NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-03-009

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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

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These items, unless subsequently superseded, may be used by the agency to disposition records.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

Item 0001 SABRE-SAVINGS BOND REPLACEMENT SYSTEM-MASTER FILE

Item 0030 SABRE SUMMARY ACCOUNTING HARDCOPY OUTPUT REPORTS_PERMANENT RECEIPTS_CHANGED OR ANNOTATED

Items 0100, 0101, 0102, 105, 106 are Records related to referral tickets

Items 107 and 108 LOCATOR GROUP - UNDELIVERABLE IRS MAILOUT and UNDELIVERABLE REPORTS

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

The items are mainly inputs, outputs and system documentation superseded by the GRS 5.1 item 020 (DAA-GRS-2017-0003-0001) and GRS 3.1 Item 051 (DAA-GRS-2013-0005-0003). Prior to these GRS items being issued, schedule items 1a, 5, 7, 21, 24, 32,42,44, were superseded by N1-053-06-0005.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 8/1/2019 N1-053-03-009

🎝 REQU	UEȘT FOR RECORD SPO		LEAVE BLANK (
NATIO	(See Instructions on reverse) NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)		JOB NUMBER NT - 053-03-9 DATE RECEIVED 3/25/03		
WASHI	INGTON DC 20408		DATE RECEIVED 3/.	25/03	
1. FRO	DM (Agency or establishment) REAU OF THE PUBLIC DEBT		NOTIFICATION	TO AGENCY	
	OR SUBDIVISION ce of Securities Operations		U.S.C. 3303a the	rith provisions of 44 e disposition request, dments, is approved	
	OR SUBDIVISION sion of Systems Administration		except for items "disposition	that may be marked not approved" or	
	ME OF PERSON WITH WHOM TO CONFER an Lallemont	5. TELEPHONE (304) 480-6302		" in column 10. OF THE UNITED STATES W	
I hereb that the or will Office,	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 49 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.				
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PRO	POSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	See the Attache	d Sheets			
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8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION 7. ITEM NO. 10. ACTION TAKEN (NARA USE ONLY) N1-53-03-SB-0001 Title: SABRE-SAVINGS BOND REPLACEMENT SYSTEM-MASTER FILE Title Memo: The Savings Bond Replacement System (SaBRe) is an automated redesign of the Series E/EE system, replacing manual and automated processes utilized to process cash and security transactions resulting from the sale and retirement of accrual and retirement type securities. The work is processed by different groups of users, which includes but is not limited to receipt and control, audit, after classification, cash remittance/interest assessment, inquiry request, and summary accounting. The SaBRe master file has several data tables, which the users use to perform the different task assigned to each group to process the work. The data tables are either continuous (see item a) or tables with active retention periods (see item b). Some active tables have corresponding archive tables that are eventually purged to tapes and stored onsite and off site (see item c). Item (a) tables include but are not limited to After Classification Tables, Accrual Caveat Table, Agent Bond Serial Number Range Table, Assessment Tables, Audit Control Parameter Table, Bond update Table, Bond Identification Tables, Cash Balance Table, Caveat Tables, City Table, Current Redemption Value Table, Cumulative Journal Table, Denomination Table, Document Location & Retention Tables, Element Code Validation Table, Financial Tables, Issue on the Internet Notify Table, Issue Date Table, Loan Group Table, Monthly Partition Reference Table, Message Table, Pars Transaction Code Table, Referral Ticket Control Parameter Table, Reporting Agent & Site Tables, Security Account Number Table, Security Ledger Tables, Security Transaction Message Table, Series Tables, State Table, Status Tables, Summarized Security Transaction Table. System Control Parameter Table. Tax Identification Number Tables, Transaction Tables, User Identification Tables, and Voucher Number Table. Item (b) tables include but are not limited to Accrual Transaction Tables, Audit Discrepancy Tables, Financial Tables, Inquiry Request Tables, Monthly Control Table, Offsetting Reconcilement Discrepancy Control Table, Principal Outstanding Table, Referral Ticket Table, RFM Table, Security Ledger Tables, Summarized Classified Tables, and Tape Number Log Table. Item (c) tables include but are not limited to Control Number Tables, Manufacturing Stock Transaction Table, Non-Receipt Entry Table, and Security Transaction Tables. All security transactions are entered into to the system with an associated transaction code (TC). TC's define the updates and direct the data to the appropriate users and data tables. This system does not contain any word processing or spreadsheet applications. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 99 Retention Months: 0 Vital Records: Retention Description: Temporary. Continuous tables—Are held on-line for the life of the system. Active retention tables—Cut off after created. Destroy 13 months after cut off. Active retention tables that are migrated to archive tables then purged to magnetic tapes—Cut off after created. Store on active tables 6 months after created, then migrate to archive tables. Cut off archive tables 18 months after created and move to secondary storage (magnetic tape). Destroy magnetic tapes 30 months after created.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED	DISPOSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0002	Title: ISSUES ON TAPE (IOT)-ELEC	TRONIC INPUTS		Hems 2-29
	Title Memo: These files contain data rec agent banks, which are downloaded which includes, but is not limited to appropriate data tables according to	d to the SaBRe system. They on, the issue of securities. The	contain information data is stored in the	Superseded by: 4RS-2017- (LS 6,2020
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 0	Vital Records:	
	system.	tor 1 week after verification of m the assigned data tables acco	_	
N1-53-03-SB-0003	Title: ISSUES ON THE INTERNET (IC	OI), ELECTRONIC BLOTTEI	R, AND DETAIL	
	Title Memo: These files contain informa securities received from BPD, FRE data or FELS, which are download appropriate data tables according to files.	3's, processing centers, and ago led to the SaBRe system. The	ent banks via bulk data is stored in the	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Data to Item 1 of this schedule.	a is deleted from the assigned o	data tables according	
N1-53-03-SB-0004	Title: CARTRIDGES USED TO PRODI	UCE MICROFILM-MANUAI	LINPUTS	
	Title Memo: These files contain cartridg information that are received from Reels of microfilm are produced fro into the SaBRe System for identific	FRB's, processing centers, and om the cartridges. The microf	į agent banks.	
	Form Number: Computer System: SaBRe Retention Years: 10	Form Series: Cost Code: 68200 Retention Months: 0	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. a. Tape cartridges are returned t microfilm.	to originator 1 week after verif	ication of	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	SITION. 9. GRS OR SUPER	SEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0005	Title: IRB'S AND RPB'S-MANUAL INPUTS	S		
	Title Memo: These files contain Individual Re that are manually entered into the system		ement Plan Bonds	
	Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
		Retention Months: 0	Vital Records:	
	Retention Description: Temporary. a. Hard Copy—Microfilm bonds 3 monotonic verification of microfilm. b. Microfilm—Destroy microfilm 10 years.	-	y bonds after	
N1-53-03-SB-0006	Title: BOND/NOTE CONTROL BLOTTER A	AND TRANSFER ADVI	CE-MANUAL	
	Title Memo: This form is used to document the retired cards, bonds and notes undennne cancelled sales, exchanges, and retired at	transfer date for redempt		
	_	Form Series: Cost Code: 68200	Restrictions: SBU	
		Retention Months: 0	Vital Records:	
	Retention Description: Temporary. a. Hard Copy—Microfilm hard copy 3 after verification of microfilm. b. Microfilm—Destroy microfilm 36 years.		stroy hardcopy	
N1-53-03-SB-0007	Title: CLAIM FOR RELIEF OF LOSS, THEF INPUTS	T, OR DESTRUCTION-	MANUAL	
	Title Memo: This form is to request reissue of or destruction of the original bonds.	replacement bonds on ac	count of loss, theft,	
	Computer System: SaBRe	Form Series: Cost Code: 68200 Retention Months: 0	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. a. Hard Copy—Microfilm hard copy 3 after verification of microfilm. b. Microfilm—Destroy microfilm 10 years.	_	stroy hardcopy	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED D	DISPOSITION. 9. GR	S OR SUPE	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03- SB-0008	Title: SABRE SUMMARY ACCOUNTS AUDIT / JCL'S Title Memo: These files contain reports to perform accounting and financia updating account balances and perform include, but are not limited to, stongenerated butthe system.	used by the Summan I functions which in erforming account i	ry Accour clude, bu reconcilia	nting group to It are not limited to, Ition. The reports	
	Form Number: Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68 Retention Mor		Restrictions: SBU Vital Records:	
	Retention Description: Temporary. \ Electronic Files—Destroy files 90 d	ays after created.			
N1-53-03-SB-0009	Title: SABRE SUMMARY ACCOUNTIL INQUIRIES	NG ELECTRONIC	OUTPU	T REPORTS—	
·	Title Memo: These files contain repo perform accounting and financia updating account balances and p contain information on, but are n and vouchers. They include, but Accounts Inquiry, SARO (2315) Financial Journal Inquiry, Vouch Cumulative Journal Inquiry.	I functions which in erforming account r ot limited to, account are not limited to, Inquiry, Activity A	clude, but econciliants journathe follow and follow analysis (2	at are not limited to, ation. These reports als, activity analysis, ving: Security 2296) Inquiry,	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 682	200	Restrictions: SBU	
	Retention Years: 0 Retention Description: Temporary. Electronic Files—Destroy files 90 d	Retention Mon	ths: 3	Vital Records:	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0010	Title: SABRE SUMMARY ACCOUNTING C RECONCILIATION EXCEPTION REP		
	generated at transaction month-end for re	ns which include, but are not limited to, ag account reconciliation. These reports are econciling sub ledger systems for book-entry bond vault. The reports include, but are not	
	Computer System: SaBRe	Form Series: Restrictions: SBU Cost Code: 68200 Retention Months: 3 Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy 6 years are b. Hard Copy—Cut off by transaction after cutoff.	nd 3 months after created. month-end. Destroy 6 years and 3 months	
N1-53-03-SB-0011	Title: SABRE SUMMARY ACCOUNTING E DAILY FINANCIAL LISTINGS—CON		
	that are generated daily for summarized s	ns which include, but are not limited to, ag account reconciliation. These are reports	·
	Form Number:	Form Series: Restrictions: SBU	
		Cost Code: 68200 Retention Months: 3 Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days a hardcopy documents.)	after created. (See Item 17 for retention of	-
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSE	ITION. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN
		<u> </u>	(NARA USE ONLY
N1-53-03-SB-0012	Title: SABRE SUMMARY ACCOUNTING EI DAILY FINANCIAL LISTINGS—TRAN		
	that are generated daily for summarized sa adjustment activity. They include, but are	s which include, but are not limited to, g account reconciliation. These are reports avings bond issues, redemption and not limited to, the Daily Financial al Transaction Report, Daily Financial Trial	
	Computer System: SaBRe C	orm Series: Restrictions: SBU cost Code: 68200 etention Months: 1 Vital Records:	
	Retention Description: Temporary.	after created. (See Item 17 for retention of	
N1-53-03-SB-0013	Title: SABRE SUMMARY ACCOUNTING E DAILY FINANCIAL LISTINGS—CON REVERSAL REPORT	\	
·	Title Memo: These files contain reports used by perform accounting and financial function updating account balances and performing that are generated daily for summarized sa adjustment activity. They include, but are Adjustment Reversal Report.	s which include, but are not limited to, s account reconciliation. These are reports rvings bond issues, redemption and	
	Computer System: SaBRe	orm Series: Restrictions: SBU cost Code: 68200 etention Months: 0 Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 2 years aft hardcopy documents.)	er created. (See Item 17 for retention of	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	N. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0014	Title: SABRE SUMMARY ACCOUNTING ELEC `QAILY FINANCIAL LISTINGS—PARS D		
	Title Memo: These files contain reports used by the perform accounting and financial functions who updating account balances and performing account that are generated daily for summarized saving adjustment activity. They include, but are not	hich include, but are not limited to, count reconciliation. These are reports gs bond issues, redemption and	
	Computer System: SaBRe Cost	Restrictions: SBU Code: 68200 ntion Months: 0 Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 3 years after contact hardcopy documents.)		·
N1-53-03-SB-0015	Title: SABRE SUMMARY ACCOUNTING ELEC DAILY FINANCIAL LISTINGS—ADJUST		-
	Title Memo: These files contain reports used by the perform accounting and financial functions who updating account balances and performing account that are generated daily for summarized saving adjustment activity. They include, but are not Ledger/Principal Outstanding Match, Financia Confirmed Summary Adjustment Discrepancy	hich include, but are not limited to, count reconciliation. These are reports gs bond issues, redemption and i limited to, the Financial al Contra Balance Report, and the	
	Computer System: SaBRe Cost	Restrictions: SBU Code: 68200 ntion Months: 0 Vital Records:	
	Retention Pears: 4 Retention Description: Temporary. Electronic Files—Destroy files 4 years after contact hardcopy documents.)	_	
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. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0016	Title SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— DAILY FINANCIAL LISTINGS—TOTAL ADD (ACCOUNT 34) RECONCILEMENT REPORT Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to,	
	updating account balances and performing account reconciliation. These are reports that are generated daily for summarized savings bond issues, redemption and adjustment activity. They include, but are not limited to, the Total Add (Account 34) Reconcilement Report.	·
	FormeNumber: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200	
	Retention Years: 20 Retention Months: 0 Vital Records:	
	Retention Description: Temporary. Electronic files—Destroy files 20 years after created. (See Item 17 for retention of hardcopy documents.)	
N1-53-03-SB-0017	Title: SABRE SUMMARY ACCOUNTING HARD COPY OUTPUT REPORTS—DAILY FINANCIAL LISTINGS	
	Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are reports that are generated daily for summarized savings bond issues, redemption and adjustment activity. They include, but are not limited to, the hard copies of the following reports: Daily Financial Transaction Journal, Daily Interest Accrual Transaction Report, Financial Ledger/Principal Outstanding Match, PARS Daily Journal, Daily Financial Trial Balance, Daily Financial General Ledger, Financial Contra Balance Report, Total Add (Account 34) Reconcilement Report, Confirmed Summary Adjustment, Confirmed Summary Adjustment Discrepancy Report, and the Confirmed Summary Adjustment Reversal Report.	
	Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200	
	Retention Years: 2 Retention Months: 0 Vital Records:	
j	Retention Description: Temporary. Hard Copy—Cut off by transaction date. Destroy 2 years after cutoff. (Electronic copies are scheduled under Items 11-16.)	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSI	EDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0018	Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT R DAILY SECURITY LISTINGS—LEDGER REPORTS	REPORTS—	
	Title Memo: These files contain reports used by the Summary Accounting perform accounting and financial functions which include, but are nupdating account balances and performing account reconciliation. In that are generated by transaction date for savings bond issues, reden adjustment activity. They include, but are not limited to, the Daily Summar Transaction Journal, Security General Ledger Report-Daily, and Security.	ot limited to, I'hese are reports option and Security	
	Computer System: SaBRe Cost Code: 68200	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 400 days after created. (See Item 21 hardcopy documents.)	1 for retention of	
N1-53-03-SB-0019	Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT R DAILY SECURITY LISTINGS—MATCH REPORTS	REPORTS—	
	Title Memo: These files contain reports used by the Summary Accounting perform accounting and financial functions which include, but are no updating account balances and performing account reconciliation. In that are generated by transaction date for savings bond issues, reden adjustment activity. They include, but are not limited to, the Classif Unclassified Issues Match, Classified to Unclassified Redemptions I Ledger to Principal Outstanding Match Report, and the Security Acc Balance.	ot limited to, These are reports uption and fied to Match, Security	
	Computer System: SaBRe Cost Code: 68200	Restrictions: SBU i Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 4 years after created. (See Item 21 files hardcopy documents.)	for retention of	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSEI	DISPOSITION. 9. GRS OR SUPI	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0020	Title: SABRE SUMMARY ACCOUNDAILY SECURITY LISTINGS	—TRIAL BALANCE REPOR	TS	
	Title Memo: These files contain reports perform accounting and financial updating account balances and pe that are generated by transaction of adjustment aritivity. They include and the Trial Balance by Account	functions which include, but an rforming account reconciliation late for savings bond issues, re but are not limited to, the Tri	re not limited to, n. These are reports demption and	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200		
	Retention Years: 20	Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy 20 year hardcopy documents.)	rs after created. (See Item 21 f	for retention of	
N1-53-03-SB-0021	Title: SABRE SUMMARY ACCOUNT SECURITY LISTINGS	TING HARDCOPY OUTPUT i	REPORTS—DAILY	
	Title Memo: These files contain reports perform accounting and financial updating account balances and per that are generated by transaction adjustment activity. They include Classified to Unclassified Issues Match, Daily Security Transaction Match Report, Trial Balance by S Ledger Report-Daily, Security Lea Balance.	functions which include, but an afforming account reconciliation late for savings bond issues, re, but are not limited to following Match, Classified to Unclassified Journal, Security Ledger to Peries, Trial Balance by Account	re not limited to, n. These are reports demption and ng reports: ed Redemptions rincipal Outstanding nt, Security General	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200	i	
	Retention Years: 2 Retention Description: Temporary.	Retention Months: 0	Vital Řecords: ☐	
	Hard Copy—Cut off after created are scheduled under Items18-20.)	Destroy 2 years after cutoff.	(Electronic copies	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISI	POSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0022	Title: SABRE SUMMARY ACCOUNTING MONTHLY FINANCIAL AND SEC WORKLOAD DATA REPORT, REI CONSOLIDATED REDEMPTIONS	CURITY REPORTS—STA DEEMED & RETIRED SA	TISTICAL	
	Title Memo: These files contain reports used perform accounting and financial functupdating account balances and perform that are generated at calendar month-er. They include, but are not limited to, the Retired Savings Bonds and Consolidation.	tions which include, but are ning account reconciliation nd for summarized savings e Statistical Workload Dat	e not limited to, These are reports bond activity.	
	Form Number: Computer System: SaBRe Retention Years: 3	Form Series: Cost Code: 68200 Retention Months: 0	Restrictions: SBU	
	Retention Description: Temporary. Electronic Files—Destroy files 3 years hardcopy documents.)			
N1-53-03-SB-0023	Title: SABRE SUMMARY ACCOUNTING MONTHLY FINANCIAL AND SEC RATE			
	Title Memo: These files contain reports used perform accounting and financial funct updating account balances and perform that are generated at calendar month-error They include, but are not limited to, the	tions which include, but are ning account reconciliation nd for summarized savings	e not limited to, These are reports	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 5	Cost Code: 68200 Retention Months: 0	n Vital Records: □	
	Retention Description: Temporary. Electronic Files—Destroy files 5 years hardcopy documents.)	after created. (See Item 2	5 for retention of	
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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)
N1-53-03-SB-0024	Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— MONTHLY FINANCIAL AND SECURITY REPORTS—MONTHLY RECAPS	
	Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are reports that are generated at calendar month-end for summarized savings bond activity. They include, but are not limited to, the Trial Balance by Account, Preliminary Outstanding, Preliminary Outstanding (Total by Series), Monthly Security Detail Journal—Transaction Code Order, Sales Accruals Redemptions and Outstanding (2315), Savings Bond Activity Analysis (2296), Savings Bond Activity Analysis (2296) Recap, Security General Ledger Report—Monthly, Recap Security General Ledger Report—Monthly, Monthly Interest Accrual Transaction Report, Detail Financial Journal—Transaction Cede Order, Activity by Transaction Code, Monthly Trial Balance Report, Monthly Financial General Ledger, Monthly Security Journal Recap—Transaction Code Order, and Monthly Transaction Journal—CUSIP Order.	
	Form Number: Computer System: SaBRe Retention Years: 20 Retention Description: Temporary. Electronic Files—Destroy files 20 years after created. (See Item 25 for retention of	
	hardcopy documents.)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	SITION. 9. GRS OR SUI	PERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0025	Title: SABRE SUMMARY ACCOUNTING I		T REPORTS—	
	Title Memo: These files contain reports used perform accounting and financial function updating account balances and performing that are generated at calendar monthened. They include, but are not limited to, the and Retired Savings Bonds, Consolidate Balance by Account, Preliminary Outsta Series), Monthly Security Detail Journal Redemptions and Outstanding (2315), S Savings Bond Activity Analysis (2296) Monthly, Recap Security General Ledge Accrual Transaction Report, Detail Fina Activity by Transaction Code, Monthly General Ledger, Monthly Security Journ Monthly Transaction Journal—CUSIP C NOTE: There are some monthly reports that are kept for these reports. They include Monthly Security Journal Recap Transact Journal-CUSIP Order.	ons which include, but any account reconciliation of account reconciliation of account reconciliation of account reconciliation of the summarized saving statistical Workload Dod Redemptions, Averaged and Recipitation Code Of avings Bond Activity And Recap, Security General Report—Monthly, Minicial Journal—Transaction of the summarized reconciliation of the summarized saving account of the summ	are not limited to, on. These are reports ags bond activity. ata Report, Redeemed ge Interest Rate, Trial tstanding (Total by order, Sales Accruals Analysis (2296), al Ledger Report— conthly Interest ction Cede Order, Monthly Financial a Code Order, and only: no hard copies the following reports:	
	Computer System: SaBRe	Form Series: Cost Code: 68200 Retention Months: 0	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off files monthly. Des are scheduled under Items 22-24.)	troy 3 years after cutof		
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITAT	ION 10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0026	Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— MONTHLY UNCONFIRMED ADJUSTMENTS REPORT	
	Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These are report that are generated monthly and shows all outstanding (unconfirmed) debit vouchers and deposit tickets at the end of the calendar month. They include, but are not limited to, the Monthly Unconfirmed Adjustment Report.	
	NOTE: This report is used in the monthly reconciliation to PARS. Therefore, the hard copies of the report are filed with those documents and retained for 6 years and 3 months (Refer to N1-53-01-01, 09).	
	Form Number: Computer System: SaBRe Retention Years: 3 Form Series: Cost Code: 68200 Retention Months: 0 Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 3 years after created.	
N1-53-03-SB-0027	Title: SABRE SUMMARY ACCOUNTING OUTPUT REPORTS—SECURITYI LEDGER/CUMULATIVE JOURNAL COMPARE REPORTS Title Memo: These files contain reports used by the Summary Accounting group to	
	perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These reports ar used to verify that the updating of the accounting data in the Security Ledger and the Cumulative Journal tables are consistent. These reports include, but are not limited to, the Security Ledger/Cumulative Journal Compare and Security Ledger/Cumulative Journal Compare Error.	le
	Form Number: Form Series: Restrictions: SI Computer System: SaBRe Cost Code: 68200 Retention Years: 4 Retention Months: 0 Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 4 years after created. b. Hard Copy—Cut off monthly. Destroy 4 years after cutoff.	\ <u>`</u>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	SITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONL)	
N1-53-03-SB-0028	Title: SABRE SUMMARY ACCOUNTING E	ELECTRONIC OUTPU	Γ REPORTS—		
	Title Memo: These files contain reports used be perform accounting and financial function updating account balances and performing generated by transaction date for summare.	ns which include, but ar ng account reconciliation	e not limited to, These reports are		
	Form Number:	Form Series:	Restrictions: SBU		
		Cost Code: 68200	_		
	Retention Years: 3	Retention Months: 0	Vital Records:		
	Retention Description: Temporary. Electronic Files—Destroy files 3iyears at retention of hardcopy documents.)	fter created. (See Items	29 and 30 for		
N1-53-03-SB-0029	Title: SABRE SUMMARY ACCOUNTINGY PERMANENT RECEIPT—ORIGINAL		REPORTS—		
	Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These reports are generated by transaction date for summarized accrual savings bond issued per agent.				
	NOTE: The hard copies of reports that have be error or problem have a longer retention	•	1		
l	Form Number:	Form Series:	Restrictions: SBU		
		Cost Code: 68200			
	Retention Years: 1	Retention Months: 0	Vital Records:		
	Retention Description: Temporary. Hard Copy—Cut off by transaction date.	Destroy 1 year after cu	toff. (Electronic		
	copy is scheduled under Item 28.)				
N1-53-03-SB-0030	Title: SABRE SUMMARY ACCOUNTING F PERMANENT RECEIPT—CHANGEI		REPORTS—		
	Title Memo: These files contain Reports used perform accounting and financial functio updating account balances and performing generated by transaction date for summare.	ns which include, but ar ng account reconciliation	e not limited to, These reports are		
I		Form Series:	Restrictions: SBU		
		Cost Code: 68200			
	Retention Years: 3	Retention Months: 0	Vital Records:		
	Retention Description: Temporary. Hard Copy—Cut off by transaction date. copy is scheduled under Item 28.)	Destroy 3 years after c	utoff. (Electronic		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSEI	D DISPOSITION.	9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0031	Title: SABRE SUMMARY ACCOUNTMONTH-END REPORTS	TING OUTPU	T REPORTS—1	RANSACTION	rtcms 31-98 Superseded by:
	Title Memo: These files contain reports perform accounting and financial updating account balances and perform account balances and perform account balances and perform transaction month-entire include, but are not limited to, the Redemptions by Series and Denoted	functions which erforming account and for summarian e Classified Sta	ch include, but are unt reconciliation zed savings bond	e not limited to, These reports are activity. They	48 5.2 020 2013 - 415 -
	Form Number:	Form S	eries:	Restrictions: SBUii	
	Computer System: SaBRe	Cost Co	ode: 68200		
	Retention Years: 3	Retenti	on Months: 0	Vital Records:	
	Retention Description: Temporary a. Electronic Files—Destroy 3 b. Hard Copy—Cut off by trans			ears after cutoff.	
N1-53-03-SB-0032	Title: SABRE SUMMARY ACCOUNT REPORTS	TING OUTPU	T REPORTS—F	EE VERIFICATION	
	Title Memo: These files contain reports perform accounting and financial updating account balances and pe generated at transaction month-en and Federal Reserve Banks for sa but are not limited to, the Monthl IOT Fee verification Report, and Verification.	functions which reforming account of for verifying vings bonds is y RDS & Non	hinclude, but are intreconciliation the accuracy of sued and redeem Fee Verification	e not limited to, These reports are fees paid to agents ed. They include, Report, Monthly	
	Form Number:	Form S	eries:	`Restrictions: SBU	
	Computer System: SaBRe Retention Years: 3		ode: 68200 on Months: 0	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy fil b. Hard Copy—Cut off by trans			ears after cutoff.	
					l

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	SITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY
N1-53-03-\$B-0033	Title: SABRE SUMMARY ACCOUNTING I		REPORTS—	
	Title Memo: These files contain reports used to perform accounting and financial function updating account balances and performing generated at transaction month-end for survings bonds. They include, but are no EE, I Accural Bond Sales, and Accural F	ons which include, but are ng account reconciliation armarized sales and rede t limited to, Accrual Bon	not limited to, These reports are emptions of accrual	
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Form Series: Cost Code: 68200	Restrictions: SBU	
		Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 20 years hardcopy documents.)	after created. (See Item	34 for retention of	
N1-53-03-SB-0034	Title: SABRE SUMMARY ACCOUNTING I ACCRUAL BOND CASH FLOW REF		REPORTS—	
	Title Memo: These files contain reports used to perform accounting and financial function updating account balances and performing generated at transaction month-end for significant savings bonds. They include, but are not EE, I Accrual Bond Sales, and Accrual F	ons which include, but are ng account reconciliation tymmanized sales and rede t limited to, Accrual Bond	not limited to, These reports are emptions of accrual	
	Computer System: SaBRe	Form Series: Cost Code: 68200 Retention Months: 0	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off by transaction mon (Electronic copy is scheduled under Item	th-end. Destroy 3 years a	_	
N1-53-03-SB-0035	Title: SABRE SUMMARY ACCOUNTING I		REPORTS—CIB	
	Title Memo: These files contain reports used be perform accounting and financial function updating account balances and performing generated daily to show any errors when	ons which include, but are ng account reconciliation.	not limited to, These reports are	l
	Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
		Retention Months: 1	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 400 days hardcopy documents.)	after created. (See Item	36 for retention of	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DIS	POSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0036	Title: SABRE SUMMARY ACCOUNTING CLASSIFIED DATA DISCREPANO		REPORTS—CIB	
	Title Memo: These files contain reports use perform accounting and financial func updating account balances and perform generated daily to show any errors who	tions which include, but are ning account reconciliation	e not limited to, These reports are	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System SaBRe	Cost Code: 68200		
	Retention Years: 2	Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off by transaction da copy is scheduled under Item 35.)	te. Destroy 2 years after cu	ntoff. (Electronic	
N1-53-03-SB-0037	Title: CASH REMITTANCE:/ INTEREST	ASSESSMENT OUTPUT	S—AUDITi/ JCL'S	
	Title Memo: The Cash Remittance Interest calculate monthly payroll and over-the meet established cash reporting require information on jobs run and reports ge	e-counter assessments for agements. These reports cont	gents that do not	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary.			
	a. Electronic Files—Destroy files 90			
	b. Hard Copy—Destroy when no lor	nger needed for reference p	urposes.	
N1-53-03-SB-0038	Title: CASH REMITTANCEi/ INTEREST	ASSESSMENT OUTPUT	S—ISSUE DATE	
	MATCH REPORTS			
	Title Memo: The Cash Remittance / Interest calculate monthly payroll and over-the meet established cash reporting require	e-counter assessments for a	gents that do not	
	and security detail activity for an agen for a specific issue date. The reports a agent's remittance account.			
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200	\ _	
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90		. \	
	b. Hard Copy—Destroy when no lor	iger needed for reference p	urposes.	

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-SB-0039	Title: CASH REMITTANCE HINTEREST ASSESSMENT OUTPUTS—INTEREST ASSESSMENT INQUIRY REPORTS	
	Title Memo: The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These reports show an agent's classified transactions for a designated period against which interest penalty charges have been assessed. This report is used in reviewing and investigating an agent's interest assessment activity.	
	Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy 90 days after created. b. Hard Copy—Destroy when no longer needed for reference purposes.	
N1-53-03-SB-0040	Title: CASH REMITTANCE INTEREST ASSESSMENT OUTPUTS— CASH/SECURITY ACTIVITY REPORTS	
	Title Memo: The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These reports show cash and security detail activity for an agent's payroll and book entry savings bond sales for a specific transaction date. The report is used in reviewing and investigating an agent's cash remittance account.	
	Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records:	
	Retention Description: Temporary. a. Electronic files—Destroy files 90 days after created. b. Hard Copy—Destroy when no longer needed for reference purposes.	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DIS	SPOSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0041	Title: CASH REMITTANCE / INTEREST CASH REMITTANCE AND INTER			
	Title Memo: The Cash Remittance / Interest calculate monthly payroll and over-the meet established cash reporting require to summarize cash remittance and interest include, but are not limited to, the Rest Assessment, and the Payroll Monthly	e-counter assessments for a rements. These reports are erest assessments for issuin, mittance Account Statemen	gents that do not generated monthly g agents. They	
	Form Number: Computer System: SaBRe Retention Years: 10	Form Series: Cost Code: 68200 Retention Months: 0	Restrictions: SBU	
	Retention Description: Temporary. Electronic Files—Destroy files 10 year hardcopy documents.)		_	·
N1-53-03-SB-0042	Title: CASH REMITTANCE / INTEREST CASH REMITTANCE AND INTER			
	Title Memo: The Cash Remittance / Interest calculate monthly payroll and over-the meet established cash reporting requires to summarize cash remittance and interest include, but are not limited to, the Rest Assessment, and the Payroll Monthly	e-counter assessments for a rements. These reports are crest assessments for issuing mittance Account Statemen	gents that do not generated monthly g agents. They	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 3	Cost Code: 68200 Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Description of the scheduled under Item 41.)	estroy 3 years after cutoff.	(Electronic copy is	
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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)
N1-53-03-SB-0043	Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS— ACTIVITY/AGING AND MONTHLY MANAGEMENT REPORTS Title Memo: The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These are reports that are generated monthly to summarize the month interest assessment activity for assessments over \$1,000. These reports include, but are not limited to, Interest Assessment Activity/Aging, Rayroll Assessments in Excess of \$1,000/Audit, Over the Counter Assessment in Excess of \$1,000, Remittance System Policing Summary/Audit, Status of Delinquent Assessments 61 Days & Older, and the Negative Balance Account Spreadsheet.	
	Form Number: Computer System: SaBRe Retention Years: 1 Form Series: Cost Code: 68200 Retention Months: 0 Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Cut off when created. Destroy 1 year after cutoff.	
N1-53-03-SB-0044	Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS—INTEREST ASSESSMENT COLLECTION REPORTS	
	Title Memo: The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These are reports that are generated monthly to itemize by Federal Reserve Bank and agent code; interest assessments imposed and collected. The reports include, but are not limited to, the Monthly Interest Assessment Summary, Interest Assessment Collection Advice (PD4996), Deposit Ticket (SF 215) and Check Authorization.	
	Form Number: Form Series: Restrictions: SBU	
	Computer System: SaBRe Cost Code: 68200 Retention Years: 6 Retention Months: 3 Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 6 years and 3 months after created. b. Hard Copy—Cut off when created. Destroy 6 years and 3 months after cutoff.	

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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)
N1-53-03-SB-0045	Title: RECEIPT AND CONTROL—OUTPUTS—AUDITS/JCL'S	
	Title Memo: All incoming savings bond transactions processed by the SaBRe System are entered and reviewed during the receipt and control process. The reports are generated by the data in this process and are used to monitor the successful flow of work to the following processes and identify problems that must be resolved to allow processing to continue. These are reports that contain statistical information on jobs run and reports generated by the system.	
	Form Number: Form Series: Restrictions: SBU	
	Computer System: SaBRe iii Cost Code: 68200	
	Retention Years: 0 Retention Months: 3 Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 days after created.	
	b. Hard Copy—Destroy when no longer needed for reference purposes.	
N1-53-03-SB-0046	Title: RECEIPT AND CONTROL—ELECTRONIC OUTPUTS—AGENT CODE SERIAL NUMBER VALIDATION REPORTS	
	Title Memo: All incoming savings bond transactions processed by the SaBRe System are entered and reviewed during the receipt and control process. These reports are generated by the updating of the AGT_BSN_RNG Table with bond serial numbers that have been reported as sales, reissues, or spoils. The data is edited for invalid series, denomination, series/denomination combinations, BSN not available to be consigned, or site id/agent code not a valid print site.	
	Form Number: Form Series: Restrictions: SBU	
	Computer System: SaBRe Cost Code: 68200	
	Retention Years: 1 Retention Months: 1 Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 400 days after created. (See Item 47 for retention of hardcopy documents.)	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	OSITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY
N1-53-03-SB-0047	Title: RECEIPT AND CONTROL—HARD (NUMBER VALIDATION REPOR		NT CODE SERIAL	
	Title Memo: All incoming savings bond trans entered and reviewed during the receipt generated by the updating of the AGT_l that have been reported as sales, reissue series, denomination, series/denomination consigned, or site ID/agent code not a v	and control process. The BSN_RNG Table with bors, or spoils. The data is even combinations, BSN no	se reports are nd serial numbers dited for invalid	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 1	Cost Code: 68200 Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 1 scheduled under Item 46.)	year after cutoff. (Electro	onic copy is	
N1-53-03-SB-0048	Title: RECEIPT AND CONTROL—ELECTION NON-MATCH REPORT	RONIC OUTPUTS—NO	N-RECEIPT	
	Title Memo: All incoming savings bond trans entered and reviewed during the receipt reflect any differences in the tax identifi authority transaction and the issues four	and control process. The ication numbers form the i	se are reports that incoming retirement	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200	· · · · · · · · · · · · · · · · · · ·	
	Retention Years: 4	Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 4 years a hardcopy documents.)	after created. (See Item 4	9 for retention of	
N1-53-03-SB-0049	Title: RECEIPT AND CONTROL—HARD (NON-MATCH REPORT	COPY OUTPUTS—NON	N-RECEIPT	
		sactions processed by the	SaBRe System are	
	Title Memo: All incoming savings bond trans entered and reviewed during the receipt reflect any differences in the tax identificant authority transaction and the issues four	and control process. The ication numbers form the i	se are reports that incoming retirement	
	entered and reviewed during the receipt reflect any differences in the tax identifi	and control process. The ication numbers form the i	se are reports that incoming retirement	
	entered and reviewed during the receipt reflect any differences in the tax identificant authority transaction and the issues four Form Number: Computer System: SaBRe	and control process. The ication numbers form the ind on the Bond Identification of the Id	se are reports that incoming retirement ion Tables. Restrictions: SBU	
	entered and reviewed during the receipt reflect any differences in the tax identificant authority transaction and the issues four Form Number:	and control process. The ication numbers form the ind on the Bond Identification. Form Series:	se are reports that incoming retirement ion Tables.	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	OSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0050	Title: AUDIT—OUTPUTS—AUDIT/JCL'S Title Memo: These are reports used by the Ac discrepant situations identified during th containistatistical information on jobs ru	e audit and offsetting pro	ocess. These reports	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 d b. Hard Copy—Cut off after created.		toff.	
N1-53-03-SB-0051	Title: AUDIT—ELECTRONIC OUTPUTS— LISTING REPORTS (PRELIMINA		CILIATION	
	Title Memo: These are reports used by the Ac discrepant situations identified during the preliminary reports used to start the investment is available for offsetting transaction transactions are in balance. Offsetting transactions savings bonds, the retirement of the "old These reports include, but are not limited matching, issue date, offsetting transaction bond serial number offset.	ne audit and offsetting pro- estigation of discrepancies in reconcilement and to co ransactions are transaction of bond and the issuance d to, the following inform	ocess. These are s before the work onfirm all offsetting ons for reissued of the "new" bond. nation: detail	
	Computer System: SaBRe	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days a hardcopy documents.)	after created. (See Item	52 for retention of	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSIT	ON. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0052	Titlë: AUDIT—HARD COPY OUTPUTS—OF		
	Title Memo: These are reports used by the Accru discrepant situations identified during the a preliminary reports used to start the investigunit is available for offsetting transaction retransactions are in balance. Offsetting transavings bonds, the retirement of the "old" be These reports include, but are not limited to matching, issue date, offsetting transaction bond serial number offset.	udit and offsetting process. These are gation of discrepancies before the work econcilement and to confirm all offsetting sactions are transactions for reissued bond and the issuance of the "new" bond. o, the following information: detail	
·	Computer System: SaBRe Co	rm Series: Restrictions: SBU st Code: 68200 tention Months: 0 Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy scheduled under Item 51.)	1 week after cut off. (Electronic copy is	
N1-53-03-SB-0053	Title: AUDIT—OUTPUTS—OFFSETTING TR CONTROLILOG	ANSACTIONS DISCREPANCY	
	Title Memo: These are reports used by the Accrudiscrepant situations identified during the a reports that provide management with a too processing of work through the offsetting respectively. This report provides, but is not ling the number of discrepancies outstanding.	udit and offsetting process. These are left to control the flow and timely econciliation portion of the SaBRe	
	Computer System: SaBRe Co	rm Series: Restrictions: SBU est Code: 68200 tention Months: 1 Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 400 day b. Hard Copy—Destroy when no longer in		
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED D	ISPOSITION. 9. GRS OR SUPE	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0054	Title: AUDIT—ELECTRONIC OUTPUT ' (FINAL)	S—OFFSETTING RECON	CILIATION	
	Title Memo: These are reports used by the discrepant situations identified durin final reports of offsetting transaction transactions for reissued savings bon issuance of the "new" bond. This reissue date, offsetting transaction code number.	g the audit and offsetting pro- reconcilement. Offsetting t ds, the retirement of the "old port shows, but is not limited	ocess. These are ransactions are d' bond and the d to, detail matching,	
	Form Number: OSR630AR eee Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 da hardcopy documents.)	ays after created. (See Item	55 for retention of	
N1-53-03-SB-0055	Title: AUDIT—HARD COPY OUTPUTS (FINAL)	-OFFSETTING RECONC	CILIATION	
	Title Memo: These are reports used by the discrepant situations identified durin final reports of offsetting transaction transactions for reissued savings bon issuance of the "new" bond. This regissue date, offsetting transaction code number offset.	g the audit and offsetting pro reconcilement. Offsetting t ds, the retirement of the "old port shows, but is not limited	ocess. These are ransactions are d' bond and the d to, detail matching,	
	Form Number: OSR620AR	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200	Vital Records:	
	Retention Years: 4 Retention Description: Temporary.	Retention Months: 0		
	Hard Copy—Cut off after created. I scheduled under Item 54.)	Destroy 4 years after cutoff.	(Electronic copy is	
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8. DESCRIPTION OF ITEM AND PROPOSED DIS Citleii AUDIT—OUTPUTS—DETAIL FO	SPOSITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
TitleiiAUDIT—OUTPUTS—DETAIL FO			
	R REPORTING ENTITY P	ERFORMANCE	
reports that contain information that s	the audit and offsetting pro hows data on erroneous blo	cess. These are tters and security	
Form Number: OSRIIOAR	Form Series:	Restrictions: SBU	
	Cost Code: 68200	110541040151 520	
Retention Years: 2	Retention Months: 0	Vital Records:	
		urposes.	
Title: ARCHIVE—OUTPUTS—AUDIT/J	CL'S		
media Computer Output to Disk (COI They also maintain the archive tables	LD) and shipping it to an off for the customer, which allo	f-site storage area. ows them to view	
Form Number:	Form Series:	Restrictions: SBU	
Computer System: SaBRe Retention Years: 1	Cost Code: 68200 Retention Months: 1	Vital Records:	
		urposes.	
Title: ARCHIVE -OUTPUTS—EXTRAC	T REPORTS		
media Computer Output to Laser Disk area. They also maintain the archive view archived data on-line. These are storage. They include, but are not lim	c (COLD) and shipping it to tables for the customer, whice reports that have been arch uited to, Control Number Ta	an off-site storage ch allows them to ived to COLD ble Extract,	
Form Number:	Form Series	Restrictions SRII	
		YOUTOTOUS DIO	
Retention Years: 0	Retention Months: 3	Vital Records:	
		umoses .	
	reports that contain information that s detail processed for each reporting en Gorm Number: OSRIIOAR Computer System: SaBRe Retention Years: 2 Retention Description: Temporary. a. Electronic Files—Destroy files 2 b. Hard Copy—Destroy when no location of the Archive Group is respons media Computer Output to Disk (COI They also maintain the archive tables archived data on-line. These reports are reports generated by the system. Form Number: Computer System: SaBRe Retention Description: Temporary. a. Electronic Files—Destroy files 4 b. Hard Copy—Destroy when no location of the Archive Group is respons media Computer Output to Laser Disk area. They also maintain the archive view archived data on-line. These are storage. They include, but are not lim SCT_TRAN_ISS Rows Extracted, and Gorm Number: Computer System: SaBRe Retention Description: Temporary. a. Electronic Files—Destroy 90 day Retention Description: Temporary. a. Electronic Files—Destroy 90 day area. Destroy 90 day	reports that contain information that shows data on erroneous blo detail processed for each reporting entity for a transaction month. Form Number: OSRIIOAR Cost Code: 68200 Retention Years: 2 Retention Description: Temporary. a. Electronic Files—Destroy files 2 years after created. b. Hard Copy—Destroy when no longer needed for reference public archived data on-line. These reports contain statistical information reports generated by the system. Form Number: Computer System: SaBRe Retention Description: Temporary. a. Electronic Files—Destroy files 2 years after created. b. Hard Copy—Destroy when no longer needed for reference public archived data on-line. These reports contain statistical information reports generated by the system. Form Number: Computer System: SaBRe Retention Description: Temporary. a. Electronic Files—Destroy files 400 days after created. b. Hard Copy—Destroy when no longer needed for reference public ARCHIVE—OUTPUTS—EXTRACT REPORTS Citle Memo: The Archive Group is responsible for the backup of data to media Computer Output to Laser Disk (COLD) and shipping it to area. They also maintain the archive tables for the customer, which view archived data on-line. These are reports that have been archive archived data on-line. These are reports that have been archive archived data on-line. These are reports that have been archive archived data on-line. These are reports that have been archive archived data on-line. These are reports that have been archive archived data on-line. These are reports that have been archive archived data on-line. These are reports that have been archive archived data on-line. These are reports that have been archive archived data on-line. These are reports that have been archive tables for the customer, which were archived data on-line. These are reports that have been archived data on-line. These are reports that have been archived data on-line. These are reports that have been archived data on-line. These are reports that have been archived data on-line. These ar	Retention Years: 2 Retention Months: 0 Vital Records: Retention Years: 2 Retention Months: 0 Vital Records: Retention Description: Temporary. a. Electronic Files—Destroy files 2 years after created. b. Hard Copy—Destroy when no longer needed for reference purposes. Ritle: ARCHIVE—OUTPUTS—AUDIT/JCL'S Ritle Memo: The Archive Group is responsible for the backup of data to the permanent media Computer Output to Disk (COLD) and shipping it to an off-site storage area. They also maintain the archive tables for the customer, which allows them to view archived data on-line. These reports contain statistical information on jobs run and reports generated by the system. Retention Number: Form Series: Restrictions: SBU Cost Code: 68200 Retention Years: 1 Retention Months: 1 Vital Records: Retention Description: Temporary. a. Electronic Files—Destroy files 400 days after created. b. Hard Copy—Destroy when no longer needed for reference purposes. Ritle: ARCHIVE OUTPUTS—EXTRACT REPORTS Ritle Memo: The Archive Group is responsible for the backup of data to the permanent media Computer Output to Laser Disk (COLD) and shipping it to an off-site storage area. They also maintain the archive tables for the customer, which allows them to view archived data on-line. These are reports that have been archived to COLD storage. They include, but are not limited to, Control Number Table Extract, SCT_TRAN_ISS Rows Extracted, and SCT_TRAN Rows Extracted. Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DIS	POSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN
		AVDVIDATOR IS	 -	(NARA USE ONLY)
N1-53-03-SB-0059	Title: INQUIRY REQUESTS—OUTPUTS	—AUDITS/JCL'S		
	Title Memo: SaBRe users can do inquiries of the results for selected inquiries. The information on jobs run and reports ge	hese are reports that contai		
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a.i Electronic Files—Destroy files 90 b. Hard Copy—Destroy when no lon		ourposes.	
N1-53-03-SB-0060	Title: INQUIRY REQUESTS—ELECTRO	NIC OUTPUTS—INQUIF	RIES	
	Title Memo: SaBRe users can do inquiries of of the results for selected inquiries. The provide information on savings bond to are used for research purposes and incomparing the Security Transaction BSN Inquiry, Clauding, Audit Correction History by Control Number Pic NR/DIN Inquiry.	hese are reports that are recransactions on the SaBRe Salude, but are not limited to assified Security Transaction Control Number, Discrepantistory Refilm Pic No. Inquistory Refilm Pic No. Inqui	quested on line and System. The reports , the Classified on Control Number acy History Account	
	NOTE: Inquiries are viewed electronically	only. No hard copies are k	cept.	
	Form Number: Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU	
	Retention Description: Temporary. Electronic Copies—Destroy files 90 d hardcopy documents.)	ays after created. (See Iter	n 62 for retention of	
N1-53-03-SB-0061	Title: INQUIRY REQUESTS—ELECTRO ISSUE INQUIRY REPORTS	NIC OUTPUTS—RETIRE	ED WITHOUT	
	Title Memo: SaBRe users can do inquiries of the results for selected inquiries. The bonds designated as Retired Without I retirement is posted to the Bond Identification issuance of the bond, it is given the designated to the Bond Identification.	hese are reports that provide Issue (RWI) for a specific to ification Table and there is	le listings of retired ime period. When a	
	Form Number: OSGR700R Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU Vital Records: □i	
	Retention Description: Temporary. Electronic Copies—Destroy files 90 d hardcopy documents.)	ays after created. (See Iter	m 62 for retention of	

TION 10. ACTION TAKEN (NARA USE ONLY
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISP	OSITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)		
N1-53-03-SB-0064	Title: INQUIRY REQUESTS—HARD COP	Y OUTPUTS—CLAIMS	INQUIRY			
	Title Memo: SaBRe users can do inquiries or	n line, which provides a pr	inted or screen view			
	of the results for selected inquiries. The					
	account of the transactions for a particu					
	research discrepancies. They include, t					
	Bond Serial Number Inquiry, BDID Re					
	BSN/TIN Inquiry, IOT Inquiry Responded Caveat Bond Serial Number List Inquir		e inquiry, and the			
	Form Number:	Form Series:	Restrictions: SBU			
	Computer System: SaBRe	Cost Code: 68200				
	Retention Years: 10	Retention Months: 0	Vital Records:			
	\					
	Retention Description: Temporary.	. 10 0	/T01			
	Hard Copy—Cut off after created. Des scheduled under Item 63.)	troy 10 years after cutoff.	(Electronic copy is			
	scheduled under Hem 65.)					
N1-53-03-SB-0065	Title: AFTER CLASSIFICATION—OUTPU	JTS—AUDITS/JCL'S				
	Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies					
	detected in the update of transactions to					
	the public. These reports contain statisf					
	generated by the system.					
	Form Number:	Form Series:	Restrictions: SBU			
	Computer System: SaBRe	Cost Code: 68200				
	Retention Years: 0	Retention Months: 3	Vital Records:			
	Retention Description: Temporary.i	`				
	a. Electronic Files—Destroy files 90	days after created i	,			
	b. Hard Copy—Destroy when no longer needed for reference purposes.					
		,				
N1-53-03-SB-0066	Title: AFTER CLASSIFICATION—OUTPU	TTS—DISCREPANCY R	EPORTS			
	Title Memo: The After Classification Group	adds, changes, or deletes t	ransactions on the			
	BDID and related databases. Most corrections are made due to discrepancies					
	detected in the update of transactions to the BDID and through correspondence with					
	the public. These are reports that reflect					
	to the Bond Identification Table (BDID is used to make adjustments and/or corr	•	,			
	update to BDID if necessary.	decides, which will allow	me dansactions to			
	Form Number:	Form Series:	Restrictions: SBU			
	Computer System: SaBRe	Cost Code: 68200				
	Retention Years: 4	Retention Months: 0	Vital Records:			
	Retention Description: Temporary.		l			
	a. Electronic Files—Destroy files 4 y					
	b. Hard Copy—Destroy when no long	ger needed for reference p	irposes.			

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-SB-0067	Title: AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—MICROFILM REQUEST REPORTS (ANSWER CARDS) Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are reports that are used to locate microfilm reels in the film library and the individual items on the microfilm. The purpose of the reports is to send notification that the photos of transaction records are needed from microfilm in the film library. The reports include, but are not limited to, BDID Microfilm Discrepancy Request, and the Audit Complete Caveat Notification Microfilm Request.	
	Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200	
	Retention Years: 0 Retention Months: 3 Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 68 for retention of hardcopy documents.)	
N1-53-03-SB-0068	Title: AFTER CLASSIFICATIONee HARD CORY OF THE MICROFILM REQUEST REPORTS (ANSWER CARDS)	
	Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are reports that are used to locate microfilm reels in the film library and the individual items on the microfilm. The purpose of the reports is to send notification that the photos of transaction records are needed from microfilm in the film library. The reports include, but are not limited to, BDID Microfilm Discrepancy Request, and the Audit Complete Caveat Notification Microfilm Request.	
	Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 5 Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 5 months after cutoff. (Electronic copy is scheduled under Item 67.)	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITI	ON. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0069	Title: AFTER CLASSIFICATION—OUTPUTS-			
	Title Memo: The After Classification Group adds BDID and related databases. Most correction detected in the update of transactions to the the public. These are reports that are general redemption of savings bonds is completed. to, the Audit Complete Caveat Notification, Report, and the Audit Complete Referral Tie	ons are made due to di BDID and through co ated after the validatio The reports include, b Audit Complete Micr	iscrepancies rrespondence withi on of the sale or the out are not limited	
	· · · · · · · · · · · · · · · · · · ·	m Sėriės:	Restrictions: SBU	
	1 2 7	st Code: 68200 ention Months: 3	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 days b. Hard Copy—Cut off after created. Des	after created.	_	
N1-53-03-SB-0070	Title: AFTER CLASSIFICATION—OUTPUTS	-CAVEAT UPDATE	REPORTS	
	Title Memo: The After Classification Group adds. BDID and related databases. Most correction detected in the update of transactions to the sthe public. These reports are generated resured on the electronic masterfile against individual subsequent transactions against that item bein investigation. The reports include, but are no Caveat Update, and the Customer Name Cave	ons are made due to di BDID and through con lting from indicators to al bond serial numbers ing referred to the initi- tot limited to, the Cust	screpancies rrespondence with being established s, which results in iator for comer Number	
	NOTE: There are some caveat reports that are he include, but are not limited to, the BSN Cave			
	Computer System: SaBRe Cos	m Series: at Code: 68200 ention Months: 3	RestrictionsiiSBU i Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 days b. Hard Copy—Cut off after created. Descriptions		off.	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CIT	TATION 10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0071	Title: AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—CAVEAT REPORTS—BSN CAVEAT ADDITION EXCEPTION REPORT Title Memo: The After Classification Group adds, changes, or deletes transactions on BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence the public. These reports are generated resulting from indicators being establish on the electronic masterfile against individual bond serial numbers, which result subsequent transactions against that item being referred to the initiator for investigation. The reports include, but are not limited to, the BSN Caveat Addit Exception Report.	with ned s in
	Form Number: Computer System: SaBRe Retention Years: 1 Form Series: Cost Code: 68200 Retention Months: 1 Vital Record	
	Retention Description: Temporary. Electronic Files—Destroy files 400 days after created (See Item 72 for retention hardcopy documents.)	n of
N1-53-03-SB-0072	Title: AFTER CLASSIFICATION—HARD COPY OUTPUTS—CAVEAT REPORT BSN CAVEAT ADDITION EXCEPTION REPORT	rs—
	Title Memo: The After Classification Group adds, changes, or deletes transactions on BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence the public. These reports are generated resulting from indicators being establish on the electronic masterfile against individual bond serial numbers, which result subsequent transactions against that item being referred to the initiator for investigation. The reports include, but are not limited to, the BSN Caveat Addit Exception Report.	with led s in
	Form Number: Form Series: Restrictions:	: SBU
	Computer System: SaBRe Cost Code: 68200	
	Retention Years: 0 Retention Months: 3 Vital Record Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 90 days after cutoff. (Electronic copscheduled under Item 71.)	_

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED D	ISPOSITION. 9. GRS OR SUPI	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0073	Title: AFTER CLASSIFICATION—OUT	PUTS—PENDING ITEMS		
	Title Memo: The After Classification Gro BDID and related databases. Most of detected in the update of transaction the public. These are reports that pr discrepancies requiring additional re	corrections are made due to s to the BDID and through o ovide management with a to	discrepancies correspondence with ool to monitor BDID	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 1	Cost Code: 68200 Retention Months: 1	Vital Records:	
	Retention Description: Temporary. a.ii Electronic Files—Destroy files b. Hard Copy—Destroy when no l		purposes.	
N1-53-03-SB-0074	Title: AFTER CLASSIFICATION—OUT INQUIRY	PUTS—AFTER CLASSIF	ICATION WORK	
	Title Memo: The After Classification Group BDID and related databases. Most of detected in the update of transaction the public. These reports provide m concerning BDID discrepant transacting inquiry date requested.	corrections are made due to a stothe BDID and through an anagement and technicians	discrepancies correspondence with specific information	•
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a.i Electronic Files—Destroy files b. Hard Copy—Destroy when no l	•	purposes.	
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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)
N1-53-03-SB-0075	Title: AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—DEPOSIT TICKETS 215 & DEBIT VOUCHERS 5515 Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are documents that provide receivable or payable adjustment totals to reporting entities resulting from audit or after classification corrections to savings bond transaction records. The report is automatically generated after an audit is completed for a control number or at the completion of an after classification processing day. The adjustment will increase or decrease the Fund Balance with Treasury.	(waarooz ordzi)
	Form Number: Computer System: SaBRe Cost Code: 68200 Retention Years: 6 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 6 years and 3 imonths after created. (See Item 76 for retention of hardcopy documents.)	
N1-53-03-SB-0076	Title: AFTER CLASSIFICATION—HARD COPY OUTPUTS—DEPOSIT TICKETS 215 & DEBIT VOUCHERS 5515 Title Memo: The After Classification Group adds, changes, or deletes transactions on the BDID and related databases. Most corrections are made due to discrepancies detected in the update of transactions to the BDID and through correspondence with the public. These are documents that provide receivable or payable adjustment totals to reporting entities resulting from audit or after classification corrections to savings bond transaction records. The report is automatically generated after an audit is completed for a control number or at the completion of an after classification processing day. The adjustment will increase or decrease the Fund Balance with Treasury.	·
	Form Number: Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 3 months after cutoff. (Electronic copy is scheduled under Item 75.)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISP	OSITION. 9. GRS OR SUPER	SEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0077	Tide: AFTER CLASSIFICATION—ELECT	RONIC OUTPUTS—ADV	VICE OF	
·	Title Memo: The After Classification Group BDID and related databases. Most cordetected in the update of transactions to the public.i These are reports that proving entities for corrective actions classification portion of the process.	rections are made due to di the BDID and through co ide details on adjustment in	screpancies rrespondence with formation to	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 6	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 6 years retention of hardcopy documents.)	and 3 months after created	. (See Item 78 for	
N1-53-03-SB-0078	Title: AFTER CLASSIFICATION—HARD ADJUSTMENT	COPY OUTPUTS—ADV	ICE OF .	
	Title Memo: The After Classification Group BDID and related databases. Most condetected in the update of transactions to the public. These are reports that proving entities for corrective actions classification portion of the process.	rections are made due to di the BDID and through cond de details on adjustment in	screpancies rrespondence with formation to	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Des is scheduled under Item 77.)	stroy 3 months after cutoff.	(Electronic copy	
N1-53-03-SB-0079	Title: SABRE AFTER HOURS BATCH PRO AUDIT/JCL'S	OCESSING—ELECTRON	пс оптритя—	
•	Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other w reports are generated from the batch jol on jobs run and reports generated by the	then the system is taken off bs. The reports contain sta	line (6pm). These	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days hardcopy documents.)	after created. (See Item 8	0 for retention of	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISE	POSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0080	TitlensABRE AFTER HOURS BATCH PR AUDIT/JCL'S	OCESSING—HARD CO	PY OUTPUTS—	
	Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other was reports are generated from the batch jo on jobs run and reports generated by the	when the system is taken of bs. The reports contain st	fline (6pm). These	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 2	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Descriptions scheduled under Item 79.)	stroy 60 days after cutoff.	(Electronic copy is	
N1-53-03-SB-0081	Title: SABRE AFTER HOURS BATCH PR CLASSIFICATION MICROFILM RE			
	Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other was reports are generated from the batch journel identification of after classification bor provided from microfilm. The reports Answer Cards for each bond serial number 1997.	then the system is taken of bs. These are reports used id serial numbers that need include, but are not limite	fline (6pm). These I to provide I bond photos	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 b. Hard Copy—Cut off after created.		off.	
N1-53-03-SB-0082	Title: SABRE AFTER HOURS BATCH PR STATISTICS RECAP	OCESSING—OUTPUTS	—CLASSIFIED	
	Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other w reports are generated from the batch jo information on classified work done fo	when the system is taken of bs. These are monthly rep	fline (6pm). These	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a.i Electronic Files—Destroy files 90 b. Hard Copy—Cut off after created.	•	toff.	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED I	DISPOSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
N1-53-03-SB-0083	Title: SABRE AFTER HOURS BATCH APTER CLASSIFICATION REFE		NIC OUTPUTS—		
	Title Memo: Every evening two sets of be operational (4pm-6pm) and the other reports are generated from the batch discrepancies related to erroneous of Classification Referral Ticket Repoduring an after classification correct	er when the system is taken of h jobs. These are documents to or fraudulent savings bonds pa rt is generated for bond serial	fline (6pm). These used to track yments. The After numbers identified		
	Form Number:	Form Series:	Restrictions: SBU		
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records:		
	Retention Description: Temporary. Electronic Files—Destroy files 90 of hardcopy documents.)	lays after created. (See Item 8	34 for retention of		
N1-53-03-SB-0084	Title: SABRE AFTER HOURS BATCH PROCESSING— HARD COPY OUTPUTS— AFTER CLASSIFICATION REFERRAL TICKETS				
	Title Memo: Every evening two sets of be operational (4pm-6pm) and the other reports are generated from the batch discrepancies related to erroneous of Classification Referral Ticket Reportant an after classification correct	er when the system is taken of a jobs. These are documents to or fraudulent savings bonds part is generated for bond serial	fline (6pm). These used to track syments. The After numbers identified		
	Form Number:	Form Series:	Restrictions: SBU		
	Computer System: SaBRe Retention Years: 1	Cost Code: 68200 Retention Months: 1	Vital Records:		
	Retention Description: Temporary. Hard Copy—Cut off after created. scheduled under Item 83.)	Destroy 400 days after cutoff	. (Electronic copy is		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISI	POSITION. 9. GRS OR SUPE	RS EDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
N1-53-03-SB-0085	Title: SABRE AFTER HOURS BATCH PR NOTIFICATION REPORTS	OCESSING—OUTPUTS	CAVEAT		
	Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other was reports are generated from the batch joincoming transactions and after classiff. Identification Table that encounters a conumber. These reports include, but are Notification and the After Classification.	when the system is taken of bs. These are reports that cation transactions posting caveat posted against an in e not limited to, the Audit	ffline (6pm). These identify and g to the Bond dividual bond serial		
	Form Number:	Form Series:	Restrictions: SBU		
	Computer System: SaBRe	Cost Code: 68200			
	Retention Years: 0	Retention Months: 3	Vital Records:		
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 b. Hard Copy—Cut off after created.		toff.		
N1-53-03-SB-0086	Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS— DISCREPANCY REPORTS				
	Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other was reports are generated from the batch jo management with various statistics on in the section. The reports include, but Log, Weekly Discrepancy, BDID Discrepancies, Denomination), Monthly Offsetting Di Projected vs. Actual Discrepancies.	when the system is taken of bs. These are reports that workflow and the processi t are not limited to, the Dis repancy (Redemptions by	ffline (6pm). These provide ng of discrepancies screpancy Control Series and		
	Form Number:	Form Series:	Restrictions: SBU		
	Computer System: SaBRe	Cost Code: 68200			
	Retention Years: 1	Retention Months: 1	Vital Records:		
	Retention Description: Temporary. Electronic Files—Destroy files 400 day hardcopy documents.)	ys after created. (See Item	187 for retention of		
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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)
N1-53-03-SB-0087	Title: SABRE AFTER HOURS BATCH PROCESSI DISCREPANCY REPORTS	NG—HARD COPY OUTPUTS—	
	Title Meon: Every evening two sets of batch jobs are operational (4pm-6pm) and the other when the reports are generated from the batch jobs. The management with various statistics on workflow in the section. The reports include, but are not Discrepancy Detail Error Listing, and the Projection.	system is taken offline (6pm). These se are reports that provide w and the processing of discrepancies limited to, the Monthly Offsetting	
	NOTE: There are no hard copies kept for the follow Log, Weekly Discrepancy, and the BDID Discrepancy Denomination).		
	1	Code: 68200	
	Retention Years: 0 Retent	ion Months: 6 Vital Records:	
·	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 6 m is scheduled under Item 86.)	nonths after cutoff. (Electronic copy	
1-53-03-SB-0088	Title: SABRE AFTER HOURS BATCH PROCESSI STATUS REPORTSiii	NG—ELECTRONIC OUTPUTS—	
	Title Memo: Every evening two sets of batch jobs ar operational (4pm-6pm) and the other when the reports are generated from the batch jobs. The work in process in the audit portion of the SaBl transactions for savings bonds. The reports inc Transaction Date and Audit Status by Control 1	system is taken offline (6pm). These se are reports that show the status of Re System for issue and retirement lude, but are not limited to, Status by	
	Form Number: Form S		
	• •	ode: 68200 ion Months: 1 Vital Records: \Box	
	Retention Description: Temporary. Electronic Files—Destroy 400 days after create hardcopy documents.)		
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED	DISPOSITION. 9. GRS OR SUPP	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0089	Title: RABRE AFTER HOURS BATCH STATUS REPORTS	I PROCESSING—HARD CO	PPY OUTPUTS—	(MARA OSE ONE!)
	Title Memo Every evening two sets of the operational (4pm-6pm) and the other reports are generated from the batch work in process in the audit portion transactionsitor savings bonds. The Transaction Date and Audit Status	ner when the system is taken on the jobs. These are reports that nof the SaBRe System for issue reports include, but are not	ffline (6pm). These t show the status of ue and retirement	
	Form Number: Computer System: SaBRe Retention Years: 1	Form Series: Cost Code: 68200 Retention Months: 0	Restrictions: SBU	
	Retention Pears: 1 Retention Description: Temporary. Hard Copy—Cut off after created. scheduled under Item 88.)		Vital Records:	
N1-53-03-SB-0090	Title: SABRE AFTER HOURS BATCH RETIREMENT	PROCESSING—OUTPUTS	S—VALIDATION	
	Title Memo: Every evening two sets of both operational (4pm-6pm) and the oth reports are generated from the bate listing plus summarized totals of all System during a given month. It is Security Account 05 with the Detail	ter when the system is taken of the jobs. These are reports that Il validation retirements proce tused in the reconciliation of the	ffline (6pm). These provide a detailed ssed by the SaBRe the Validation	
	Form Number: Computer System: SaBRe Retention Years: 1	Form Series: Cost Code: 68200 Retention Months: 1	Restrictions: SBU	
	Retention Description: Temporary. a. Electronic Files—Destroy files b. Hard Copy—Destroy when no	s 400 days after created.		
N1-53-03-SB-0091	Title: SABRE AFTER HOURS BATCH LETTERS TO THE BANK (TAPI		NICOUTPUTS—	
	Title Memo: Every evening two sets of be operational (4pm-6pm) and the other ports are generated from the bate tapes being returned to the Federal centers.	er when the system is taken of h jobs. These are letters that	filine (6pm). These are attached to the	
	Form Number: Computer System: SaBRe Retention Years: 1	Form Series: Cost Code: 68200 Retention Months: 1	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 400 hardcopy documents.)) days after created. (See Item	92 for retention of	` ` `

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPO	SED DISPOSITION. 9. G	RS OR SUPER	SEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0092	Title: SABRE AFTER HOURS BA' LETTERS TO THE BANK (1			Y OUTPUTS—	
	Title Memo: Every evening two sets operational (4pm-6pm) and the reports are generated from the tapes being returned to the Federal centers.	e other when the system batch jobs. These are l	is taken off letters that a	line (6pm). These re attached to the	
	Form Number:	Form Series:		Restrictions: SBU	
	Computer System SaBRe Retention Years: 0	Cost Code: 6 Retention Mo		Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after crea scheduled under Item 91.)	ted. Destroy 30 days as	fter cutoff. (Electronic copy is	
N1-53-03-SB-0093	Title: SABRE AFTER HOURS BA'	ΓCH PROCESSING→	OUTPUTS-	BULK DATA	
	Title Memo: Every evening two sets operational (4pm-6pm) and the reports are generated from the concerning a bulk data transmit destination, date, time, and the transmission.	e other when the system batch jobs. These are r ission including, but not	is taken off reports that p t limited to, t	line (6pm). These provide information the origin,	
	Form Number:	Form Series:		Dostrictions CDII	
	Computer System: SaBRe	Cost Code: 6		Restrictions: SBU	
	Retention Years: 0	Retention Mo		Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy b. Hard Copy—Destroy whe			urposes.	
N1-53-03-SB-0094	Title: SABRE AFTER HOURS BA' ENTITY PERFORMANCE	TCH PROCESSING—	OUTPURS	REPORTING	
	Title Memo: Every evening two sets operational (4pm-6pm) and the reports are generated from the data for each reporting entity of received for a transaction mon	e other when the system batch jobs. These are r on all erroneous blotters	n is taken off reports that p	line (6pm). These provide summary	
	Form Number: Computer System: SaBRe Retention Years: 2	Form Series: Cost Code: 6 Retention Mo	8200	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy b. Hard Copy—Destroy whe			urposes.	•

Title Memo; Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobsii These are reports that provide classified data for retired savings bonds processed through the EZ Clear System for a transaction date. Form Number: Form Series: Restrictions: SBU Computer System: SaBre Cost Code: 68200 Retention Description: Temporary. a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of	7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobsii These are reports that provide classified data for retired savings bonds processed through the EZ Clear System for a transaction date. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Description: Temporary: a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, bit are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IQT Inquiry Response. Form Number: Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention of	N1-53-03-SB-0095		
Computer System: SaBRe Retention Years: 1 Retention Months: 0 Vital Records: Retention Description: Temporary a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. N1-53-03-SB-0096 Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of		operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobsii These are reports that provide classified data for retired savings bonds processed through the EZ Clear System for a	
Retention Years: 1 Retention Months: 0 Vital Records: Retention Description: Temporary. a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. N1-53-03-SB-0096 Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of		Form Number: Form Series: Restrictions: SBU	
Retention Years: 1 Retention Months: 0 Vital Records: Retention Description: Temporary. a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. N1-53-03-SB-0096 Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of			
a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Destroy when no longer needed for reference purposes. N1-53-03-SB-0096 Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of			
ANSWER CARDS Title Memo: Every evening two sets of batch jobs are processed. One while the system is operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of		a. Electronic Files—Destroy files 1 year after created.	
operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response. Form Number: Form Series: Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of	N1-53-03-SB-0096	`	
Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of		operational (4pm-6pm) and the other when the system is taken offline (6pm). These reports are generated from the batch jobs. These are reports generated as a result of an inquiry request and show information on numerical and alpha searches made on theiBond Identification Tables. These inquiries include, but are not limited to, the	
Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of		Form Number: Form Series: Restrictions: SRII	
Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of			
Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of			
		Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED	DISPOSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0097	Thie: SABRE AFTER HOURS BATCH ANSWER CARDS	PROCESSING—HARD CO	PY OUTPUTS—	
	Title Memo: Every evening two sets of b operational (4pm-6pm) and the oth reports are generated from the bate an inquiry request and show inform the Bond Identification Tables. Th BSN/TIN Inquiry, BDID Microfilm	er when the system is taken of h jobs. These are reports gen- nation on numerical and alpha ese inquiries include, but are	ffline (6pm). These erated as a result of searches made on not limited to, the	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 10	Cost Code: 68200 Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. needed for legal purposes, whichev Item 96.)			
N1-53-03-SB-0098	Title: BOND & CHECK PROCESSING EXCEPTION REPORTS	—ELECTRONIC BSN CAV	EAT ADDITION	
	Title Memo: The Bond Check Processing caveat additions, deletions, inquiried redemption transactions entered on and encountered or placed a caveate Caveats are used to flag individual eligible to be redeemed.	s, and changes. These reports line that posted to the Bond I against an individual bond se	s identify dentification Table rial number.	
	NOTE: The hard copy of this report is a Redemptions) transaction and filme description.			
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200	\	
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90	days after created.		
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transactions received daily from to SaBRe that post to the Bond I against and individual bond seria serial numbers on the system, wh NOTE: The hard copy of this report i	NG—AFTER CLASSIFICATION sing Section utilizes the SaBRe Siries, and changes. These reports the Batching and Encoding Syste identification Table that encounte al number. Caveats are used to flanich are not eligible to be redeem	ystem to process identify issue em for Issues (BESI) er or place a caveat ag individual bond ed.	10. ACTION TAKEN (NARA USE ONLY)
EROR REPORTS Title Memo: The Bond Check Process caveat additions, deletions, inquitransactions received daily from to SaBRe that post to the Bond I against and individual bond seria serial numbers on the system, who NOTE: The hard copy of this report i microfilmed as RCI (Registered 53-91-02, 01C. Form Number: Computer System: SaBRe Retention Years: 0 Retention Description: Temporary.	sing Section utilizes the SaBRe Siries, and changes. These reports the Batching and Encoding System of the Batching Sy	ystem to process identify issue em for Issues (BESI) or or place a caveat ag individual bond led. error. Then it is etained under N1- Restrictions: SBU	
caveat additions, deletions, inquitransactions received daily from to SaBRe that post to the Bond I against and individual bond serial numbers on the system, who NOTE: The hard copy of this report is microfilmed as RCI (Registered 53-91-02, 01C. Form Number: Computer System: SaBRe Retention Years: 0 Retention Description: Temporary.	iries, and changes. These reports the Batching and Encoding System of the Batching	identify issue em for Issues (BESI) or or place a caveat ag individual bond ed. error. Then it is stained under N1- Restrictions: SBU	
microfilmed as RCI (Registered 53-91-02, 01C. Form Number: Computer System: SaBRe Retention Years: 0 Retention Description: Temporary.	Claims Issues) transaction and re Form Series: Cost Code: 68200	Restrictions: SBU	
Computer System: SaBRe Retention Years: 0 Retention Description: Temporary.	Cost Code: 68200		
	ys after created.		
Title: DATA RETRIEVAL BRANCH	—REFERRAL TICKET REPOR	RT	
processing of referral tickets gen the official documents used by the reconcile bond redemption error bonds requested by different sec- used to complete the processing	nerated by the SaBRe System. Re the Bureau of the Public Debt to it s. This Branch also provides pho tions of the Bureau through SaBR of the Referral Tickets. It contain	eferral Tickets are nvestigate and otos of savings Re. This report is ns information on	
Form Number:	Form Series:	Restrictions: SBU	
Retention Years: 0	Retention Months: 3	Vital Records:	
		·	
	Title Memo: The Data Retrieval Brand processing of refierral tickets gen the official documents used by the reconcile bond redemption error bonds requested by different secured to complete the processing how many and what types of Ref. Form Number: Computer System: SaBRe Retention Years: 0 Retention Description: Temporary. a.ii Electronic files—Destroy files	Title Memo: The Data Retrieval Branch is responsible for the microfilar processing of referral tickets generated by the SaBRe System. Retthe official documents used by the Bureau of the Public Debt to it reconcile bond redemption errors. This Branch also provides plot bonds requested by different sections of the Bureau through SaBI used to complete the processing of the Referral Tickets. It contains how many and what types of Referral Tickets are available for professional processing of the Referral Tickets. The contains how many and what types of Referral Tickets are available for professional process. The Series is the contains of the Referral Tickets. The contains how many and what types of Referral Tickets are available for professional professional process. The contains	Title Memo: The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errors. This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. This report is used to complete the processing of the Referral Tickets. It contains information on how many and what types of Referral Tickets are available for processing each day. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 0 Retention Months: 3 Vital Records: Retention Description: Temporary. a.ii Electronic files—Destroy files 90 days after created.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DIS	POSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0101	Title: DATA RETRIEVAL BRANCH—EL TICKET PROCESSING REPORTS	ECTRONIC OUTPUTS—	REFERRAL	
	Title Memo: The Data Retrieval Branch is reprocessing of referral tickets generated the official documents used by the Burreconcile bond redemption errors. The bonds requested by different sections of are used to complete the processing of information on how many and what typerocessing each day. These reports in Complete Referral Ticket Report, After Referral Tickets Generated, Referral Tentered But Not Verified.	by the SaBRe System. Refeau of the Public Debt to it is Branch also provides phose of the Bureau through SaBle the Referral Tickets. They see of Referral Tickets are clude, but are not limited to r Classification Referral Tickets.	eferral Tickets are nvestigate and otos of savings Re. These reports y contain available for o, the Audit icket Report,	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 day hardcopy documents.)	s after created. (See Item 1	102 for retention of	
N1-53-03-SB-0102	Title: DATA RETRIEVAL BRANCH—HA TICKET PROCESSING REPORTS	RD COPY OUTPUTS—F	REFERRAL	
	Title Memo: The Data Retrieval Branch is reprocessing of referral tickets generated the official documents used by the Bur reconcile bond redemption errors. This bonds requested by different sections of are used to complete the processing of information on how many and what typ processing each day. These reports in Complete Referral Ticket Report, After Referral Tickets Generated, Referral Tickets Generated.	by the SaBRe System. Re eau of the Public Debt to it is Branch also provides pho of the Bureau through SaBI the Referral Tickets. They bes of Referral Tickets are clude, but are not limited to r Classification Referral Ti	eferral Tickets are nvestigate and otos of savings Re. These reports y contain available for o, the Audit icket Report,	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 1	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off daily. Destroy 1 scheduled under Item 101.)	month after cutoff. (Electr	onic copy is	

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-SB-0103	Title: DATA RETRIEVAL BRANCH—ELECTRONIC OUTPUTS—BDID AND IOT NQUIRY REQUEST TOTAL Title Memo: The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errorsii This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. These are reports that are automatically generated for each inquiry request number in conjunction with BDID Microfilm Inquiry Request and/or IOT Response reports. The information on the reports includes, but is not limited to, type of inquiry, total number of microfilm requests, total number of IOT requests, and page numbers for the inquiry request number.	DATE (MM/DD/YYYY):
	Form Number: Computer System: SaBRe Retention Years: 0 Form Series: Cost Code: 68200 Retention Months: 3 Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 104 for retention of hardcopy documents.)	
N1-53-03-SB-0104	Title: DATA RETRIEVAL BRANCH—HARD COPY OUTPUTS—BDID AND IOT INQUIRY REQUEST TOTAL Title Memo: The Data Retrieval Branch is responsible for the microfilm records and the processing of referral tickets generated by the SaBRe System. Referral Tickets are the official documents used by the Bureau of the Public Debt to investigate and reconcile bond redemption errors. This Branch also provides photos of savings bonds requested by different sections of the Bureau through SaBRe. These are reports that are automatically generated for each inquiry request number in conjunction with BDID Microfilm Inquiry Request and/or IOT Response reports. The information on the reports includes, but is not limited to, type of inquiry, total number of microfilm requests, total number of IOT requests, and page numbers for the inquiry request number. Form Number: Form Series: Cost Code: 68200 Retention Years: 0 Retention Months: 0 Vital Retiords:	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DI	SPOSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0105	Title: DATA RETRIEVAL BRANCH—E CLASSIFICATION MICROFILM R			
	Title Memo: The Data Retrieval Branch is processing of referral tickets generate the official documents used by the Brace reconcile bond redemption errors. The bonds requested by different sections are used to provide identification of a bond photos provided from microfilm			
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200		
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 da hardcopy documents.)	sys after created. (See Item 1	106 for retention of	
N1-53-03-SB-0106	Title: DATA RETRIEVAL BRANCH—H CLASSIFICATION MICROFILM R			
	Title Memo: The Data Retrieval Branch is processing of referral tickets generate the official documents used by the Bureconcile bond redemption errors. The bonds requested by different sections are used to provide identification of a bond photos provided from microfilm			
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200		·
	Retention Years: 0	Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off daily. Destroy under Item 105.)	4 days after cutoff. (Electron	nic copy is scheduled	
	Title: LOCATOR GROUP—UNDELIVE	RABLE IRS MAILOUT		
	Title Memo: The Locator Group's main purelating to bonds that have been idented to bonds that have been idented Internal Revenue Service (IRS) in an			
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200		
	Retention Years: 1	Retention Months: 1	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 4 b. Hard Cony—Destroy when no lo		umoses	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED	DISPOSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0108	Title: LOCATOR GROUP—UNDELIVERABLE REPORTS			
	Title Memo: The Locator Group's main relating to bonds that have been in information on bonds that have be are not limited to, the Undeliveral reports.			
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 4	Cost Code: 68200 Retention Months: 0	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy file b. Hard Copy—Destroy when n		urposes.	
N1-53-03-SB-0109	Title: SABRE SYSTEM DOCUMENT	ATION		
	Title Memo: These are electronic and h system specifications, codebooks, SaBRe System.	Superseded by: 1) ATA -41		
	Form Number:	Form Series:	Restrictions: SBU	DATE (MM/DD/YYYY):
	Computer System: SaBRe Retention Years: 99	Cost Code: 68200 Retention Months: 0	Vital Records:	8/15/501A
	Retention Description: Temporary. a. Electronic Copy—Destroy wllonger needed for revision and b. Hard Copy—Destroy when storelated master file or database			
			·	