

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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: 8/1/2019

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

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### **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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The items are mainly inputs, outputs and system documentation superseded by the GRS 5.1 item 020 (DAA-GRS-2017-0003-0001) and GRS 3.1 Item 051 (DAA-GRS-2013-0005-0003). Prior to these GRS items being issued, schedule items 1a, 5, 7, 21, 24, 32,42,44, were superseded by N1-053-06-0005.

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON DC 20408		JOB NUMBER	N7-053-03-9
1. FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT		DATE RECEIVED	3/25/03
2. MAJOR SUBDIVISION Office of Securities Operations		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Division of Systems Administration		In accordance with provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Brian Lallemond	5. TELEPHONE (304) 480-6302	DATE 7-2-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>49</u> 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,		
<input checked="checked" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 3/13/2003	SIGNATURE OF AGENCY REPRESENTATIVE Vicki Thorpe <i>[Signature]</i>	TITLE Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="font-size: 24px; margin: 0;">See the Attached Sheets</p> <p style="margin-top: 100px;"><i>cc Agency, DR NUMM</i></p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)									
N1-53-03-SB-0001	<p data-bbox="310 261 1285 293"><b>Title: SABRE-SAVINGS BOND REPLACEMENT SYSTEM-MASTER FILE</b></p> <p data-bbox="310 325 1285 1400"><b>Title Memo:</b> 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 &amp; 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 &amp; 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 Reconciliation 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.</p> <div data-bbox="310 1464 1285 1559"> <table> <tr> <td>Form Number:</td> <td>Form Series:</td> <td>Restrictions: SBU</td> </tr> <tr> <td>Computer System: SaBRe</td> <td>Cost Code: 68200</td> <td></td> </tr> <tr> <td>Retention Years: 99</td> <td>Retention Months: 0</td> <td>Vital Records: <input type="checkbox"/></td> </tr> </table> </div> <p data-bbox="310 1591 1285 1623"><b>Retention Description:</b> Temporary.</p> <ol style="list-style-type: none"> <li data-bbox="310 1623 1285 1655">Continuous tables—Are held on-line for the life of the system.</li> <li data-bbox="310 1655 1285 1687">Active retention tables—Cut off after created. Destroy 13 months after cut off.</li> <li data-bbox="310 1687 1285 1815">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.</li> </ol>	Form Number:	Form Series:	Restrictions: SBU	Computer System: SaBRe	Cost Code: 68200		Retention Years: 99	Retention Months: 0	Vital Records: <input type="checkbox"/>		
Form Number:	Form Series:	Restrictions: SBU										
Computer System: SaBRe	Cost Code: 68200											
Retention Years: 99	Retention Months: 0	Vital Records: <input type="checkbox"/>										

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0002	<p><b>Title:</b> ISSUES ON TAPE (IOT)-ELECTRONIC INPUTS</p> <p><b>Title Memo:</b> These files contain data received on tapes from FRB's, processing centers and agent banks, which are downloaded to the SaBRe system. They contain information which includes, but is not limited to, the issue of securities. The data is stored in the appropriate data tables according to the transaction codes contained on the tapes.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0 <b>Retention Months:</b> 0 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.</p> <ul style="list-style-type: none"> <li>a. Tapes are returned to originator 1 week after verification of input into the system.</li> <li>b. Electronic data is deleted from the assigned data tables according to Item 1 of this schedule.</li> </ul>		<p>Items 2-29</p> <p><b>Superseded by:</b> <u>GRS 62/620 - 0003-0001</u></p> <p><b>DATE (MM/DD/YYYY):</b>  <u>05/31/2017</u></p>
N1-53-03-SB-0003	<p><b>Title:</b> ISSUES ON THE INTERNET (IOI), ELECTRONIC BLOTTER, AND DETAIL FILES-ELECTRONIC INPUTS</p> <p><b>Title Memo:</b> These files contain information including, but not limited to, the issue of securities received from BPD, FRB's, processing centers, and agent banks via bulk data or FELs, which are downloaded to the SaBRe system. The data is stored in the appropriate data tables according to the transaction codes contained in the electronic files.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0 <b>Retention Months:</b> 0 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary. Data is deleted from the assigned data tables according to Item 1 of this schedule.</p>		
N1-53-03-SB-0004	<p><b>Title:</b> CARTRIDGES USED TO PRODUCE MICROFILM-MANUAL INPUTS</p> <p><b>Title Memo:</b> These files contain cartridges containing retired and reissued security information that are received from FRB's, processing centers, and agent banks. Reels of microfilm are produced from the cartridges. The microfilm is then logged into the SaBRe System for identification purposes.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 10 <b>Retention Months:</b> 0 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.</p> <ul style="list-style-type: none"> <li>a. Tape cartridges are returned to originator 1 week after verification of microfilm.</li> <li>b. Microfilm—Destroy microfilm 10 years after creation date.</li> </ul>		

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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-0005	<p><b>Title:</b> IRB'S AND RPB'S-MANUAL INPUTS</p> <p><b>Title Memo:</b> These files contain Individual Retirement Bonds and Retirement Plan Bonds that are manually entered into the system.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 10 <b>Retention Months:</b> 0 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Hard Copy—Microfilm bonds 3 months after receipt. Destroy bonds after verification of microfilm.  b. Microfilm—Destroy microfilm 10 years after creation date.</p>		
N1-53-03-SB-0006	<p><b>Title:</b> BOND/NOTE CONTROL, BLOTTER AND TRANSFER ADVICE-MANUAL INPUTS</p> <p><b>Title Memo:</b> This form is used to document the transfers from FRB's to Parkersburg of retired cards, bonds and notes under none transfer date for redemptions, reissues, cancelled sales, exchanges, and retired authorities.</p> <p><b>Form Number:</b> PD F 2636 <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 36 <b>Retention Months:</b> 0 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Hard Copy—Microfilm hard copy 3 months after receipt. Destroy hardcopy after verification of microfilm.  b. Microfilm—Destroy microfilm 36 years after creation date.</p>		
N1-53-03-SB-0007	<p><b>Title:</b> CLAIM FOR RELIEF OF LOSS, THEFT, OR DESTRUCTION-MANUAL INPUTS</p> <p><b>Title Memo:</b> This form is to request reissue of replacement bonds on account of loss, theft, or destruction of the original bonds.</p> <p><b>Form Number:</b> PD F 3062 <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 10 <b>Retention Months:</b> 0 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Hard Copy—Microfilm hard copy 3 months after receipt. Destroy hardcopy after verification of microfilm.  b. Microfilm—Destroy microfilm 10 years after creation date.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0008	<p>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— AUDIT / JCL'S</p> <p>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. The reports include, but are not limited to, statistical information on jobs run and reports generated by the system.</p> <p>Form Number: <del>nn</del>                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Electronic Files—Destroy files 90 days after created.</p>		
N1-53-03-SB-0009	<p>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— INQUIRIES</p> <p>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 contain information on, but are not limited to, accounts journals, activity analysis, and vouchers. They include, but are not limited to, the following: Security Accounts Inquiry, SARO (2315) Inquiry, Activity Analysis (2296) Inquiry, Financial Journal Inquiry, Voucher Number Unconfirmed Inquiry, and the Cumulative Journal Inquiry.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Electronic Files—Destroy files 90 days after created.</p>		

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N1-53-03-SB-0010	<p><b>Title: SABRE SUMMARY ACCOUNTING OUTPUT REPORTS—ACCOUNT RECONCILIATION EXCEPTION REPORTS</b></p> <p><b>Title Memo:</b> 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 at transaction month-end for reconciling sub ledger systems for book-entry savings bonds and the unissued savings bond vault. The reports include, but are not limited to, the Monthly Account Reconciliation Exception and Account Reconciliation Exception Detail.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 6 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ul style="list-style-type: none"> <li>a. Electronic Files—Destroy 6 years and 3 months after created.</li> <li>b. Hard Copy—Cut off by transaction month-end. Destroy 6 years and 3 months after cutoff.</li> </ul>		
N1-53-03-SB-0011	<p><b>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—DAILY FINANCIAL LISTINGS—CONFIRMED SUMMARY ADJUSTMENT</b></p> <p><b>Title Memo:</b> 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 issue, redemption and adjustment activity. They include, but are not limited to, the Confirmed Summary Adjustment.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>Electronic Files—Destroy files 90 days after created. (See Item 17 for retention of hardcopy documents.)</p>		

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N1-53-03-SB-0012 Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—DAILY FINANCIAL LISTINGS—TRANSACTION 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 are reports that are generated daily for summarized savings bond issues, redemption and adjustment activity. They include, but are not limited to, the Daily Financial Transaction Journal, Daily Interest Accrual Transaction Report, Daily Financial Trial Balance, and the Daily Financial General Ledger.

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 days after created. (See Item 17 for retention of hardcopy documents.)

Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—DAILY FINANCIAL LISTINGS—CONFIRMED SUMMARY ADJUSTMENT REVERSAL 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 Confirmed Summary Adjustment Reversal Report.

Form Number:  
Computer System: SabRe  
Retention Years: 2  
Form Series:  
Cost Code: 68200  
Retention Months: 0  
Restrictions: SBU  
Vital Records: ☐

Retention Description: Temporary.  
Electronic Files—Destroy files 2 years after created. (See Item 17 for retention of hardcopy documents.)

N1-53-03-SB-0013



**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0014	<p>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— DAILY FINANCIAL LISTINGS—PARS DAILY JOURNAL</p> <p>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 PARS Daily Journal.</p> <p>Form Number: Computer System: SaBRc Retention Years: 3</p> <p>Form Series: Cost Code: 68200 Retention Months: 0</p> <p>Restrictions: SBU Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Electronic Files—Destroy files 3 years after created. (See Item 17 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0015	<p>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— DAILY FINANCIAL LISTINGS—ADJUSTMENT REPORTS</p> <p>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 Financial Ledger/Principal Outstanding Match, Financial Contra Balance Report, and the Confirmed Summary Adjustment Discrepancy Report.</p> <p>Form Number: Computer System: SaBRc Retention Years: 4</p> <p>Form Series: Cost Code: 68200 Retention Months: 0</p> <p>Restrictions: SBU Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary. Electronic Files—Destroy files 4 years after created. (See Item 17 for retention of hardcopy documents.)</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0016	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—DAILY FINANCIAL LISTINGS—TOTAL ADD (ACCOUNT 34) RECONCILEMENT REPORT</p> <p><b>Title Memo:</b> 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.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 20                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic files—Destroy files 20 years after created. (See Item 17 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0017	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING HARD COPY OUTPUT REPORTS—DAILY FINANCIAL LISTINGS</p> <p><b>Title Memo:</b> 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.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 2                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off by transaction date. Destroy 2 years after cutoff. (Electronic copies are scheduled under Items 11-16.)</p>		

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N1-53-03-SB-0018	<p>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— DAILY SECURITY LISTINGS—LEDGER REPORTS</p> <p>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 by transaction date for savings bond issues, redemption and adjustment activity. They include, but are not limited to, the Daily Security Transaction Journal, Security General Ledger Report-Daily, and Security Ledger Recap.</p> <div style="display: flex; justify-content: space-between;"> <div>Form Number: Computer System: SaBRE Retention Years: 1</div> <div>Form Series: Cost Code: 68200 Retention Months: 1</div> <div>Restrictions: SBU  Vital Records: <input type="checkbox"/></div> </div> <p>Retention Description: Temporary. Electronic Files—Destroy files 400 days after created. (See Item 21 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0019	<p>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— DAILY SECURITY LISTINGS—MATCH REPORTS</p> <p>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 by transaction date for savings bond issues, redemption and adjustment activity. They include, but are not limited to, the Classified to Unclassified Issues Match, Classified to Unclassified Redemptions Match, Security Ledger to Principal Outstanding Match Report, and the Security Account Contra-Balance.</p> <div style="display: flex; justify-content: space-between;"> <div>Form Number: Computer System: SaBRE Retention Years: 4</div> <div>Form Series: Cost Code: 68200 Retention Months: 0</div> <div>Restrictions: SBU i Vital Records: <input type="checkbox"/></div> </div> <p>Retention Description: Temporary. Electronic Files—Destroy files 4 years after created. (See Item 21 for retention of hardcopy documents.)</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0020	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— DAILY SECURITY LISTINGS—TRIAL BALANCE REPORTS</p> <p><b>Title Memo:</b> 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 by transaction date for savings bond issues, redemption and adjustment activity. They include, but are not limited to, the Trial Balance by Series and the Trial Balance by Account.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 20                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy 20 years after created. (See Item 21 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0021	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING HARDCOPY OUTPUT REPORTS—DAILY SECURITY LISTINGS</p> <p><b>Title Memo:</b> 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 by transaction date for savings bond issues, redemption and adjustment activity. They include, but are not limited to following reports: Classified to Unclassified Issues Match, Classified to Unclassified Redemptions Match, Daily Security Transaction Journal, Security Ledger to Principal Outstanding Match Report, Trial Balance by Series, Trial Balance by Account, Security General Ledger Report-Daily, Security Ledger Recap, and the Security Account Contra-Balance.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 2                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 2 years after cutoff. (Electronic copies are scheduled under Items 18-20.)</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0022	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—MONTHLY FINANCIAL AND SECURITY REPORTS—STATISTICAL WORKLOAD DATA REPORT, REDEEMED &amp; RETIRED SAVINGS BONDS, CONSOLIDATED REDEMPTIONS</p> <p><b>Title Memo:</b> 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 Statistical Workload Data Report, Redeemed &amp; Retired Savings Bonds and Consolidated Redemptions.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 3                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 3 years after created. (See Item 25 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0023	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—MONTHLY FINANCIAL AND SECURITY REPORTS—AVERAGE INTEREST RATE</p> <p><b>Title Memo:</b> 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 Average Interest Rate.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 5                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 5 years after created. (See Item 25 for retention of hardcopy documents.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)								
N1-53-03-SB-0024	<p data-bbox="294 266 1240 325"><b>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—MONTHLY FINANCIAL AND SECURITY REPORTS—MONTHLY RECAPS</b></p> <p data-bbox="294 357 1257 768"><b>Title Memo:</b> 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 Code 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.</p> <table data-bbox="294 804 1268 895"> <tr> <td data-bbox="294 804 452 832"><b>Form Number:</b></td> <td data-bbox="786 804 926 832"><b>Form Series:</b></td> <td data-bbox="1075 804 1268 832"><b>Restrictions:</b> SBU</td> </tr> <tr> <td data-bbox="294 836 574 863"><b>Computer System:</b> SaBRe</td> <td data-bbox="786 836 981 863"><b>Cost Code:</b> 68200</td> <td data-bbox="1075 863 1268 895"><b>Vital Records:</b> <input type="checkbox"/></td> </tr> <tr> <td data-bbox="294 868 505 895"><b>Retention Years:</b> 20</td> <td data-bbox="786 868 1009 895"><b>Retention Months:</b> 0</td> <td></td> </tr> </table> <p data-bbox="294 932 1248 1023"><b>Retention Description:</b> Temporary. Electronic Files—Destroy files 20 years after created. (See Item 25 for retention of hardcopy documents.)</p>	<b>Form Number:</b>	<b>Form Series:</b>	<b>Restrictions:</b> SBU	<b>Computer System:</b> SaBRe	<b>Cost Code:</b> 68200	<b>Vital Records:</b> <input type="checkbox"/>	<b>Retention Years:</b> 20	<b>Retention Months:</b> 0		
<b>Form Number:</b>	<b>Form Series:</b>	<b>Restrictions:</b> SBU									
<b>Computer System:</b> SaBRe	<b>Cost Code:</b> 68200	<b>Vital Records:</b> <input type="checkbox"/>									
<b>Retention Years:</b> 20	<b>Retention Months:</b> 0										

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0025	<p>Title: SABRE SUMMARY ACCOUNTING HARDCOPY OUTPUT REPORTS—MONTHLY FINANCIAL AND SECURITY REPORTS</p> <p>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 statistical Workload Data Report, Redeemed and Retired Savings Bonds, Consolidated Redemptions, Average Interest Rate, 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 Code 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. i</p> <p>NOTE: There are some monthly reports that are kept electronically only: no hard copies are kept for these reports. They include, but are not limited to the following reports: Monthly Security Journal Recap Transaction Code Order and Monthly Transaction Journal-CUSIP Order.</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Form Number:</p> <p>Computer System: SaBRe</p> <p>Retention Years: 3</p> </div> <div> <p>Form Series:</p> <p>Cost Code: 68200</p> <p>Retention Months: 0</p> </div> <div> <p>Restrictions: SBU</p> <p>Vital Records: <input type="checkbox"/></p> </div> </div> <p>Retention Description: Temporary. Hard Copy—Cut off files monthly. Destroy 3 years after cutoff. (Electronic copies are scheduled under Items 22-24.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0026	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—MONTHLY UNCONFIRMED ADJUSTMENTS REPORT</p> <p><b>Title Memo:</b> 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 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.</p> <p><b>NOTE:</b> 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).</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 3                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.                      i  Electronic Files—Destroy files 3 years after created.</p>		
N1-53-03-SB-0027	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING OUTPUT REPORTS—SECURITY LEDGER/CUMULATIVE JOURNAL COMPARE REPORTS</p> <p><b>Title Memo:</b> 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 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.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 4                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 4 years after created.  b. Hard Copy—Cut off monthly. Destroy 4 years after cutoff.</p>		



**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0028	<p><b>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—PERMANENT RECEIPT</b></p> <p><b>Title Memo:</b> 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.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU  Computer System: SaBReii Cost Code: 68200  Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p><b>Retention Description: Temporary.</b>  Electronic Files—Destroy files 3iyears after created. (See Items 29 and 30 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0029	<p><b>Title: SABRE SUMMARY ACCOUNTING HARDCOPY OUTPUT REPORTS—PERMANENT RECEIPT—ORIGINALS</b></p> <p><b>Title Memo:</b> 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.</p> <p><b>NOTE:</b> The hard copies of reports that have been changed or annotated because of an error or problem have a longer retention period than the originals do.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU  Computer System: SaBRe Cost Code: 68200  Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p><b>Retention Description: Temporary.</b>  Hard Copy—Cut off by transaction date. Destroy 1 year after cutoff. (Electronic copy is scheduled under Item 28.)</p>		
N1-53-03-SB-0030	<p><b>Title: SABRE SUMMARY ACCOUNTING HARDCOPY OUTPUT REPORTS—PERMANENT RECEIPT—CHANGED OR ANNOTATED</b></p> <p><b>Title Memo:</b> 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.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU  Computer System: SaBRe Cost Code: 68200  Retention Years: 3 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p><b>Retention Description: Temporary.</b>  Hard Copy—Cut off by transaction date. Destroy 3 years after cutoff. (Electronic copy is scheduled under Item 28.)</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0031	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING OUTPUT REPORTS—TRANSACTION MONTH-END REPORTS</p> <p><b>Title Memo:</b> 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 at transaction month-end for summarized savings bond activity. They include, but are not limited to, the Classified Statistics Recap Report, and Redemptions by Series and Denomination.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBUI  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 3                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy 3 years after created.  b. Hard Copy—Cut off by transaction month-end. Destroy 3 years after cutoff.</p>		<p>Items 31-98</p> <p>Superseded by:  425 5.2/020 04H-425-  2017-2003-0001  <b>DATE (MM/DD/YYYY):</b>  05/31/2017</p>
N1-53-03-SB-0032	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING OUTPUT REPORTS—FEE VERIFICATION REPORTS</p> <p><b>Title Memo:</b> 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 at transaction month-end for verifying the accuracy of fees paid to agents and Federal Reserve Banks for savings bonds issued and redeemed. They include, but are not limited to, the Monthly RDS &amp; Non Fee Verification Report, Monthly IOT Fee verification Report, and the Classification Statistics Retirement Fee Verification.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 3                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 3 years after created.  b. Hard Copy—Cut off by transaction month-end. Destroy 3 years after cutoff.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0033	<p><b>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—ACCRUAL BOND CASH FLOW REPORTS</b></p> <p><b>Title Memo:</b> 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 at transaction month-end for summarized sales and redemptions of accrual savings bonds. They include, but are not limited to, Accrual Bond Cash Flow, Series EE, I Accrual Bond Sales, and Accrual Bond Redemptions.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe              Cost Code: 68200  Retention Years: 20              Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Electronic Files—Destroy files 20 years after created. (See Item 34 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0034	<p><b>Title: SABRE SUMMARY ACCOUNTING HARDCOPY OUTPUT REPORTS—ACCRUAL BOND CASH FLOW REPORTS</b></p> <p><b>Title Memo:</b> 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 at transaction month-end for summarized sales and redemptions of accrual savings bonds. They include, but are not limited to, Accrual Bond Cash Flow, Series EE, I Accrual Bond Sales, and Accrual Bond Redemptions.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe              Cost Code: 68200  Retention Years: 3              Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Hard Copy—Cut off by transaction month-end. Destroy 3 years after cutoff. (Electronic copy is scheduled under Item 33.)</p>		
N1-53-03-SB-0035	<p><b>Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS—CIB CLASSIFIED DATA DISCREPANCY LISTING</b></p> <p><b>Title Memo:</b> 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 daily to show any errors when loading current income bond classified data.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe              Cost Code: 68200  Retention Years: 1              Retention Months: 1              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Electronic Files—Destroy files 400 days after created. (See Item 36 for retention of hardcopy documents.)</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0036	<p><b>Title:</b> SABRE SUMMARY ACCOUNTING HARDCOPY OUTPUT REPORTS—CIB CLASSIFIED DATA DISCREPANCY LISTING</p> <p><b>Title Memo:</b> 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 daily to show any errors when loading current income bond classified data.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 2                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off by transaction date. Destroy 2 years after cutoff. (Electronic copy is scheduled under Item 35.)</p>		
N1-53-03-SB-0037	<p><b>Title:</b> CASH REMITTANCE/ INTEREST ASSESSMENT OUTPUTS—AUDIT/ JCL'S</p> <p><b>Title Memo:</b> 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 contain statistical information on jobs run and reports generated by the system.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 3                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 90 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0038	<p><b>Title:</b> CASH REMITTANCE/ INTEREST ASSESSMENT OUTPUTS—ISSUE DATE MATCH REPORTS</p> <p><b>Title Memo:</b> The Cash Remittance / Interest Assessment Group use 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 provide cash and security detail activity for an agent's payroll and book entry savings bond sales for a specific issue date. The reports are used in reviewing and investigating an agent's remittance account.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 3                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 90 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0039	<p><b>Title: CASH REMITTANCE/INTEREST ASSESSMENT OUTPUTS—INTEREST ASSESSMENT INQUIRY REPORTS</b></p> <p><b>Title Memo:</b> 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.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe              Cost Code: 68200  Retention Years: 0                      Retention Months: 3              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  a. Electronic Files—Destroy 90 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0040	<p><b>Title: CASH REMITTANCE/ INTEREST ASSESSMENT OUTPUTS—CASH/SECURITY ACTIVITY REPORTS</b></p> <p><b>Title Memo:</b> 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.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe              Cost Code: 68200  Retention Years: 0                      Retention Months: 3              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  a. Electronic files—Destroy files 90 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0041	<p><b>Title:</b> CASH REMITTANCE / INTEREST ASSESSMENT ELECTRONIC OUTPUTS—CASH REMITTANCE AND INTEREST ASSESSMENT REPORTS</p> <p><b>Title Memo:</b> 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 are generated monthly to summarize cash remittance and interest assessments for issuing agents. They include, but are not limited to, the Remittance Account Statement, Over the Counter Assessment, and the Payroll Monthly Assessment Statement.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 10                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 10 years after created. (See Item 42 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0042	<p><b>Title:</b> CASH REMITTANCE / INTEREST ASSESSMENT HARD COPY OUTPUTS—CASH REMITTANCE AND INTEREST ASSESSMENT REPORTS</p> <p><b>Title Memo:</b> 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 are generated monthly to summarize cash remittance and interest assessments for issuing agents. They include, but are not limited to, the Remittance Account Statement, Over the Counter Assessment, and the Payroll Monthly Assessment Statement.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 3                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 3 years after cutoff. (Electronic copy is scheduled under Item 41.)</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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N1-53-03-SB-0043	<p>Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS—ACTIVITY/AGING AND MONTHLY MANAGEMENT REPORTS</p> <p>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, Payroll 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 &amp; Older, and the Negative Balance Account Spreadsheet.</p> <p>Form Number: Computer System: SABRe Retention Years: 1</p> <p>Retention Description: Temporary. a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Cut off when created. Destroy 1 year after cutoff.</p> <p>Form Series: Cost Code: 68200 Retention Months: 0</p> <p>Restrictions: SBU Vital Records: <input type="checkbox"/></p>	N1-53-03-SB-0044	<p>Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS—INTEREST ASSESSMENT COLLECTION REPORTS</p> <p>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.</p> <p>Form Number: Computer System: SABRe Retention Years: 6</p> <p>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.</p> <p>Form Series: Cost Code: 68200 Retention Months: 3</p> <p>Restrictions: SBU Vital Records: <input type="checkbox"/></p>
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**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0045	<p>Title: RECEIPT AND CONTROL—OUTPUTS—AUDITS/JCL'S</p> <p>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.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe ii Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            a. Electronic Files—Destroy files 90 days after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0046	<p>Title: RECEIPT AND CONTROL—ELECTRONIC OUTPUTS—AGENT CODE SERIAL NUMBER VALIDATION REPORTS</p> <p>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.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 1 Retention Months: 1 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 400 days after created. (See Item 47 for retention of hardcopy documents.)</p>		



**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0047	<p><b>Title: RECEIPT AND CONTROL—HARD COPY OUTPUTS—AGENT CODE SERIAL NUMBER VALIDATION REPORTS</b></p> <p><b>Title Memo:</b> 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.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy 1 year after cutoff. (Electronic copy is scheduled under Item 46.)</p>		
N1-53-03-SB-0048	<p><b>Title: RECEIPT AND CONTROL—ELECTRONIC OUTPUTS—NON-RECEIPT NON-MATCH REPORT</b></p> <p><b>Title Memo:</b> All incoming savings bond transactions processed by the SaBRe System are entered and reviewed during the receipt and control process. These are reports that reflect any differences in the tax identification numbers from the incoming retirement authority transaction and the issues found on the Bond Identification Tables.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 4 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 4 years after created. (See Item 49 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0049	<p><b>Title: RECEIPT AND CONTROL—HARD COPY OUTPUTS—NON-RECEIPT NON-MATCH REPORT</b></p> <p><b>Title Memo:</b> All incoming savings bond transactions processed by the SaBRe System are entered and reviewed during the receipt and control process. These are reports that reflect any differences in the tax identification numbers from the incoming retirement authority transaction and the issues found on the Bond Identification Tables.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 2 Retention Months: 6 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy 2 years 6 months after cutoff. (Electronic copy is scheduled under Item 48.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0050	<p>Title: AUDIT—OUTPUTS—AUDIT/JCL'S</p> <p>Title Memo: These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These reports contain statistical information on jobs run and reports generated by the system.</p> <p>Form Number: <sup>i</sup>                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  a. Electronic Files—Destroy files 90 days after created.  b. Hard Copy—Cut off after created. Destroy 90 days after cutoff.</p>		
N1-53-03-SB-0051	<p>Title: AUDIT—ELECTRONIC OUTPUTS—OFFSETTING RECONCILIATION LISTING REPORTS (PRELIMINARY)</p> <p>Title Memo: These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are preliminary reports used to start the investigation of discrepancies before the work unit is available for offsetting transaction reconciliation and to confirm all offsetting transactions are in balance. Offsetting transactions are transactions for reissued savings bonds, the retirement of the "old" bond and the issuance of the "new" bond. These reports include, but are not limited to, the following information: detail matching, issue date, offsetting transaction code, bond serial number, and required bond serial number offset.</p> <p>Form Number: OSR620AR                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Electronic Files—Destroy files 90 days after created. (See Item 52 for retention of hardcopy documents.)</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0052	<p><b>Title:</b> AUDIT—HARD COPY OUTPUTS—OFFSETTING RECONCILIATION LISTING REPORTS (PRELIMINARY)</p> <p><b>Title Memo:</b> These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are preliminary reports used to start the investigation of discrepancies before the work unit is available for offsetting transaction reconciliation and to confirm all offsetting transactions are in balance. Offsetting transactions are transactions for reissued savings bonds, the retirement of the "old" bond and the issuance of the "new" bond. These reports include, but are not limited to, the following information: detail matching, issue date, offsetting transaction code, bond serial number, and required bond serial number offset.</p> <p><b>Form Number:</b> OSR620AR      <b>Form Series:</b>      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0      <b>Retention Months:</b> 0      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 1 week after cut off. (Electronic copy is scheduled under Item 51.)</p>		
N1-53-03-SB-0053	<p><b>Title:</b> AUDIT—OUTPUTS—OFFSETTING TRANSACTIONS DISCREPANCY CONTROL LOG</p> <p><b>Title Memo:</b> These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are reports that provide management with a tool to control the flow and timely processing of work through the offsetting reconciliation portion of the SaBRe System. This report provides, but is not limited to, outstanding control numbers and the number of discrepancies outstanding.</p> <p><b>Form Number:</b> OSRIE0AR      <b>Form Series:</b>      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 1      <b>Retention Months:</b> 1      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 400 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0054	<p data-bbox="290 268 1177 331"><b>Title: AUDIT—ELECTRONIC OUTPUTS—OFFSETTING RECONCILIATION (FINAL)</b></p> <p data-bbox="290 363 1261 587"><b>Title Memo:</b> These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are final reports of offsetting transaction reconciliation. Offsetting transactions are transactions for reissued savings bonds, the retirement of the "old" bond and the issuance of the "new" bond. This report shows, but is not limited to, detail matching, issue date, offsetting transaction code, bond serial number, and retired bond serial number.</p> <div data-bbox="290 612 1270 715"> <div>Form Number: OSR630ARee</div> <div>Form Series:</div> <div>Restrictions: SBU</div> <div>Computer System: SaBRe</div> <div>Cost Code: 68200</div> <div></div> <div>Retention Years: 0</div> <div>Retention Months: 3</div> <div>Vital Records: <input type="checkbox"/></div> </div> <p data-bbox="290 740 1244 842"><b>Retention Description:</b> Temporary. Electronic Files—Destroy files 90 days after created. (See Item 55 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0055	<p data-bbox="290 900 1164 963"><b>Title: AUDIT—HARD COPY OUTPUTS—OFFSETTING RECONCILIATION (FINAL)</b></p> <p data-bbox="290 995 1261 1219"><b>Title Memo:</b> These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are final reports of offsetting transaction reconciliation. Offsetting transactions are transactions for reissued savings bonds, the retirement of the "old" bond and the issuance of the "new" bond. This report shows, but is not limited to, detail matching, issue date, offsetting transaction code, bond serial number, and retired bond serial number offset.</p> <div data-bbox="290 1244 1270 1347"> <div>Form Number: OSR620AR</div> <div>Form Series:</div> <div>Restrictions: SBU</div> <div>Computer System: SaBRe</div> <div>Cost Code: 68200</div> <div></div> <div>Retention Years: 4</div> <div>Retention Months: 0</div> <div>Vital Records: <input type="checkbox"/></div> </div> <p data-bbox="290 1372 1244 1474"><b>Retention Description:</b> Temporary. Hard Copy—Cut off after created. Destroy 4 years after cutoff. (Electronic copy is scheduled under Item 54.)</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0056	<p><b>Title:</b> AUDIT—OUTPUTS—DETAIL FOR REPORTING ENTITY PERFORMANCE</p> <p><b>Title Memo:</b> These are reports used by the Accrual Operations Section to identify discrepant situations identified during the audit and offsetting process. These are reports that contain information that shows data on erroneous blotters and security detail processed for each reporting entity for a transaction month.</p> <p>Form Number: OSRIIOAR      Form Series:      Restrictions: SBU            Computer System: SaBRe      Cost Code: 68200            Retention Years: 2      Retention Months: 0      Vital Records: <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.</p> <p>a. Electronic Files—Destroy files 2 years after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0057	<p><b>Title:</b> ARCHIVE—OUTPUTS—AUDIT/JCL'S</p> <p><b>Title Memo:</b> 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.</p> <p>Form Number:      Form Series:      Restrictions: SBU            Computer System: SaBRe      Cost Code: 68200            Retention Years: 1      Retention Months: 1      Vital Records: <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.</p> <p>a. Electronic Files—Destroy files 400 days after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0058	<p><b>Title:</b> ARCHIVE—OUTPUTS—EXTRACT REPORTS</p> <p><b>Title Memo:</b> 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.</p> <p>Form Number:      Form Series:      Restrictions: SBU            Computer System: SaBRe      Cost Code: 68200            Retention Years: 0      Retention Months: 3      Vital Records: <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.</p> <p>a. Electronic Files—Destroy 90 days after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0059	<p>Title: INQUIRY REQUESTS—OUTPUTS—AUDITS/JCL'S</p> <p>Title Memo: SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that contain statistical information on jobs run and reports generated by the system.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  a. Electronic Files—Destroy files 90 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0060	<p>Title: INQUIRY REQUESTS—ELECTRONIC OUTPUTS—INQUIRIES</p> <p>Title Memo: SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that are requested on line and provide information on savings bond transactions on the SaBRe System. The reports are used for research purposes and include, but are not limited to, the Classified Security Transaction BSN Inquiry, Classified Security Transaction Control Number Inquiry, Audit Correction History by Control Number, Discrepancy History Account 34 Correction Inquiry, Discrepancy History Refilm Pic No. Inquiry, and the Security Control Number Pic NR/DIN Inquiry.</p> <p>NOTE: Inquiries are viewed electronically only. No hard copies are kept.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Electronic Copies—Destroy files 90 days after created. (See Item 62 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0061	<p>Title: INQUIRY REQUESTS—ELECTRONIC OUTPUTS—RETIRED WITHOUT ISSUE INQUIRY REPORTS</p> <p>Title Memo: SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that provide listings of retired bonds designated as Retired Without Issue (RWI) for a specific time period. When a retirement is posted to the Bond Identification Table and there is no record of the issuance of the bond, it is given the designation of RWI.</p> <p>Form Number: OSGR700R                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input checked="" type="checkbox"/></p> <p>Retention Description: Temporary.  Electronic Copies—Destroy files 90 days after created. (See Item 62 for retention of hardcopy documents.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0062	<p><b>Title: INQUIRY REQUESTS—HARD COPY OUTPUTS—RETIRED WITHOUT ISSUE INQUIRY REPORTS</b></p> <p><b>Title Memo:</b> SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that provide listings of retired bonds designated as Retired Without Issue (RWI) for a specific time period. When a retirement is posted to the Bond Identification Table and there is no record of the issuance of the bond, it is given the designation of RWI. The reports are used for research purposes and include, but are not limited to, the Classified Security Transaction BSN Inquiry, Classified Security Transaction Control Number Inquiry, Audit Correction History by Control Number, Discrepancy History Account 34 Correction Inquiry, Discrepancy History Refilm Pic No. Inquiry, and the Security Control Number Pic NR/DIN Inquiry.</p> <p>Form Number: OSGR700R      Form Series:      Restrictions: SBU            Computer System: SaBRe      Cost Code: 68200            Retention Years: 99      Retention Months: 0      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Hard Copy—Cut off after created. Destroy after all items have cleared. (Electronic copy is scheduled under Items 60 and 61.)</p>		
N1-53-03-SB-0063	<p><b>Title: INQUIRY REQUESTS—ELECTRONIC OUTPUTS—CLAIMS INQUIRY</b></p> <p><b>Title Memo:</b> SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that are used when a detailed account of the transactions for a particular bond are needed. The reports are used to research discrepancies. They include, but are not limited to, the Discrepancy History Bond Serial Number Inquiry, BDID Response, Caveat BSN Range Inquiry, Direct BSN/TIN Inquiry, IOT Inquiry Response, Caveat Case File Name Inquiry, and the Caveat Bond Serial Number List Inquiry.</p> <p>Form Number:      Form Series:      Restrictions: SBU            Computer System: SaBRe      Cost Code: 68200            Retention Years: 0      Retention Months: 3      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 90 days after created. (See Item 64 for retention of hardcopy documents.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0064	<p><b>Title: INQUIRY REQUESTS—HARD COPY OUTPUTS—CLAIMS INQUIRY</b></p> <p><b>Title Memo:</b> SaBRe users can do inquiries on line, which provides a printed or screen view of the results for selected inquiries. These are reports that are used when a detailed account of the transactions for a particular bond are needed. The reports are used to research discrepancies. They include, but are not limited to, the Discrepancy History Bond Serial Number Inquiry, BDID Response, Caveat BSN Range Inquiry, Direct BSN/TIN Inquiry, IOT Inquiry Response, Caveat Case File Name Inquiry, and the Caveat Bond Serial Number List Inquiry.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU  Computer System: SaBRe Cost Code: 68200  Retention Years: 10 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Hard Copy—Cut off after created. Destroy 10 years after cutoff. (Electronic copy is scheduled under Item 63.)</p>		
N1-53-03-SB-0065	<p><b>Title: AFTER CLASSIFICATION—OUTPUTS—AUDITS/JCL'S</b></p> <p><b>Title Memo:</b> 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 reports contain statistical information on jobs run and reports generated by the system.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU  Computer System: SaBRe Cost Code: 68200  Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  a. Electronic Files—Destroy files 90 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0066	<p><b>Title: AFTER CLASSIFICATION—OUTPUTS—DISCREPANCY REPORTS</b></p> <p><b>Title Memo:</b> 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 reflect the transactions that were not able to update to the Bond Identification Table (BDID) and caused BDID discrepancies. The report is used to make adjustments and/or corrections, which will allow the transactions to update to BDID if necessary.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU  Computer System: SaBRe Cost Code: 68200  Retention Years: 4 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  a. Electronic Files—Destroy files 4 years after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		



# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0067	<p><b>Title:</b> AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—MICROFILM REQUEST REPORTS (ANSWER CARDS)</p> <p><b>Title Memo:</b> 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.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 3                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 90 days after created. (See Item 68 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0068	<p><b>Title:</b> AFTER CLASSIFICATIONe HARD COPY OUTPUTS—MICROFILM REQUEST REPORTS (ANSWER CARDS)</p> <p><b>Title Memo:</b> 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.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200                      e  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 5                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 5 months after cutoff. (Electronic copy is scheduled under Item 67.)</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0069	<p><b>Title: AFTER CLASSIFICATION—OUTPUTS—AUDIT COMPLETE</b></p> <p><b>Title Memo:</b> 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 generated after the validation of the sale or the redemption of savings bonds is completed. The reports include, but are not limited to, the Audit Complete Caveat Notification, Audit Complete Microfilm Request Report, and the Audit Complete Referral Ticket.</p> <p>Form Number: PD 4996                      Form Series:                      Restrictions: SBU            Computer System: SaBRe              Cost Code: 68200            Retention Years: 0                      Retention Months: 3              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ul style="list-style-type: none"> <li>a. Electronic Files—Destroy files 90 days after created.</li> <li>b. Hard Copy—Cut off after created. Destroy 90 days after cutoff.</li> </ul>		
N1-53-03-SB-0070	<p><b>Title: AFTER CLASSIFICATION—OUTPUTS—CAVEAT UPDATE REPORTS</b></p> <p><b>Title Memo:</b> 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 reports are generated resulting from indicators being established on the electronic masterfile against individual bond serial numbers, which results in subsequent transactions against that item being referred to the initiator for investigation. The reports include, but are not limited to, the Customer Number Caveat Update, and the Customer Name Caveat Update Exception.</p> <p><b>NOTE:</b> There are some caveat reports that are held electronically for 400 days. They include, but are not limited to, the BSN Caveat Addition Exception Report.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU            Computer System: SaBRe              Cost Code: 68200            Retention Years: 0                      Retention Months: 3              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <ul style="list-style-type: none"> <li>a. Electronic Files—Destroy files 90 days after completed.</li> <li>b. Hard Copy—Cut off after created. Destroy 90 days after cutoff.</li> </ul>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0071	<p><b>Title:</b> AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—CAVEAT REPORTS—BSN CAVEAT ADDITION EXCEPTION REPORT</p> <p><b>Title Memo:</b> 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 reports are generated resulting from indicators being established on the electronic masterfile against individual bond serial numbers, which results in subsequent transactions against that item being referred to the initiator for investigation. The reports include, but are not limited to, the BSN Caveat Addition Exception Report.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 1                      <b>Retention Months:</b> 1                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 400 days after created (See Item 72 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0072	<p><b>Title:</b> AFTER CLASSIFICATION—HARD COPY OUTPUTS—CAVEAT REPORTS—BSN CAVEAT ADDITION EXCEPTION REPORT</p> <p><b>Title Memo:</b> 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 reports are generated resulting from indicators being established on the electronic masterfile against individual bond serial numbers, which results in subsequent transactions against that item being referred to the initiator for investigation. The reports include, but are not limited to, the BSN Caveat Addition Exception Report.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 3                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 90 days after cutoff. (Electronic copy is scheduled under Item 71.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0073	<p>Title: AFTER CLASSIFICATION—OUTPUTS—PENDING ITEMS</p> <p>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 provide management with a tool to monitor BDID discrepancies requiring additional research before a corrective action can be taken.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU            Computer System: SaBRe                      Cost Code: 68200            Retention Years: 1                      Retention Months: 1                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.                a.i Electronic Files—Destroy files 400 days after created.                b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0074	<p>Title: AFTER CLASSIFICATION—OUTPUTS—AFTER CLASSIFICATION WORK INQUIRY</p> <p>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 reports provide management and technicians specific information concerning BDID discrepant transaction in work groups that are outstanding as of the inquiry date requested.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU            Computer System: SaBRe                      Cost Code: 68200            Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.                a. Electronic Files—Destroy files 90 days after created.                b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0075	<p><b>Title:</b> AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—DEPOSIT TICKETS 215 &amp; DEBIT VOUCHERS 5515</p> <p><b>Title Memo:</b> 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.</p> <p><b>Form Number:</b> Computer System: SaBRe Retention Years: 6</p> <p><b>Form Series:</b> Cost Code: 68200 Retention Months: 3</p> <p><b>Restrictions:</b> SBU Vital Records: <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary. Electronic Files—Destroy files 6 years and 3 months after created. (See Item 76 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0076	<p><b>Title:</b> AFTER CLASSIFICATION—HARD COPY OUTPUTS—DEPOSIT TICKETS 215 &amp; DEBIT VOUCHERS 5515</p> <p><b>Title Memo:</b> 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.</p> <p><b>Form Number:</b> Computer System: SaBRe Retention Years: 0</p> <p><b>Form Series:</b> Cost Code: 68200 Retention Months: 3</p> <p><b>Restrictions:</b> SBU Vital Records: <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary. Hard Copy—Cut off after created. Destroy 3 months after cutoff. (Electronic copy is scheduled under Item 75.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0077	<p><b>Title:</b> AFTER CLASSIFICATION—ELECTRONIC OUTPUTS—ADVICE OF ADJUSTMENT</p> <p><b>Title Memo:</b> 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 provide details on adjustment information to reporting entities for corrective actions initiated during the audit or after classification portion of the process.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 6                      <b>Retention Months:</b> 3                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 6 years and 3 months after created. (See Item 78 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0078	<p><b>Title:</b> AFTER CLASSIFICATION—HARD COPY OUTPUTS—ADVICE OF ADJUSTMENT</p> <p><b>Title Memo:</b> 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 provide details on adjustment information to reporting entities for corrective actions initiated during the audit or after classification portion of the process.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 3                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 3 months after cutoff. (Electronic copy is scheduled under Item 77.)</p>		
N1-53-03-SB-0079	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—AUDIT/JCL'S</p> <p><b>Title Memo:</b> 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. The reports contain statistical information on jobs run and reports generated by the system.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 3                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 90 days after created. (See Item 80 for retention of hardcopy documents.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0080	<p><del>Title: SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS—AUDIT/JCL'S</del></p> <p>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. The reports contain statistical information on jobs run and reports generated by the system.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 2                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Hard Copy—Cut off after created. Destroy 60 days after cutoff. (Electronic copy is scheduled under Item 79.)</p>		
N1-53-03-SB-0081	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—AFTER CLASSIFICATION MICROFILM REQUEST (ANSWER CARD)</p> <p>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 used to provide identification of after classification bond serial numbers that need bond photos provided from microfilm. The reports include, but are not limited to, a Header Card, Answer Cards for each bond serial number, and the Footer Card.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  a. Electronic Files—Destroy files 90 days after created.  b. Hard Copy—Cut off after created. Destroy 90 days after cutoff.</p>		
N1-53-03-SB-0082	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—CLASSIFIED STATISTICS RECAP</p> <p>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 monthly reports of statistic information on classified work done for that month.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 0                      Retention Months: 3                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  a. Electronic Files—Destroy files 90 days after created.  b. Hard Copy—Cut off after created. Destroy 90 days after cutoff.</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0083	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING— ELECTRONIC OUTPUTS— AFTER CLASSIFICATION REFERRAL TICKETS</p> <p><b>Title Memo:</b> 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 documents used to track discrepancies related to erroneous or fraudulent savings bonds payments. The After Classification Referral Ticket Report is generated for bond serial numbers identified during an after classification correction as needing a referral ticket prepared.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 3                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 90 days after created. (See Item 84 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0084	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING— HARD COPY OUTPUTS— AFTER CLASSIFICATION REFERRAL TICKETS</p> <p><b>Title Memo:</b> 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 documents used to track discrepancies related to erroneous or fraudulent savings bonds payments. The After Classification Referral Ticket Report is generated for bond serial numbers identified during an after classification correction as needing a referral ticket prepared.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 1                      <b>Retention Months:</b> 1                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 400 days after cutoff. (Electronic copy is scheduled under Item 83.)</p>		



# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0085	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—CAVEAT NOTIFICATION REPORTS</p> <p><b>Title Memo:</b> 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 that identify and incoming transactions and after classification transactions posting to the Bond Identification Table that encounters a caveat posted against an individual bond serial number. These reports include, but are not limited to, the Audit Completed Caveat Notification and the After Classification Caveat Notification.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0 <b>Retention Months:</b> 3 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 90 days after created.  b. Hard Copy—Cut off after created. Destroy 90 days after cutoff.</p>		
N1-53-03-SB-0086	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—DISCREPANCY REPORTS</p> <p><b>Title Memo:</b> 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 that provide management with various statistics on workflow and the processing of discrepancies in the section. The reports include, but are not limited to, the Discrepancy Control Log, Weekly Discrepancy, BDID Discrepancy (Redemptions by Series and Denomination), Monthly Offsetting Discrepancy Detail Error Listing, and the Projected vs. Actual Discrepancies.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 1 <b>Retention Months:</b> 1 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 400 days after created. (See Item 87 for retention of hardcopy documents.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0087	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS—DISCREPANCY REPORTS</p> <p><b>Title Memo:</b> 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 that provide management with various statistics on workflow and the processing of discrepancies in the section. The reports include, but are not limited to, the Monthly Offsetting Discrepancy Detail Error Listing, and the Projected vs. Actual Discrepancies.</p> <p><b>NOTE:</b> There are no hard copies kept for the following reports: Discrepancy Control Log, Weekly Discrepancy, and the BDID Discrepancy (Redemptions by Series and Denomination).</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0 <b>Retention Months:</b> 6 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 6 months after cutoff. (Electronic copy is scheduled under Item 86.)</p>		
N1-53-03-SB-0088	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—STATUS REPORTSii</p> <p><b>Title Memo:</b> 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 that show the status of work in process in the audit portion of the SaBRe System for issue and retirement transactions for savings bonds. The reports include, but are not limited to, Status by Transaction Date and Audit Status by Control Number.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 1 <b>Retention Months:</b> 1 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy 400 days after created. (See Item 89 for retention of hardcopy documents.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0089	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS—STATUS REPORTS</p> <p><b>Title Memo:</b> 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 that show the status of work in process in the audit portion of the SaBRe System for issue and retirement transactions for savings bonds. The reports include, but are not limited to, Status by Transaction Date and Audit Status by Control Number.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 1                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 1 year after cutoff. (Electronic copy is scheduled under Item 88.)</p>		
N1-53-03-SB-0090	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—VALIDATION RETIREMENT</p> <p><b>Title Memo:</b> 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 that provide a detailed listing plus summarized totals of all validation retirements processed by the SaBRe System during a given month. It is used in the reconciliation of the Validation Security Account 05 with the Detail Validations Outstanding Master File.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 1                      <b>Retention Months:</b> 1                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 400 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0091	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—LETTERS TO THE BANK (TAPE RETURN LETTER)</p> <p><b>Title Memo:</b> 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 letters that are attached to the tapes being returned to the Federal Reserve Banks, agent banks, and processing centers.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 1                      <b>Retention Months:</b> 1                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 400 days after created. (See Item 92 for retention of hardcopy documents.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0092	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS—LETTERS TO THE BANK (TAPE RETURN LETTER)</p> <p><b>Title Memo:</b> 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 letters that are attached to the tapes being returned to the Federal Reserve Banks, agent banks, and processing centers.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 1                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 30 days after cutoff. (Electronic copy is scheduled under Item 91.)</p>		
N1-53-03-SB-0093	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—BULK DATA POST-PROCESSOR</p> <p><b>Title Memo:</b> 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 that provide information concerning a bulk data transmission including, but not limited to, the origin, destination, date, time, and the record length and block size of the data within the transmission.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 10 days after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0094	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—REPORTING ENTITY PERFORMANCE</p> <p><b>Title Memo:</b> 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 that provide summary data for each reporting entity on all erroneous blotters and security detail records received for a transaction month.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 2                      <b>Retention Months:</b> 0                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a. Electronic Files—Destroy files 2 years after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0095	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—OUTPUTS—EZ CLEAR COLD STORAGE</p> <p>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 that provide classified data for retired savings bonds processed through the EZ Clear System for a transaction date.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 1 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            a. Electronic Files—Destroy files 1 year after created.            b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0096	<p>Title: SABRE AFTER HOURS BATCH PROCESSING—ELECTRONIC OUTPUTS—ANSWER CARDS</p> <p>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 the Bond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response.</p> <p>Form Number: _____ Form Series: _____ Restrictions: SBU            Computer System: SaBRe Cost Code: 68200            Retention Years: 0 Retention Months: 3 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.            Electronic Files—Destroy files 90 days after created. (See Item 97 for retention of hardcopy documents.)</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0097	<p><b>Title:</b> SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS—ANSWER CARDS</p> <p><b>Title Memo:</b> 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 the Bond Identification Tables. These inquiries include, but are not limited to, the BSN/TIN Inquiry, BDID Microfilm Inquiry Request, and the IOT Inquiry Response.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 10 <b>Retention Months:</b> 0 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off after created. Destroy 10 years after cutoff or when no longer needed for legal purposes, whichever is later. (Electronic copy is scheduled under Item 96.)</p>		
N1-53-03-SB-0098	<p><b>Title:</b> BOND &amp; CHECK PROCESSING—ELECTRONIC BSN CAVEAT ADDITION EXCEPTION REPORTS</p> <p><b>Title Memo:</b> The Bond Check Processing Section utilizes the SaBRe System to process caveat additions, deletions, inquiries, and changes. These reports identify redemption transactions entered on-line that posted to the Bond Identification Table and encountered or placed a caveat against an individual bond serial number. Caveats are used to flag individual bond serial numbers on the system that are not eligible to be redeemed.</p> <p><b>NOTE:</b> The hard copy of this report is attached to the RCRD (Registered Claims Redemptions) transaction and filmed. See N1-53-78-04, 01B for retention description.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0 <b>Retention Months:</b> 3 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 90 days after created.</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0099	<p><b>Title:</b> BOND &amp; CHECK PROCESSING—AFTER CLASSIFICATION BESI CAVEAT ERROR REPORTS</p> <p><b>Title Memo:</b> The Bond Check Processing Section utilizes the SaBRe System to process caveat additions, deletions, inquiries, and changes. These reports identify issue transactions received daily from the Batching and Encoding System for Issues (BESI) to SaBRe that post to the Bond Identification Table that encounter or place a caveat against an individual bond serial number. Caveats are used to flag individual bond serial numbers on the system, which are not eligible to be redeemed.</p> <p><b>NOTE:</b> The hard copy of this report is not retained unless it shows an error. Then it is microfilmed as RCI (Registered Claims Issues) transaction and retained under N1-53-91-02, 01C.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 3ii                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy 90 days after created.</p>		
N1-53-03-SB-0100	<p><b>Title:</b> DATA RETRIEVAL BRANCH—REFERRAL TICKET REPORT</p> <p><b>Title Memo:</b> 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.</p> <p><b>Form Number:</b>                      <b>Form Series:</b>                      <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe                      <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0                      <b>Retention Months:</b> 3                      <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  a.i Electronic files—Destroy files 90 days after created.  b. Hard Copy—Cut off daily. Destroy 90 days after cutoff.</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0101	<p data-bbox="299 261 1179 325"><b>Title: DATA RETRIEVAL BRANCH—ELECTRONIC OUTPUTS—REFERRAL TICKET PROCESSING REPORTS</b></p> <p data-bbox="299 357 1229 708"><b>Title Memo:</b> 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 reports are used to complete the processing of the Referral Tickets. They contain information on how many and what types of Referral Tickets are available for processing each day. These reports include, but are not limited to, the Audit Complete Referral Ticket Report, After Classification Referral Ticket Report, Referral Tickets Generated, Referral Tickets Not Processed, and Referral Tickets Entered But Not Verified.</p> <div data-bbox="299 740 1263 836"> <div>Form Number:</div> <div>Form Series:</div> <div>Restrictions: SBU</div> <div>Computer System: SaBRe</div> <div>Cost Code: 68200</div> <div></div> <div>Retention Years: 0</div> <div>Retention Months: 3</div> <div>Vital Records: <input type="checkbox"/></div> </div> <p data-bbox="299 868 1246 963"><b>Retention Description:</b> Temporary. Electronic Files—Destroy files 90 days after created. (See Item 102 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0102	<p data-bbox="299 1027 1162 1091"><b>Title: DATA RETRIEVAL BRANCH—HARD COPY OUTPUTS—REFERRAL TICKET PROCESSING REPORTS</b></p> <p data-bbox="299 1123 1229 1464"><b>Title Memo:</b> 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 reports are used to complete the processing of the Referral Tickets. They contain information on how many and what types of Referral Tickets are available for processing each day. These reports include, but are not limited to, the Audit Complete Referral Ticket Report, After Classification Referral Ticket Report, Referral Tickets Generated, Referral Tickets Not Processed, and Referral Tickets Entered But Not Verified.</p> <div data-bbox="299 1495 1263 1591"> <div>Form Number:</div> <div>Form Series:</div> <div>Restrictions: SBU</div> <div>Computer System: SaBRe</div> <div>Cost Code: 68200</div> <div></div> <div>Retention Years: 0</div> <div>Retention Months: 1</div> <div>Vital Records: <input type="checkbox"/></div> </div> <p data-bbox="299 1623 1172 1719"><b>Retention Description:</b> Temporary. Hard Copy—Cut off daily. Destroy 1 month after cutoff. (Electronic copy is scheduled under Item 101.)</p>		



# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0103	<p><b>Title:</b> DATA RETRIEVAL BRANCH—ELECTRONIC OUTPUTS—BDID AND IOT INQUIRY REQUEST TOTAL</p> <p><b>Title Memo:</b> 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.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0 <b>Retention Months:</b> 3 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Electronic Files—Destroy files 90 days after created. (See Item 104 for retention of hardcopy documents.)</p>		<p>Items 103-106  <b>Superseded by:</b> DAA-GRS-  625 5.2/020 2017-0003-0001  <b>DATE (MM/DD/YYYY):</b>  05/31/2017</p>
N1-53-03-SB-0104	<p><b>Title:</b> DATA RETRIEVAL BRANCH—HARD COPY OUTPUTS—BDID AND IOT INQUIRY REQUEST TOTAL</p> <p><b>Title Memo:</b> 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.</p> <p><b>Form Number:</b> _____ <b>Form Series:</b> _____ <b>Restrictions:</b> SBU  <b>Computer System:</b> SaBRe <b>Cost Code:</b> 68200  <b>Retention Years:</b> 0 <b>Retention Months:</b> 0 <b>Vital Records:</b> <input type="checkbox"/></p> <p><b>Retention Description:</b> Temporary.  Hard Copy—Cut off daily. Destroy 1 day after cutoff. (Electronic copy is scheduled under Item 103.)</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0105	<p><b>Title: DATA RETRIEVAL BRANCH—ELECTRONIC OUTPUTS—AFTER CLASSIFICATION MICROFILM REPORT (ANSWER CARDS)</b></p> <p><b>Title Memo:</b> 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 reports are used to provide identification of after classification bond serial numbers that need bond photos provided from microfilm.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe              Cost Code: 68200  Retention Years: 0                      Retention Months: 3              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Electronic Files—Destroy files 90 days after created. (See Item 106 for retention of hardcopy documents.)</p>		
N1-53-03-SB-0106	<p><b>Title: DATA RETRIEVAL BRANCH—HARD COPY OUTPUTS—AFTER CLASSIFICATION MICROFILM REPORT (ANSWER CARDS)</b></p> <p><b>Title Memo:</b> 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 reports are used to provide identification of after classification bond serial numbers that need bond photos provided from microfilm.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe              Cost Code: 68200  Retention Years: 0                      Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  Hard Copy—Cut off daily. Destroy 4 days after cutoff. (Electronic copy is scheduled under Item 105.)</p>		
N1-53-03-SB-0107	<p><b>Title: LOCATOR GROUP—UNDELIVERABLE IRS MAILOUT</b></p> <p><b>Title Memo:</b> The Locator Group's main purpose is to process information through SaBRe relating to bonds that have been identified as undeliverable. This information is related to bonds that have been identified as undeliverable. It is forwarded to the Internal Revenue Service (IRS) in an attempt to locate the bond owners.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe              Cost Code: 68200  Retention Years: 1                      Retention Months: 1              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.  a. Electronic Files—Destroy files 400 days after created.  b. Hard Copy— Destroy when no longer needed for reference purposes.</p>		

# REQUEST FOR RECORDS DISPOSITION AUTHORITY For the Bureau of the Public Debt March 13, 2003

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0108	<p>Title: LOCATOR GROUP—UNDELIVERABLE REPORTS</p> <p>Title Memo: The Locator Group's main purpose is to process information through SaBRe relating to bonds that have been identified as undeliverable. These reports contain information on bonds that have been identified as undeliverable. They include, but are not limited to, the Undeliverable Update Status and the BDID Update Status reports.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 4                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Electronic Files—Destroy files 4 years after created.  b. Hard Copy—Destroy when no longer needed for reference purposes.</p>		
N1-53-03-SB-0109	<p>Title: SABRE SYSTEM DOCUMENTATION</p> <p>Title Memo: These are electronic and hard copies that include, but are not limited to, data system specifications, codebooks, record layouts, and user handbooks relating to the SaBRe System.</p> <p>Form Number:                      Form Series:                      Restrictions: SBU  Computer System: SaBRe                      Cost Code: 68200  Retention Years: 99                      Retention Months: 0                      Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.</p> <p>a. Electronic Copy—Destroy when record keeping copy is produced or when no longer needed for revision and updates, whichever is later.  b. Hard Copy—Destroy when superseded, or upon the authorized deletion of the related master file or database, whichever is later.</p>		<p>Superseded by: 11A-485  GRS 3.1/051 2013-0005-0003  DATE (MM/DD/YYYY):  6/12/2014</p>