. Transfer to Federal Records Center after 3 months. Destroy 7 years after cutoff.</p> <hr/>		

For the Bureau of the Public Debt March 10, 2003

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0061	<p>Title: User Site System Advices (Central Site Copies) Title Memo: Host printer (central site) copies of system advices generated at the user sites. Advices include tender transfer advices and other advices generated at the processing sites.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically. Cut off at end of month. Transfer to Federal Records Center after 3 months. Destroy 3 years after cutoff.</p> <hr/>		
N1-53-03-03, 0062	<p>Title: End of Day Settlement Documents (Central Site) Title Memo: End of day settlement documents including, but not limited to, site status information, daily logs, and broadcast messages related to communications with processing sites and Public Debt.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically. Cut off at end of month. Transfer to Federal Records Center after 3 months. Destroy 3 years after cutoff.</p> <hr/>		
N1-53-03-03, 0063	<p>Title: Daily Check Stock Settlements (Central Site) Title Memo: Daily check stock settlement documents and statistics. This item includes, but is not limited, to physical inventory reports for paper, envelopes, inserts, and checks; reports of items to be processed for all system accounts; check database update control reports; check printing control reports; check office detail activity reports; daily transaction reports; mass spoiled checks pending reissue reports; statement of account summary reports; accounting entries; and quarterly postage reports.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically. Cut off at end of month. Transfer to Federal Records Center after 1 year. Destroy 7 years after cutoff.</p> <hr/>		

For the Bureau of the Public Debt March 10, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-03, 0064	<p>Title: Automated Mail Center And Evening Support Records (Central Site) Title Memo: Central site automated mail center records including, but not limited to, accountability for miscellaneous items, monthly postage reports, postage meter usage logs, mail processed statistics, USPS refund documents, accounting entries, and quarterly postage reports. These records also include records generated by the evening support unit including, but not limited to, independent check stock settlements, batch initiation reports, site status/extension request logs, book-entry independent settlements, and transfers for mass spoiled checks.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically. Cut off at end of month. Transfer to Federal Records Center after 1 year. Destroy 7 years after cutoff.</p> <hr/>		
N1-53-03-03, 0065	<p>Title: Statistical and Management Reports (Central Site) Title Memo: Statistical and management reports, including, but not limited to, Treasury securities transaction volume reports, comparative volume reports, and month-end reports.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 7 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. File chronologically. Cut off at end of year. Transfer to Federal Records Center after two years. Destroy 7 years after cutoff.</p> <hr/>		
N1-53-03-03, 0066	<p>Title: Customer Contact Log Title Memo: Electronic log of contacts made with customers. The log displays telephone calls or other contacts made on behalf of a customer account. It also shows the date of the contact, a wrap code associated with the call, and the call record number.</p> <p>Cost Code: FRB Restrictions: None Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Maintain electronic databases for at least 1 year. Destroy electronic data at any point after a year.</p> <hr/>		