NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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: $\frac{8}{1}$

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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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The items are mainly inputs, outputs and system documentation superseded by the GRS 5.1 item 020 (DAA-GRS-2017-0003-0001) and GRS 3.1 Item 051 (DAA-GRS-2013-0005-0003). Prior to these GRS items being issued, schedule items 1a, 5, 7, 21, 24, 32,42,44, were superseded by N1-053-06-0005.

	QUEȘT FO	OR RECORD:SP (See Instructions on	POSITION AUTHORITY reverse)			NARA use only)
	NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)			DATE RECEIV	DATE RECEIVED $3/25/03$	
1. F	ROM (Agency	or establishment)		l		•
2. M	IAJOR SUBDIN			í	OTIFICATION	TO AGENCY ith provisions of 44
	Office of Securi	ties Operations		1 1 i	including amend	disposition request, lments, is approved that may be marked
		ems Administration	R 5. TELEPHONE		"disposition r withdrawn"	not approved" or in column 10.
	Brian Laller		(304) 480-6302	DATE 1-2-03	ARCHIVIST	the onvered states
I her that or w	the records vill not be ne ce, under the	that I am authorized to a proposed for disposal on eeded after the retention p	ct for this agency in matters per the attached <u>49</u> page(s) are periods specified; and that writh the GAO Manual for Guidanc is attached; or	not now needed ten concurrence e of Federal Ag	d for the bus from the G	siness of this agency eneral Accounting
DATE 3/13/2	-	SIGNATURE OF AGENCY R Vicki Thorpe	epresentative li Shinga	TITLE	Reco	rds Officer
7. ITEM NO.	8. I	DESCRIPTION OF ITEM AND P	ROPOSED DISPOSITION	9. GRS (SUPERSE JOB CITA	DED	10. ACTION TAKEN (NARA USE ONLY)
		ee the Attach				
115-109	<u></u>	<u> </u>	NSN 7540-00-634-4064	ST		ORM 115 (REV 3-91)

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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-0001	 Title: SABRE-SAVINGS BOND REPLACEMENT SYSTEM-MASTER FILE Title Memo: The Savings Bond Replacement System (SaBRe) is an automated redesign of the Series E/EE system, replacing manual and automated processes utilized to process cash and security transactions resulting from the sale and retirement of accrual and retirement type securities. The work is processed by different groups of users, which includes but is not limited to receipt and control, audit, after classification, cash remittance/interest assessment, inquiry request, and summary accounting. The SaBRe master file has several data tables, which the users use to perform the different task assigned to each group to process the work. The data tables are either continuous (see item a) or tables with active retention periods (see item b). Some active tables have corresponding archive tables that are eventually purged to tapes and stored onsite and off site (see item c). Item (a) tables include but are not limited to After Classification Tables, Accrual Caveat Table, Agent Bond Serial Number Range Table, Assessment Tables, Audit Control Parameter Table, Bond update Table, Bond Identification Tables, Cash Balance Table, Caveat Tables, City Table, Current Redemption Value Table, Cumulative Journal Table, Denomination Table, Document Location & Retention Tables, Element Code Validation Table, Referral Ticket Control Parameter Table, Reporting Agent & Site Tables, State Tables, State Tables, Steurity Transaction Message Table, Series Tables, State Table, Summarized Security Transaction Table, System Control Parameter Table, Security Ledger Tables, Audit Discrepancy Tables, Site Tables, Summarized Security Transaction Table, Security Caveat Tables, Security Transaction Table, Security Ledger Tables, Summarized Security Transaction Table, System Control Parameter Table, Reseastion Tables, Audit Discrepancy Tables, Financial Tables, Isau Tables, Succurity Transaction Table, Security Caveat Tables, Monthly Control Table, Offsetting Reconcilement Disc	
	Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 99 Retention Months: 0 Vital Records: □ Retention Description: Temporary. a. Continuous tables—Are held on-line for the life of the system. b. Active retention tables—Cut off after created. Destroy 13 months after cut off. c. 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.	

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 DESCRIPTION OF ITEM AND PROPOSED DISF e: ISSUES ON TAPE (IOT)-ELECTRO agent banks, which are downloaded to which includes, but is not limited to, th appropriate data tables according to the n Number: muter System: SaBRe mtion Description Temporary. a. Tapes are returned to originator 1 system. b. Electronic data is deleted from th this schedule. e: ISSUES ON THE INTERNET (IOI), I FILES-ELECTRONIC INPUTS 	DNIC INPUTS ed on tapes from FRB's, pr the SaBRe system. They the issue of securities. The te transaction codes contain Form Series: Cost Code: 68200 Retention Months: 0	rocessing centers and contain information data is stored in the ned on the tapes. Restrictions: SBU Vital Records: of input into the cording to Item 1 of	10. ACTION TAKEN (NARA USE ONLY)
 Memo: These files contain data receive agent banks, which are downloaded to which includes, but is not limited to, th appropriate data tables according to the n Number: muter System: SaBRe ention Description Temporary. a. Tapes are returned to originator 1 system. b. Electronic data is deleted from th this schedule. EISSUES ON THE INTERNET (IOI), 1 	ed on tapes from FRB's, pr the SaBRe system. They is issue of securities. The e transaction codes contain Form Series: Cost Code: 68200 Retention Months: 0	contain information data is stored in the ned on the tapes. Restrictions: SBU Vital Records: of input into the cording to Item 1 of	Superseded by: JHA-JRS-JQ GILS 6,2010 - 2003-000 DATE (MM/DD/YYYY):
agent banks, which are downloaded to which includes, but is not limited to, th appropriate data tables according to the n Number: muter System: SaBRe ention Description Temporary. a. Tapes are returned to originator 1 system. b. Electronic data is deleted from th this schedule.	the SaBRe system. They the issue of securities. The e transaction codes contain Form Series: Cost Code: 68200 Retention Months: 0 week after verification of e assigned data tables acco	contain information data is stored in the ned on the tapes. Restrictions: SBU Vital Records: of input into the cording to Item 1 of	DATE (MM/DD/YYYY):
agent banks, which are downloaded to which includes, but is not limited to, th appropriate data tables according to the n Number: muter System: SaBRe ention Description Temporary. a. Tapes are returned to originator 1 system. b. Electronic data is deleted from th this schedule.	the SaBRe system. They the issue of securities. The e transaction codes contain Form Series: Cost Code: 68200 Retention Months: 0 week after verification of e assigned data tables acco	contain information data is stored in the ned on the tapes. Restrictions: SBU Vital Records: of input into the cording to Item 1 of	DATE (MM/DD/YYYY):
 appropriate data tables according to the n Number: muter System: SaBRe ention Years: 0 ention Description Temporary. a. Tapes are returned to originator 1 system. b. Electronic data is deleted from the this schedule. EISSUES ON THE INTERNET (IOI), 1 	e transaction codes contain Form Series: Cost Code: 68200 Retention Months: 0 week after verification of e assigned data tables acco	ned on the tapes. Restrictions: SBU Vital Records: of input into the cording to Item 1 of	DATE (MM/DD/YYYY):
n Number: mputer System: SaBRe mtion Years: 0 a. Tapes are returned to originator 1 system. b. Electronic data is deleted from th this schedule. ELESUES ON THE INTERNET (IOI), 1 ELECTON (IOI), 1 ELECTO	Form Series: Cost Code: 68200 Retention Months: 0 week after verification of e assigned data tables acco	Restrictions: SBU Vital Records: of input into the cording to Item 1 of	
 apputer System: SaBRe antion Description Temporary. a. Tapes are returned to originator 1 system. b. Electronic data is deleted from th this schedule. b: ISSUES ON THE INTERNET (IOI), 1 	Cost Code: 68200 Retention Months: 0 week after verification of e assigned data tables acco	Vital Records:	
 apputer System: SaBRe antion Description Temporary. a. Tapes are returned to originator 1 system. b. Electronic data is deleted from th this schedule. b: ISSUES ON THE INTERNET (IOI), 1 	Cost Code: 68200 Retention Months: 0 week after verification of e assigned data tables acco	Vital Records:	
 a. Tapes are returned to originator 1 system. b. Electronic data is deleted from th this schedule. b: ISSUES ON THE INTERNET (IOI), 1 	Retention Months: 0 week after verification of e assigned data tables acco	f input into the ording to Item 1 of	
 a. Tapes are returned to originator 1 system. b. Electronic data is deleted from th this schedule. b: ISSUES ON THE INTERNET (IOI), 1 	week after verification of e assigned data tables acco	f input into the ording to Item 1 of	
 a. Tapes are returned to originator 1 system. b. Electronic data is deleted from th this schedule. :: ISSUES ON THE INTERNET (IOI), 1 	e assigned data tables acco	cording to Item 1 of	
 system. b. Electronic data is deleted from the this schedule. E ISSUES ON THE INTERNET (IOI), 1 	e assigned data tables acco	cording to Item 1 of	
 b. Electronic data is deleted from the this schedule. b: ISSUES ON THE INTERNET (IOI), I 			
this schedule. :: ISSUES ON THE INTERNET (IOI), I			
: ISSUES ON THE INTERNET (IOI), I	ELECTRONIC BLOTTE	R, AND DETAIL	
	ELECTRONIC BLOTTE	R, AND DETAIL	
	ELECTRONIC BLOTTE	R, AND DETAIL	
Memo: These files contain information securities received from BPD, FRB's, j data or FELS, which are downloaded to appropriate data tables according to the files.	processing centers, and ag the SaBRe system. The	ent banks via bulk data is stored in the	
n Number:	Form Series:	Restrictions: SBU	
puter System: SaBRe	Cost Code: 68200	Vital Decordar	
ndon fears: 0	Relention Months: 0		
ntion Description: Temporary. Data is o to Item 1 of this schedule.	deleted from the assigned of	data tables according	
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: CARTRIDGES USED TO PRODUCE	MICROFILM-MANUA	L INPUTS	
information that are received from FRE Reels of microfilm are produced from t	B's, processing centers, and the cartridges. The microf	d agent banks.	
X 1			
		Restrictions: SBU	
		Vital Records.	
ntion Years: 1()	Referition forontids.		
	ntion Years: 0 ntion Description: Temporary. Data is o to Item 1 of this schedule. : CARTRIDGES USED TO PRODUCE Memo: These files contain cartridges co information that are received from FRE Reels of microfilm are produced from t	ntion Years: 0 Retention Months: 0 ntion Description: Temporary. Data is deleted from the assigned to Item 1 of this schedule. : CARTRIDGES USED TO PRODUCE MICROFILM-MANUA Memo: These files contain cartridges containing retired and reiss information that are received from FRB's, processing centers, an Reels of microfilm are produced from the cartridges. The micro into the SaBRe System for identification purposes. h Number: Form Series: puter System: SaBRe Cost Code: 68200	ntion Years: 0 Retention Months: 0 Vital Records: □ ntion Description: Temporary. Data is deleted from the assigned data tables according to Item 1 of this schedule.

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED D	DISPOSITION.	9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0005	Title Memo: These files contain Individua	al Retiremen	t Bonds and Reti	rement Plan Bonds	(
	that are manually entered into the sy Form Number: Computer System: SaBRe Retention Years: 10 Retention Description; Temporary.	Form Se Cost Co	eries: de: 68200 on Months: 0	Restrictions: SBU Vital Records: 🗌	
	a. Hard Copy-Microfilm bonds i verification of microfilm. b. Microfilm-Destroy microfilm		-	by bonds after	
N1-53-03-SB-0006	Title: BOND/NOTE CONTROL BLOTT INPUTS	ER AND TR	ANSFER ADVI	CE-MANUAL	
	Title Memo: This form is used to docume retired cards, bonds and notes under cancelled sales, exchanges, and retire	none transfer	date for redempt		
	Form Number: PD F 2636 Computer System: SaBRe Retention Years: 36	`	eries: de: 68200 on Months: 0	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. a. Hard Copy—Microfilm hard co after verification of microfilm. b. Microfilm—Destroy microfilm		\mathbf{N}	estroy hardcopy	
N1-53-03-SB-0007	Title: CLAIM FOR RELIEF OF LOSS, T INPUTS	THEFT, OR I	DESTRUCTION	-MANUAL	
	Title Memo: This form is to request reiss or destruction of the original bonds.		ment bonds on a	ccount of loss, theft,	
	Form Number: PD F 3062 Computer System: SaBRe Retention Years: 10		eries: de: 68200 m Months: 0	Restrictions: SBU Vital Records:	
	 Retention Description: Temporary. a. Hard Copy—Microfilm hard co after verification of microfilm. b. Microfilm—Destroy microfilm 		_	estroy hardcopy	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPO	SED DISPOSITION. 9. GRS OR SUF	PERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03- SB-0008	updating account balances		unting group to out are not limited to, iation. The reports	
	Form Number: Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU Vital Records: 🗌	
	Retention Description: Temporary. Electronic Files—Destroy files	90 days after created.		
N1-53-03-SB-0009	Title: SABRE SUMMARY ACCOU	INTING ELECTRONIC OUTPU	JT REPORTS—	
	perform accounting and fin updating account balances a contain information on, but and vouchers. They include Accounts Inquiry, SARO (2	a reports used by the Summary A ancial functions which include, b and performing account reconcili are not limited to, accounts journ e, but are not limited to, the follo 2315) Inquiry, Activity Analysis Voucher Number Unconfirmed In 7.	out are not limited to, lation. These reports nals, activity analysis, wing: Security (2296) Inquiry,	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records: 🗌	
	Retention Description: Temporary. Electronic Files—Destroy files			

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-0010	 Title: SABRE SUMMARY ACCOUNTING OUTPUT REPORTS—ACCOUNT RECONCILIATION EXCEPTION REPORTS Title Memo: These files contain reports used by the Summary Accounting group to perform accounting and financial functions which include, but are not limited to, updating account balances and performing account reconciliation. These reports are generated 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. 	
	Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200 Retention Years: 6 Retention Months: 3 Vital Records: □ Retention Description: Temporary. a. Electronic Files—Destroy 6 years and 3 months after created.	
N1-53-03-SB-0011	 b. Hard Copy—Cut off by transaction month-end. Destroy 6 years and 3 months after cutoff. Title: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— DAILY FINANCIAL LISTINGS—CONFIRMED SUMMARY ADJUSTMENT 	
	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 issue, redemption and adjustment activity. They include, but are not limited to, the Confirmed Summary Adjustment.	
	Form Number:Form Series:Restrictions: SBUComputer System: SaBReCost Code: 68200nRetention Years: 0Retention Months: 3Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days after created. (See Item 17 for retention of hardcopy documents.)	

Retention Description: Temporary. Electronic Files—Destroy files 2 years after created. (See Item 17 for retention of hardcopy documents.)	
Form Number: Form Series: Form Series: Restrictions: SBU Computer System: SaBRe Retention Years: 2 Retention Years: 2 Retention Months: 0 Vital Records:	
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.	
13 Tide: SABRE SUMMARY ACCOUNTING ELECTRONIC OUTPUT REPORTS— DAILY FINANCIAL LISTINGS—CONFIRMED SUMMARY ADIUSTMENT REVERSAL REPORT	100-AS-EO-ES-IN
Retention Description: Temporary. Electronic Files—Destroy files 400'days after created. (See Item 17 for retention of hardcopy documents.)	
Form Number: Computer System: SaBRe Retention Years: 1 Vital Records: Betention Months: 1 Vital Records:	
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.	
DAILY FINANCIAL LISTINGS-TRANSACTION REPORTS	100-ES-E0-ES-IN
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION 10. ACTION TAKEN (NARA USE ONLY)	' ILEW NO

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. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOS	SED DISPOSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0014	Title: SABRE SUMMARY ACCOU	NTING ELECTRONIC OUTPUT GS—PARS DAILY JOURNAL	REPORTS—	
	updating account balances and that are generated daily for sum	orts used by the Summary Account al functions which include, but are performing account reconciliation marized savings bond issues, rede ide, but are not limited to, the PAR	e not limited to, . These are reports emption and	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 3	Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files hardcopy documents.)	अ years after created. (See Item 1	7 for retention of	
11-53-03-SB-0015	Title: SABRE SUMMARY ACCOU DAILY FINANCIAL LISTIN	NTING ELECTRONIC OUTPUT GS—A DJUS IME N T REPORTS		
	updating account balances and that are generated daily for sum adjustment activity. They inclu	al functions which include, but are performing account rectoriliation marized savings bond issues, rede de, but are not limited to, the Fina Match, Financial Contra Balance F	e not limited to, . These are reports emption and ancial	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 4	Cost Code: 68200 Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files hardcopy documents.)	4 years after created. (See Item 1	7 for retention of \cdot	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROP	OSED DISPOSITION. 9. GRS OR SUPE	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0016	Tithe SABRE SUMMARY ACCO DAILY FINANCIAL LIST RECONCILEMENT REPO	INGS-TOTAL ADD (ACCOUNT		
	updating account balances an that are generated daily for su	ports used by the Summary Accouncial functions which include, but and performing account reconciliation unmarized savings bond issues, red clude, but are not limited to, the Tot	re not limited to, n. These are reports emption and	
	FormeNumber: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 20	Retention Months: 0	Vital Records: 🗌	
	Retention Description: Temporary Electronic files—Destroy file hardcopy documents.)	20 years after created. (See Item	17 for retention of	
N1-53-03-SB-0017	Title: SABRE SUMMARY ACCO FINANCIAL LISTINGS	UNTING HARD COPY OUTPUT	REPORTS-DAILY	
	updating account balances an that are generated daily for su adjustment activity. They inc following reports: Daily Fina Transaction Report, Financial Journal, Daily Financial Trial Contra Balance Report, Total	cial functions which include, but ar d performing account reconciliation mmarized savings bond issues, red lude, but are not limited to, the har incial Transaction Journal, Daily In Ledger/Principal Outstanding Mat Balance, Daily Financial General I Add (Account 34) Reconcilement med Summary Adjustment Discrep	re not limited to, n. These are reports emption and d copies of the terest Accrual ht, PARS Daily Ledger, Financial Report, Confirmed	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 2	Cost Code: 68200 Retention Months: 0	Vital Records: 🗌	
	Retention Description: Temporary. Hard Copy—Cut off by trans copies are scheduled under It	action date. Destroy 2 years after c	utoff. (Electrofic	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED I	DISPOSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0018	Title: SABRE SUMMARY ACCOUNTI DAILY SECURITY LISTINGS—		T REPORTS—	
	Title Memo: These files contain reports u perform accounting and financial fu updating account balances and perfor that are generated by transaction day adjustment activity. They include, I Transaction Journal, Security Gener Recap.			
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 1	Retention Months: 1	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 400- hardcopy documents.)	days after created. (See Iten	a 21 for retention of	
N1-53-03-SB-0019	Title: SABRE SUMMARY ACCOUNTI DAILY SECURITY LISTINGS—		T REPORTS—	
	Title Memo: These files contain reports u perform accounting and financial fu updating account balances and perform that are generated by transaction dat adjustment activity. They include, b Unclassified Issues Match, Classified Ledger to Principal Outstanding Ma Balance.	nctions which include, but an orming account reconciliation te for savings bond issues, re but are not limited to, the Cla ed to Unclassified Redemptio	re not limited to, n. These are reports demption and ssified to ns Match, Security	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 4	Retention Months: 0	Vital Records: 🗌	
	Retention Description: Temporary. Electronic Files—Destroy files 4 ye hardcopy documents.)	ars after created. (See Item)	21 for retention of	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GR	S OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0020	Title: SABRE SUMMARY ACCOUNTING ELECTRONIC DAILY SECURITY LISTINGS—TRIAL BALANCE Title Memo: These files contain reports used by the Summar perform accounting and financial functions which inclu updating account balances and performing account reco that are generated by transaction date for savings bond adjustment activity. They include, but are not limited to	REPORTS y Accounting group to de, but are not limited to, inciliation. These are reports issues, redemption and	
	and the Trial Balance by Account. Form Number: Form Series: Computer System: SaBRe Cost Code: 682 Retention Years: 20 Retention Mon	_	
	Retention Description: Temporary. Electronic Files—Destroy 20 years after created. (See hardcopy documents.)	Item 21 for retention of	
N1-53-03-SB-0021	Title: SABRE SUMMARY ACCOUNTING HARDCOPY C SECURITY LISTINGS	UTPUT REPORTS—DAILY	
	Title Memo: These files contain reports used by the Summary perform accounting and financial functions which inclu- updating account balances and performing account reco- that are generated by transaction date for savings bond adjustment activity. They include, but are not limited to Classified to Unclassified Issues Match, Classified to U Match, Daily Security Transaction Journal, Security Le Match Report, Trial Balance by Series, Trial Balance b Ledger Report-Daily, Security Ledger Recap, and the S Balance.	de, but are not limited to, nciliation. These are reports issues, redemption and o following reports: nclassified Redemptions dger to Principal Outstanding y Account, Security General	
	Form Number:Form Series:Computer System: SaBReCost Code: 682Retention Years: 2Retention Mon		
	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 2 years after are scheduled under Items18-20.)	r cutoff. (Electronic copies	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DIS	POSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0022	Title: SABRE SUMMARY ACCOUNTING MONTHLY FINANCIAL AND SEC WORKLOAD DATA REPORT, RE CONSOLIDATED REDEMPTIONS	CURITY REPORTS—STA DEEMED & RETIRED SA	TISTICAL	
	Title Memo: These files contain reports use perform accounting and financial func updating account balances and perform that are generated at calendar month- They include, but are not limited to, th & Retired Savings Bonds and Consoli	tions which include, but ar ning account reconciliation and for summarized savings a Statistical Workload Dat	e not limited to, . These are reports bond activity.	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 3	Cost Code: 68200 Retention Months: 0	Vital Records: 🗌	
	Retention Description: Temporary. Electronic Files—Destroy files 3 year hardcopy documents.)	s after created. (See Item 2	25 for retention of	
N1-53-03-SB-0023	Title: SABRE SUMMARY ACCOUNTING MONTHLY FINANCIAL AND SEC RATE			
	Title Memo: These files contain reports use perform accounting and financial func updating account balances and perform that are generated at calendar month-e They include, but are not limited to, th	tions which include, but ar ning account reconciliation and for summarized savings	e not limited to, h. These are reports	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 5	Cost Code: 68200 Retention Months: 0	Nital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 5 years hardcopy documents.)	s after created. (See Item 2	25 for retention of	
			I	

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Title: SABRE SUMMARY ACCOUN MONTHLY FINANCIAL AND Title Memo: These files contain report perform accounting and financial	D SECURITY RE			
perform accounting and financial			VILLI KECAPS	
Journal—Transaction Code Orde (2315), Savings Bond Activity A (2296) Recap, Security General I Ledger Report—Monthly, Month Financial Journal—Transaction C Trial Balance Report, Monthly F Recap—Transaction Code Order Form Number: Computer System: SaBRe Retention Years: 20 Retention Description: Temporary.	functions which is rforming account nth-end for summ to, the Trial Bala ading (Total by Se r, Sales Accruals nalysis (2296), Sa Ledger Report—M aly Interest Accrua Cede Order, Activ inancial General , and Monthly Tra Form Seri Cost Code Retention	include, but are t reconciliation marized savings ince by Accoun- eries), Monthly Redemptions a avings Bond Ac Monthly, Recap al Transaction I vity by Transact Ledger, Monthl ansaction Journ ies: e: 68200 Months: 0	ing group to e not limited to, . These are reports bond activity. t, Preliminary Security Detail and Outstanding ctivity Analysis Security General Report, Detail tion Code, Monthly y Security Journal al—CUSIP Order. Restrictions: SBU Vital Records:	
	Journal—Transaction Code Orde (2315), Savings Bond Activity A (2296) Recap, Security General I Ledger Report—Monthly, Month Financial Journal—Transaction (Trial Balance Report, Monthly F Recap—Transaction Code Order Form Number: Computer System: SaBRe Retention Years: 20 Retention Description: Temporary. Electronic Files—Destroy files 2	Journal—Transaction Code Order, Sales Accruals (2315), Savings Bond Activity Analysis (2296), S (2296) Recap, Security General Ledger Report—I Ledger Report—Monthly, Monthly Interest Accru Financial Journal—Transaction Cede Order, Activ Trial Balance Report, Monthly Financial General Recap—Transaction Code Order, and Monthly Tr Form Number: Form Ser Computer System: SaBRe Cost Cod Retention Years: 20 Retention Retention Description: Temporary. Electronic Files—Destroy files 20 years after crea	Journal—Transaction Code Order, Sales Accruals Redemptions a (2315), Savings Bond Activity Analysis (2296), Savings Bond Activity Analysis (296), Savings Bond Activity Analysis (296), Savings Bond Activity Analysis (2296), Savings Bond Activity Analysis (2006, Activity Accurate Transaction Code Order, and Monthly Transaction Journ Form Number: Form Number: Form Series: Computer System: SaBRe Cost Code: 68200 Retention Years: 20 Retention Months: 0 Retention Description: Temporary. Electronic Files—Destroy files 20 years after created. (See Item Activity Activit	Computer System: SaBRe Cost Code: 68200 Retention Years: 20 Retention Months: 0 Vital Records: Retention Description: Temporary. Electronic Files—Destroy files 20 years after created. (See Item 25 for retention of

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0025	Title: SABRE SUMMARY ACCOUNTING HARDCOPY OUTPUT 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 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 Code, Monthly Trial Balance Report, Monthly Financial General Ledger, Monthly Security Journal—Transaction Code Order, and Monthly Transaction Journal—CUSIP Order. 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. Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200	
	Retention Years: 3 Retention Months: 0 Vital Records: □ Retention Description: Temporary. Hard Copy—Cut off files monthly. Destroy 3 years after cutoff. (Electronic copies are scheduled under Items 22-24.)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROP	POSED DISPOSITION. 9. GRS OR SUP	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0026	Title: SABRE SUMMARY ACCC MONTHLY UNCONFIRM	UNTING ELECTRONIC OUTPU IED ADJUSTMENTS REPORT	JT REPORTS—	
	perform accounting and finan updating account balances ar that are generated monthly an	ports used by the Summary Account ncial functions which include, but a nd performing account reconciliation and shows all outstanding (unconfirm of the calendar month. They inclu- onfirmed Adjustment Report.	re not limited to, on. These are reports ned) debit vouchers	
	NOTE: This report is used in the r copies of the report are filed months (Refer to N1-53-01-0	with those documents and retained		
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 3 Retention Description: Temporary	Retention Months: 0	Vital Records: 🗌	
	Electronic Files—Destroy fil			
N1-53-03-SB-0027	Title: SABRE SUMMARY ACCO LEDGER/CUMULATIVE	DUNTING OUTPUT REPORTS- JOURNAL COMPARE REPORTS		
	updating account balances ar used to verify that the updati Cumulative Journal tables ar	ncial functions which include, but a nd performing account reconciliation ng of the accounting data in the Sec e consistent. These reports include ulative Journal Compare and Securi	ne not limited to, on. These reports are curity Ledger and the b, but are not limited	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 4	Cost Code: 68200 Retention Months: 0	Vital Records: 🗖	
	Retention Description: Temporary a. Electronic Files—Destro b. Hard Copy—Cut off mo			
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	OSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN
N1-53-03-SB-0028	Title: SABRE SUMMARY ACCOUNTING	ELECTRONIC OUTPUT	r Reports—	(NARA USE ONLY)
	Title Memo: These files contain reports used perform accounting and financial function updating account balances and performing generated by transaction date for summary	ons which include, but are ng account reconciliation	e not limited to, . These reports are	
	Form Number:	Form Series:	Restrictions: SBU	1
	Computer System: SaBReii Retention Years: 3	Cost Code: 68200 Retention Months: 0	Vital Records: 🗌	1
	Reference in tears. 5	Referition Months. 0		
	Retention Description: Temporary. Electronic Files—Destroy files 3iyears a retention of hardcopy documents.)	after created. (See Items	29 and 30 for	
N1-53-03-SB-0029	Title: SABRE SUMMARY ACCOUNTING PERMANENT RECEIPT—ORIGINA	`	REPORTS—	
	Title Memo: These files contain reports used perform accounting and financial function updating account balances and performing generated by transaction date for summary	ons which include, but are ng account reconciliation	e not limited to, . These reports are	
	NOTE: The hard copies of reports that have a error or problem have a longer retention			
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 1	Cost Code: 68200 Retention Months: 0	Vital Records:	
	Retention Description: Temporary.			
	Hard Copy—Cut off by transaction date copy is scheduled under Item 28.)	e. Destroy 1 year after cut	toff. (Electronic	
N1-53-03-SB-0030	Title: SABRE SUMMARY ACCOUNTING PERMANENT RECEIPT—CHANGE		REPORTS—	
	Title Memo: These files contain Reports used perform accounting and financial function updating account balances and performing generated by transaction date for summary	ons which include, but are ng account reconciliation	e not limited to, . These reports are	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 3	Cost Code: 68200 Retention Months: 0	Vital Records: 🗌	
	Retention Description: Temporary. Hard Copy—Cut off by transaction date copy is scheduled under Item 28.)	e. Destroy 3 years after cr	utoff. (Electronic	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	ON. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0031	Title: SABRE SUMMARY ACCOUNTING OUT MONTH-END REPORTS	PUT REPORTS—TRANSACTION	items 31-98
	Title Meno: These files contain reports used by the perform accounting and financial functions we updating account balances and performing acc generated at transaction month-end for summinclude, but are not limited to, the Classified Redemptions by Series and Denomination.	which include, but are not limited to, ecount reconciliation. These reports are narized savings bond activity. They	Superseded by: 4185.3 020 2017 - 4185 - 6141 - 4185 - 6141 - 4185 - 6141 - 4185 - 6141 - 6185 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 - 6141 - 6185 -
	Computer System: SaBRe Cost	n Series: Restrictions: SBUi t Code: 68200 ention Months: 0 Vital Records:	
	Retention Description: Temporary a. Electronic Files—Destroy 3 years after c b. Hard Copy—Cut off by transaction mon		
N1-53-03-SB-0032	Title: SABRE SUMMARY ACCOUNTING OUT REPORTS	PUT REPORTS—FEE VERIFICATION	
	Title Memo: These files contain reports used by the perform accounting and financial functions w updating account balances and performing ac generated at transaction month-end for verify and Federal Reserve Banks for savings bonds but are not limited to, the Monthly RDS & No IOT Fee verification Report, and the Classifie Verification.	which include, but are not limited to, count reconciliation. These reports are ring the accuracy of fees paid to agents s issued and redeemed. They include, on Fee Verification Report, Monthly	
1	Computer System: SaBRe Cost	n Series: Restrictions: SBU t Code: 68200 ention Months: 0 Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 3 years a b. Hard Copy—Cut off by transaction mont		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	SITION. 9. GRS OR SUPER	SEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-ŜB-0033	Title: SABRE SUMMARY ACCOUNTING I ACCRUAL BOND CASH FLOW REI Title Memo: These files contain reports used i perform accounting and financial function updating account balances and performing generated at transaction month-end for s	PORTS by the Summary Accountions ons which include, but are ng account reconciliation.	ing group to not limited to, These reports are	
	savings bonds. They include, but are no EE, I Acctual Bond Sales, and Accrual I	t limited to, Accrual Bond		
	Computer System: SaBRe	Form Series: Cost Code: 68200 Retention Months: 0	Restrictions: SBU	
	Retention Description: Temporary. Electronic Files—Destroy files 20 years hardcopy documents.)		_	
N1-53-03-SB-0034	Title: SABRE SUMMARY ACCOUNTING I ACCRUAL BOND CASH FLOW REP		EPORTS-	
	Title Memo: These files contain reports used I perform accounting and financial function updating account balances and performing generated at transaction month-end for s savings bonds. They include, but are no EE, I Accrual Bond Sales, and Accrual I	ons which include, but are ng account reconciliation. ummarized sales and rede t limited to, Accrual Bond	not limited to, These reports are emptions of accrual	
		Form Series:	Restrictions: SBU	
		Cost Code: 68200 Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off by transaction mon (Electronic copy is scheduled under Iten		fter cutoff.	
N1-53-03-SB-0035	Title: SABRE SUMMARY ACCOUNTING I CLASSIFIED DATA DISCREPANCY		REPORTS—CIB	
	Title Memo: These files contain reports used l perform accounting and financial function updating account balances and performing generated daily to show any errors when	ons which include, but are ng account reconciliation.	not limited to, These reports are	I
	Computer System: SaBRe	Form Series: Cost Code: 68200 Retention Months: 1	Restrictions: SBU	
	Retention Description: Temporary. Electronic Files—Destroy files 400 days hardcopy documents.)	s after created. (See Item	36 for retention of	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	SITION. 9. GRS OR SUPERS	SEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0036	Title: SABRE SUMMARY ACCOUNTING		EPORTS—CIB	
	Title Memo: These files contain reports used i perform accounting and financial function updating account balances and performing generated daily to show any errors when	ons which include, but are not account reconciliation.	not limited to, These reports are	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 2	Cost Code: 68200 Retention Months: 0	Vital Records:	
		Recention Montals. 0		
	Retention Description: Temporary. Hard Copy—Cut off by transaction date copy is scheduled under Item 35.)	Destroy 2 years after cut	off. (Electronic	
N1-53-03-SB-0037	Title: CASH REMITTANCEI/ INTEREST A	SSESSMENT OUTPUTS-	—AUDITi/ JCL'S	
	Title Memo: The Cash Remittance / Interest A calculate monthly payroll and over-the-o meet established cash reporting requirem information on jobs run and reports gene	counter assessments for age nents. These reports contai	ents that do not	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 d b. Hard Copy—Destroy when no long		rposes.	
N1-53-03-SB-0038	Title: CASH REMITTANCEi/ INTEREST A MATCH REPORTS	SSESSMENT OUTPUTS-	ISSUE DATE	
	Title Memo: The Cash Remittance / Interest A calculate monthly payroll and over-the-co meet established cash reporting requirem and security detail activity for an agent's for a specific issue date. The reports are agent's remittance account.	counter assessments for age nents. These are reports th s payroll and book entry sa	ents that do not at provide cash wings bond sales	
	Form Number: Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 c b. Hard Copy—Destroy when no long	lays after created.	. \	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED	DISPOSITION. 9. GRS OR SUP	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY
N1-53-03-SB-0039	Title: CASH REMITTANCE INTERE		IS—INTEREST	
	Title Memo: The Cash Remittance / Inte calculate monthly payroll and over meet established cash reporting req classified transactions for a designa have been assessed. This report is interest assessment activity.	the-counter assessments for a uirements. These reports shouted period against which interview the terms of terms	agents that do not ow an agent's crest penalty charges	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy 90 g b. Hard Copy—Destroy when no		purposes.	
N1-53-03-SB-0040	Title: CASH REMITTANCE# INTERE CASH/SECURITY ACTIVITY RE	``	rs—	
	Title Memo: The Cash Remittance / Inter calculate monthly payroll and over- meet established cash reporting req detail activity for an agent's payrol transaction date. The report is used remittance account.	the-counter assessments for a uirements. These reports sho l and book entry savings bon	agents that do not ow cash and security d sales for a specific	
	Form Number: Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU	
	Retention Description: Temporary. a. Electronic files—Destroy files b. Hard Copy—Destroy when no		purposes.	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0041	Title: CASH REMITTANCE / INTEREST ASSESSMENT ELECTRONIC OUTPUTS— CASH REMITTANCE AND INTEREST ASSESSMENT REPORTS	
	Title Memo: The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These reports 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.	
	Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Cost Code: 68200	
	Retention Years: 10 Retention Months: 0 Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 10 years after created. (See Item 42 for retention of hardcopy documents.)	
N1-53-03-SB-0042.	Title: CASH REMITTANCE / INTEREST ASSESSMENT HARD COPY OUTPUTS— CASH REMITTANCE AND INTEREST ASSESSMENT REPORTS	
	Title Memo: The Cash Remittance / Interest Assessment Group uses these reports to calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These reports 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.	
	Form Number: Form Series: Restrictions: SBU	
	Computer System: SaBReCost Code: 68200Retention Years: 3Retention Months: 0Vital Records:	
-	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 3 years after cutoff. (Electronic copy is scheduled under Item 41.)	
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	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.	
	Form Number: Form Series: Restrictions: SBU Computer System: SaBRe Computer System: SaBRe Retention Years: 6 Retention Months: 3 Vital Records: Cost Cost Code: 68200 Sabre Retention Series: Cost Sabre Retention Months: 3 Sabre S	
	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 finterest Assessment Summary, Interest Assessment Collection Advice (PD4996), Deposit Ticket (SF 215) and Check Authorization.	
	Tide: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS—INTEREST ASSESSMENT COLLECTION REPORTS	MI-23-03-2B-0044
	Retention Description: Temporary. a. Electronic Files—Destroy files 1 year after created. b. Hard Copy—Cut off when created. Destroy 1 year after cutoff.	
	Form Number: Form Series: SaBRe Conputer System: SaBRe Cost Code: 68200 Retention Months: 0 Vital Records: Retention Months: 0 Vital Records: Note: Note: Retention Months: 0 Vital Records: Retention Months: 0 Vital Record	
	calculate monthly payroll and over-the-counter assessments for agents that do not meet established cash reporting requirements. These are reports that are generated monthly to summarize the month interest assessment activity for assessments over \$1,000. These reports include, but are not limited to, Interest Assessment Activity/Aging, Rayroll Assessments in Excess of \$1,000/Audit, Over the Counter Assessment in Excess of \$1,000, Remittance System Policing Summary/Audit, Status of Delinquent Assessments 61 Days & Older, and the Negative Balance Account Spreadsheet.	
	Title: CASH REMITTANCE / INTEREST ASSESSMENT OUTPUTS— ACTIVITY/AGING AND MONTHLY MANAGEMENT REPORTS Title Memo; The Cash Remittance / Interest Assessment Group uses these reports to	E700-AS-E0-ES-IN
10. ACTION TAKEN (NARA USE ONLY)	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION	7. ITEM NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DIS	POSITION. 9. GRS OR SUPE	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0045	Title: RECEIPT AND CONTROL-OUTP	UTS—AUDITS/JCL'S		
	Title Memo: All incoming savings bond trar entered and reviewed during the receip generated by the data in this process ar work to the following processes and id processing to continue. These are reported run and reports generated by the system	ot and control process. The ad are used to monitor the entify problems that must ports that contain statistical	e reports are successful flow of be resolved to allow	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe ii	Cost Code: 68200		
	Retention Years: 0	Retention Months: 3	Vital Records: 🗌	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 b. Hard Copy—Destroy when no lon		ourposes.	
N1-53-03-SB-0046	Title: RECEIPT AND CONTROL—ELECT SERIAL NUMBER VALIDATIO		BENT CODE	
	Title Memo: All incoming savings bond tran entered and reviewed during the receip generated by the updating of the AGT that have been reported as sales, reissu series, denomination, series/denominat consigned, or site id/agent code not a v	ot and control process. The BSN_RNG Table with bo les, or spoils. The data is of tion combinations, BSN no	ese reports are ond serial numbers edited for invalid	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200		
	Retention Years: 1	Retention Months: 1	Vital Records: 🗌	
	Retention Description: Temporary. Electronic Files—Destroy files 400 da hardcopy documents.)	ys after created. (See Iten	n 47 for retention of	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISP	POSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0047	Title: RECEIPT AND CONTROL—HARD NUMBER VALIDATION REPORT		ENT CODE SERIAL	
	Title Memo: All incoming savings bond tran entered and reviewed during the receip generated by the updating of the AGT_ that have been reported as sales, reissu series, denomination, series/denominat consigned, or site ID/agent code not a	t and control process. The BSN_RNG Table with bo es, or spoils. The data is e ion combinations, BSN no	ese reports are and serial numbers edited for invalid	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200	_	
	Retention Years: 1	Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy scheduled under Item 46.)	1 year after cutoff. (Electr	ronic copy is	
N1-53-03-SB-0048	Title: RECEIPT AND CONTROL—ELECI NON-MATCH REPORT	RONIC OUTPUTS-NO	N-RECEIPT	
	Title Memo: All incoming savings bond tran entered and reviewed during the receip reflect any differences in the tax identity authority transaction and the issues fou	t and control process. The fication numbers form the	ese are reports that incoming retirement	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200		
	Retention Years: 4	Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 4 years hardcopy documents.)	after created. (See Item 4	19 for retention of	
N1-53-03-SB-0049	Title: RECEIPT AND CONTROL—HARD NON-MATCH REPORT	COPY OUTPUTS-NO	N-RECEIPT	
	Title Memo: All incoming savings bond tran entered and reviewed during the receip reflect any differences in the tax identity authority transaction and the issues fou	t and control process. The fication numbers form the	ese are reports that incoming retirement	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200	`9´	
	Retention Years: 2	Retention Months: 6	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Des	stroy 2 years 6 months afte	er cutoff. (Electronic	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	SITION. 9. GRS OR SUPP	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0050	Title: AUDIT—OUTPUTS—AUDIT/JCL'S Title Memo: These are reports used by the Ac	crual Operations Section	n to identify	
	discrepant situations identified during the containistatistical information on jobs ru	e audit and offsetting pr	ocess. These reports	
	Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 d b. Hard Copy—Cut off after created.		toff.	
N1-53-03-SB-0051	Title: AUDIT—ELECTRONIC OUTPUTS— LISTING REPORTS (PRELIMINA		CILIATION	
	Title Memo: These are reports used by the Ac discrepant situations identified during the preliminary reports used to start the inve- unit is available for offsetting transaction transactions are in balance. Offsetting to savings bonds, the retirement of the "old These reports include, but are not limited matching, issue date, offsetting transaction bond serial number offset.	e audit and offsetting pro- stigation of discrepancies a reconcilement and to co ransactions are transactions of bond and the issuance d to, the following inform	ocess. These are es before the work onfirm all offsetting ons for reissued of the "new" bond. nation: detail	
	Computer System: SaBRe	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days a hardcopy documents.)			
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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-0052	Titlië AUDIT—HARD COPY OUTPUTS—OFFSE LISTING REPORTS (PRELIMINARY)	ITING RECONCILIATION	
	Title Meno: These are reports used by the Accrual O discrepant situations identified during the audit preliminary reports used to start the investigation unit is available for offsetting transaction recom- transactions are in balance. Offsetting transacti savings bonds, the retirement of the "old" bond These reports include, but are not limited to, the matching, issue date, offsetting transaction code bond serial number offset.	and offsetting process. These are on of discrepancies before the work cilement and to confirm all offsetting ons are transactions for reissued and the issuance of the "new" bond. e following information: detail	
		Series: Restrictions: SBU ode: 68200 ion Months: 0 Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 1 w scheduled under Item 51.)		
N1-53-03-SB-0053	Title: AUDIT—OUTPUTS—OFFSETTING TRANS	SACTIONS DISCREPANCY	
	Title Memo: These are reports used by the Accrual O discrepant situations identified during the audit reports that provide management with a tool to processing of work through the offsetting recon System. This report provides, but is not limited the number of discrepancies outstanding.	and offsetting process. These are control the flow and timely ciliation portion of the SaBRe	
		Series: Restrictions: SBU ode: 68200 ion Months: 1 Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 400 days af b. Hard Copy—Destroy when no longer need	fter created.	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSE	ITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0054	Title: AUDIT—ELECTRONIC OUTPUTS—C (FINAL))FFSETTING RECONC	CILIATION	
	Title Memo: These are reports used by the Accr discrepant situations identified during the final reports of offsetting transaction recon transactions for reissued savings bonds, th issuance of the "new" bond. This report so issue date, offsetting transaction code, bor number.	audit and offsetting prod ncilement. Offsetting tra he retirement of the "old" shows, but is not limited	cess. These are ansactions are " bond and the to, detail matching,	
	Form Number: OSR630AR ee Form	orm Series:	Restrictions: SBU	
		Cost Code: 68200		
		Retention Months: 3	Vital Records: 🗌	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days aff hardcopy documents.)	ter created. (See Item 5	5 for retention of	
N1-53-03-SB-0055	Title: AUDIT—HARD COPY OUTPUTS—OF (FINAL)	FESETTING RECONCI	LIATION	
	Title Memo: These are reports used by the Accr discrepant situations identified during the final reports of offsetting transaction recor transactions for reissued savings bonds, th issuance of the "new" bond. This report si issue date, offsetting transaction code, bon number offset.	audit and offsetting prod ncilement. Offsetting tra he retirement of the "old" shows, but is not limited	cess. These are ansactions are " bond and the to, detail matching,	
	Form Number: OSR620AR Fo	orm Series:	Restrictions: SBU	
		Cost Code: 68200		
		Retention Months: 0	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destro scheduled under Item 54.)	by 4 years after cutoff. (Electronic copy is	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSE	D DISPOSITION. 9. GRS OR SUPERS	EDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0056	TitleiiAUDIT—OUTPUTS—DETAIL	FOR REPORTING ENTITY PEI	RFORMANCE	
		uring the audit and offsetting proce hat shows data on erroneous blotte	ss. These are	
	Form Number: OSRII0AR Computer System: SaBRe	Cost Code: 68200	Restrictions: SBU	
	Retention Years: 2	Retention Months: 0	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy fil b. Hard Copy—Destroy when r	es 2 years after created. to longer needed for reference purp	poses.	
1-53-03-SB-0057	Title: ARCHIVE—OUTPUTS—AUD	IT/JCL'S		
	They also maintain the archive ta	COLD) and shipping it to an off-sible for the backup of data to to COLD) and shipping it to an off-sibles for the customer, which allows orts contain statistical information of the stati	ite storage area. s them to view	
	Form Number:		Restrictions: SBU	
	Computer System: SaBRe Retention Years: 1	Cost Code: 68200 Retention Months: 1	Vital Records: 🗌	
	Retention Description: Temporary. a. Electronic Files—Destroy fil b. Hard Copy—Destroy when r	es 400 days after created. to longer needed for reference purp	poses.	
1-53-03-SB-0058	Title: ARCHIVE OUTPUTS EXTI	RACT REPORTS		
	area. They also maintain the arch view archived data on-line. Thes storage. They include, but are no	ponsible for the backup of data to to Disk (COLD) and shipping it to an ive tables for the customer, which e are reports that have been archive t limited to, Control Number Table and SCT_TRAN Rows Extracted	n off-site storage allows them to ed to COLD e Extract,	
	Form Number:		Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records: 🗌	
	Retention Description: Temporary. a. Electronic Files—Destroy 90 b. Hard Copy—Destroy when r			

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISP	OSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0059	Title: INQUIRY REQUESTS-OUTPUTS-	-AUDITS/JCL'S		
	Title Memo: SaBRe users can do inquiries or of the results for selected inquiries. Th information on jobs run and reports ger	ese are reports that contain		
	Form Number: Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 b. Hard Copy—Destroy when no long	days after created.	_	
N1-53-03-SB-0060	Title: INQUIRY REQUESTS—ELECTRON	NIC OUTPUTS—INQUIR	IES	
	Title Memo: SaBRe users can do inquiries or of the results for selected inquiries. Th provide information on savings bond tra are used for research purposes and inclu- Security Transaction BSN Inquiry, Clas Inquiry, Audit Correction History by C 34 Correction Inquiry, Discrepancy His Control Number Pic NR/DIN Inquiry.	ese are reports that are req ansactions on the SaBRe S ude, but are not limited to, ssified Security Transactio ontrol Number, Discrepan	uested on line and system. The reports the Classified on Control Number cy History Account	
	NOTE: Inquiries are viewed electronically of	only. No hard copies are k	ept.	
	Form Number: Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. Electronic Copies—Destroy files 90 da hardcopy documents.)	ys after created. (See Iten	n 62 for retention of	
N1-53-03-SB-0061	Title: INQUIRY REQUESTS—ELECTRON ISSUE INQUIRY REPORTS	NC OUTPUTS-RETIRE	D WITHOUT	
	Title Memo: SaBRe users can do inquiries or of the results for selected inquiries. Th bonds designated as Retired Without Is retirement is posted to the Bond Identifi issuance of the bond, it is given the des	ese are reports that provid sue (RWI) for a specific ti fication Table and there is	e listings of retired me period. When a	
	Form Number: OSGR700R Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU Vital Records: 🖄i	
	Retention Description: Temporary. Electronic Copies—Destroy files 90 da hardcopy documents.)	uys after created. (See Iter	n 62 for retention of	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0062	Title: INQUIRY REQUESTS—HARD COPY OU ISSUE INQUIRY REPORTS	TPUTS—RETIRED WITHOUT	
	Title Memo: SaBRe users can do inquiries on line, of the results for selected inquiries. These are bonds designated as Retired Without Issue (R retirement is posted to the Bond Identification issuance of the bond, it is given the designatic research purposes and include, but are not lin Transaction BSN Inquiry, Classified Security Audit Correction History by Control Number Correction Inquiry, Discrepancy History Refi Control Number Pic NR/DIN Inquiry.	e reports that provide listings of retired WI) for a specific time period. When a a Table and there is no record of the on of RWI. The reports are used for nited to, the Classified Security Transaction Control Number Inquiry, , Discrepancy History Account 34	
	Computer System: SaBRe Cost	A Series: Restrictions: SBU Code: 68200 Intion Months: 0 Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy a copy is scheduled under Items 60 and 61.)		
N1-53-03-SB-0063	Title: INQUIRY REQUESTS—ELECTRONIC O	JTPUTS-CLAIMS INQUIRY	
	Title Memo: SaBRe users can do inquiries on line, of the results for selected inquiries. These are account of the transactions for a particular bo research discrepancies. They include, but are Bond Serial Number Inquiry, BDID Response BSN/TIN Inquiry, IOT Inquiry Response, Ca Caveat Bond Serial Number List Inquiry.	e reports that are used when a detailed nd are needed. The reports are used to not limited to, the Discrepancy History e, Caveat BSN Range Inquiry, Direct	
		Series: Restrictions: SBU	
		Code: 68200 ntion Months: 3 Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days after hardcopy documents.)	created. (See Item 64 for retention of	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED I	DISPOSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONL)
N1-53-03-SB-0064	Title: INQUIRY REQUESTS-HARD C	OPY OUTPUTS-CLAIMS	INQUIRY	
	Title Memo: SaBRe users can do inquirie of the results for selected inquiries. account of the transactions for a par research discrepancies. They includ Bond Serial Number Inquiry, BDID BSN/TIN Inquiry, IOT Inquiry Resp Caveat Bond Serial Number List Ind	These are reports that are us ticular bond are needed. The le, but are not limited to, the Response, Caveat BSN Ran ponse, Caveat Case File Nam	ed when a detailed reports are used to Discrepancy History ge Inquiry, Direct	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBNe Retention Years: 10	Cost Code: 68200 Retention Months: 0	Vital Records: 🗌	
	Retention Description: Temp orary. Hard Copy—Cut off after created. I scheduled under Item 63.)	Destroy 10 years after cutoff.	(Electronic copy is	
N1-53-03-SB-0065	Title: AFTER CLASSIFICATION—OUT	IPUTS—AUDITS/JCL'S		
	Title Memo: The After Classification Gro BDID and related databases. Most detected in the update of transaction the public. These reports contain sta generated by the system.	corrections are made due to d is to the BDID and through c	liscrepancies orrespondence with	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 3	Vital Records: 🗌	
	Retention Description: Temporary.i a. Electronic Files—Destroy files b. Hard Copy—Destroy when no		purposes.	
N1-53-03-SB-0066	Title: AFTER CLASSIFICATION—OUT	TPUTS—DISCREPANCY R	EPORTS	
	Title Memo: The After Classification Gro BDID and related databases. Most detected in the update of transaction the public. These are reports that re to the Bond Identification Table (Bl is used to make adjustments and/or update to BDID if necessary.	corrections are made due to o the BDID and through of flect the transactions that we DID) and caused BDID discr	liscrepancies orrespondence with re not able to update epancies. The report	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 4	Retention Months: 0	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files b. Hard Copy—Destroy when no 2			

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED	DISPOSITION. 9. GRS OR SUP	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0067	57 Title: AFTER CLASSIFICATION—EI REQUEST REPORTS (ANSWEI		ICROFILM	
	Title Memo: The After Classification G BDID and related databases. Most detected in the update of transaction the public. These are reports that and the individual items on the min notification that the photos of transaction	at corrections are made due to ons to the BDID and through are used to locate microfilm r crofilm. The purpose of the r	discrepancies correspondence with eels in the film library eports is to send	
	film library. The reports include, Discrepancy Request, and the Auto Request.			
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 hardcopy documents.)	days after created. (See Item	68 for retention of	
N1-53-03-SB-000	58 Title: AFTER CLASSIFICATIONe HAR REQUEST REPORTS (ANSWER	```	CROFILM	
	Title Memo: The After Classification G BDID and related databases. Most detected in the update of transaction the public. These are reports that and the individual items on the min notification that the photos of tran film library. The reports include, Discrepancy Request, and the Aud Request.	at corrections are made due to ons to the BDID and through are used to locate microfilm re crofilm. The purpose of the re saction records are needed fro but are not limited to, BDID	discrepancies correspondence with eels in the film library eports is to send m microfilm in the Microfilm	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 5	Vital Records: 🔲	
	Retention Description: Temporary. Hard Copy—Cut off after created scheduled under Item 67.)	Destroy 5 months after cutor	ff. (Electronic copy is	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	OSITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0069	Title AFTER CLASSIFICATION-OUTPU	TS—AUDIT COMPLET	Е	
	Title Memo: The After Classification Group a BDID and related databases. Most corr detected in the update of transactions to the public. These are reports that are ge redemption of savings bonds is complete to, the Audit Complete Caveat Notificat Report, and the Audit Complete Referra	ections are made due to di the BDID and through co nerated after the validatio ed. The reports include, b ion, Audit Complete Micr	iscrepancies rrespondence withi n of the sale or the put are not limited	
	Form Number: PD 4996	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200		
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 c b. Hard Copy—Cut off after created.	offii		
N1-53-03-SB-0070	Title: AFTER CLASSIFICATION—OUTPU	TS_CAVEAT UPDATE	REPORTS	
	Title Memo: The After Classification Group a BDID and related databases. Most corre detected in the update of transactions to the public. These reports are generated on the electronic masterfile against indiv subsequent transactions against that item investigation. The reports include, but a Caveat Update, and the Customer Name	ections are made due to di the BDID and through co resulting from indicators l vidual bond serial number being referred to the init re not limited to, the Cust	screpancies rrespondence with being established s, which results in iator for omer Number	
	NOTE: There are some caveat reports that are include, but are not limited to, the BSN			
	Form Number:	Form Series:	Restrictionsi SBU	
	Computer System: SaBRe	Cost Code: 68200		
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary.		\searrow	
	 a. Electronic Files—Destroy files 90 d b. Hard Copy—Cut off after created. 		off.	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED	DISPOSITION. 9. GRS OR SUPE	ERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0071	Title: AFTER CLASSIFICATION—EI REPORTS—BSN CAVEAT ADI			
	Title Memo: The After Classification G BDID and related databases. Most detected in the update of transaction the public. These reports are gener on the electronic masterfile against subsequent transactions against the investigation. The reports include Exception Report.	at corrections are made due to o cons to the BDID and through corrated resulting from indicators t individual bond serial number at item being referred to the in	discrepancies correspondence with a being established ers, which results in itiator for	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 1	Retention Months: 1	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 40 hardcopy documents.)	0 days after created (See Item	72 for retention of	
N1-53-03-SB-0072	Title: AFTER CLASSIFICATION—HABSN CAVEAT ADDITION EXC		VEAT REPORTS—	
	Title Memo: The After Classification G BDID and related databases. Most detected in the update of transaction the public. These reports are gener on the electronic masterfile agains subsequent transactions against the investigation. The reports include	t corrections are made due to o ons to the BDID and through c rated resulting from indicators t individual bond serial numbe at item being referred to the im	discrepancies correspondence with s being established ers, which results in itiator for	
	Exception Report.		į	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0 Retention Description: Temporary. Hard Copy—Cut off after created. scheduled under Item 71.)	Retention Months: 3 Destroy 90 days after cutoff.	Vital Records:	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	SITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0073	Title: AFTER CLASSIFICATION—OUTPU	TS—PENDING ITEMS		
	Title Memo: The After Classification Group a BDID and related databases. Most corre detected in the update of transactions to the public. These are reports that provid discrepancies requiring additional resear	ections are made due to d the BDID and through co le management with a too	liscrepancies prrespondence with pl to monitor BDID	
	Form Number:	Form Series:	Restrictions: SBU	
		Cost Code: 68200		
	Retention Years: 1	Retention Months: 1	Vital Records:	
	Retention Description: Temporary. a.i Electronic Files—Destroy files 400 b. Hard Copy—Destroy when no long		urposes.	
N1-53-03-SB-0074	Title: AFTER CLASSIFICATION—OUTPU INQUIRY	ÌS-AFTER CLASSIFI	CATION WORK	
	Title Memo: The After Classification Group a BDID and related databases. Most correct detected in the update of transactions to the public. These reports provide manage concerning BDID discrepant transaction inquiry date requested.	ections are made due to d the BDID and through co gement and technicians sp	iscrepancies prrespondence with pecific information	
	Form Number:	Form Series:	Restrictions: SBU	
		Cost Code: 68200	\mathbf{X}	
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 d b. Hard Copy—Destroy when no long		urposes.	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. (GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0075	Title: AFTER CLASSIFICATION—ELECTRONIC OUT 215 & DEBIT VOUCHERS 5515	PUTS—DEPOSIT TICKETS	
	Title Memo: The After Classification Group adds, changes BDID and related databases. Most corrections are m detected in the update of transactions to the BDID and the public. These are documents that provide receives to reporting entities resulting from audit or after class bond transaction records. The report is automatically completed for a control number or at the completion processing day. The adjustment will increase or decorrect Treasury.	ade due to discrepancies d through correspondence with able or payable adjustment totals sification corrections to savings y generated after an audit is of an after classification	
	Form Number: Computer System: SaBRe Retention Years: 6 Form Series Cost Code: Retention M	68200	
	Retention Description: Temporary. Electronic Files—Destroy files 6 years and 3 months retention of hardcopy documents.)	after created. (See Item 76 for	
N1-53-03-SB-0076	Title: AFTER CLASSIFICATION—HARD COPY OUTP 215 & DEBIT VOUCHERS 5515	UTS—DEPOSIT TICKETS	
	Title Memo: The After Classification Group adds, changes BDID and related databases. Most corrections are m detected in the update of transactions to the BDID and the public. These are documents that provide receivant to reporting entities resulting from audit or after class bond transaction records. The report is automatically completed for a control number or at the completion processing day. The adjustment will increase or decorrection Treasury.	ade due to discrepancies d through correspondence with uble or payable adjustment totals sification corrections to savings y generated after an audit is of an after classification	
	Form Number:Form SeriesComputer System: SaBReCost Code:Retention Years: 0Retention M	68200	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 3 months is scheduled under Item 75.)		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED	DISPOSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0077	THE: AFTER CLASSIFICATION-ELI ADJUSTMENTI	ECTRONIC OUTPUTS—AD	VICE OF	
·	Title Memo: The After Classification Gro BDID and related databases. Most detected in the update of transaction the public. These are reports that p reporting entities for corrective acti classification portion of the process	corrections are made due to d ns to the BDID and through corrovide details on adjustment i ons initiated during the audit	liscrepancies orrespondence with information to	
	Form Number: Computer System: SaBRe Retention Years: 6	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 6 ye retention of hardcopy documents.)	ears and 3 months after created	d. (See Item 78 for	
N1-53-03-SB-0078	Title: AFTER CLASSIFICATION—HA ADJUSTMENT	RD COPY OUTPUTS—ADV	/ICE OF	
	Title Memo: The After Classification Gro BDID and related databases. Most detected in the update of transaction the public. These are reports that p reporting entities for corrective acti classification portion of the process	corrections are made due to d as to the BDID and through co rovide details on adjustment i ons initiated during the audit	liscrepancies orrespondence with nformation to	
	Form Number: Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU	
	Retention Description: Temporary. Hard Copy—Cut off after created. is scheduled under Item 77.)	\backslash	_	
N1-53-03-SB-0079	Title: SABRE AFTER HOURS BATCH AUDIT/JCL'S	PROCESSING—ELECTRO	NIC OUTPUTS-	
	Title Memo: Every evening two sets of be operational (4pm-6pm) and the other reports are generated from the batch on jobs run and reports generated b	er when the system is taken of 1 jobs. The reports contain st	fline (6pm). These	
	Form Number: Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU	
	Retention Description: Temporary. Electronic Files—Destroy files 90 o hardcopy documents.)	lays after created. (See Item)	80 for retention of	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPO	OSITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0080	TitlenSABRE AFTER HOURS BATCH PRO AUDIT/JCL'S	OCESSING—HARD COP	Y OUTPUTS—	
	Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other wh reports are generated from the batch job on jobs run and reports generated by the	nen the system is taken off s. The reports contain sta	line (6pm). These	
		Form Series: Cost Code: 68200	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Retention Months: 2	Vital Records: 🗌	
	Retention Description: Temporary. Hard Copy—Cut off after created. Dest scheduled under Item 79.)	roy 60 days after cutoff.	(Electronic copy is	
N1-53-03-SB-0081	Title: SABRE AFTER HOURS BATCH PRO CLASSIFICATION MICROFILM REC			
	Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other will reports are generated from the batch job identification of after classification bond provided from microfilm. The reports in Answer Cards for each bond serial numb	ten the system is taken off s. These are reports used a serial numbers that need nolude, but are not limited	line (6pm). These to provide bond photos	
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 3	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 o b. Hard Copy—Cut off after created.		off.	
N1-53-03-SB-0082	Title: SABRE AFTER HOURS BATCH PRO STATISTICS RECAP	CESSING-OUTPUTS-	-CLASSIFIED	
	Title Memo: Every evening two sets of batch operational (4pm-6pm) and the other will reports are generated from the batch job information on classified work done for	nen the system is taken off s. These are monthly repo	line (6pm). These	
	Form Number: Computer System: SaBRe Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 o b. Hard Copy—Cut off after created.	lays after created.	`\ `\	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DIS	POSITION. 9. GRS OR SUPE	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0083	Title: SABRE AFTER HOURS BATCH PH AFTER CLASSIFICATION REFERE Title Memo: Every evening two sets of batco operational (4pm-6pm) and the other reports are generated from the batch je discrepancies related to erroneous or f Classification Referral Ticket Report during an after classification correction	RAL TICKETS ch jobs are processed. One when the system is taken of obs. These are documents u fraudulent savings bonds pa is generated for bond serial	while the system is fline (6pm). These used to track syments. The After numbers identified	
	Form Number: Computer System: SaBRe Retention Years: 0 Retention Description: Temporary.	Form Series: Cost Code: 68200 Retention Months: 3	Restrictions: SBU	
	Electronic Files—Destroy files 90 dày hardcopy documents.)	rs after created. (See Item 8	84 for retention of	
N1-53-03-SB-0084	Title: SABRE AFTER HOURS BATCH PF AFTER CLASSIFICATION REFERE Title Memo: Every evening two sets of batc operational (4pm-6pm) and the other reports are generated from the batch jo discrepancies related to erroneous or f Classification Referral Ticket Report i during an after classification correctio	RAL TICKETS ch jobs are processed. One when the system is taken of obs. These are documents u fraudulent savings bonds pa is generated for bond serial	while the system is fline (6pm). These used to track syments. The After numbers identified	
	Form Number: Computer System: SaBRe Retention Years: 1	Form Series: Cost Code: 68200 Retention Months: 1	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Description: Scheduled under Item 83.)	estroy 400 days after cutoff.	: (Electronic copy is	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITI	ON. 9. GRS OR SUPER	SEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0085	Title: SABRE AFTER HOURS BATCH PROCE NOTIFICATION REPORTS Title Memo: Every evening two sets of batch jobs			
	operational (4pm-6pm) and the other when t reports are generated from the batch jobs. T incoming transactions and after classification Identification Table that encounters a caveat number. These reports include, but are not 1 Notification and the After Classification Cav	he system is taken off hese are reports that in n transactions posting posted against an ind imited to, the Audit C	line (6pm). These dentify and to the Bond lividual bond serial	
	Computer System: SaBRe Cos	m Series: it Code: 68200 ention Months: 3	Restrictions: SBU Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 90 days b. Hard Copy—Cut off after created. Dest		off.	
N1-53-03-SB-0086	Title: SABRE AFTER HOURS BATCH PROCES DISCREPANCY REPORTS	SSING—ELECTRON	NIC OUTPUTS—	
	Title Memo: Every evening two sets of batch jobs operational (4pm-6pm) and the other when the reports are generated from the batch jobs. The management with various statistics on workf in the section. The reports include, but are no Log, Weekly Discrepancy, BDID Discrepance Denomination), Monthly Offsetting Discrepance Projected vs. Actual Discrepancies.	he system is taken off hese are reports that p low and the processin tot limited to, the Disc cy (Redemptions by S	line (6pm). These provide ag of discrepancies crepancy Control Series and	
	Computer System: SaBRe Cos	m Series: t Code: 68200 ention Months: 1	Restrictions: SBU	
	Retention Description: Temporary. Electronic Files—Destroy files 400 days after hardcopy documents.)	er created. (See Item)	87 for retention of	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0087	TIME: SABRE AFTER HOURS BATCH PROCESSING—HARD COPY OUTPUTS— DISCREPANCY REPORTS	
	Title Meoio: 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.	
	NOTE: There are no hard copies kept for the following reports: Discrepancy Control Log, Weekly Discrepancy, and the BDID Discrepancy (Redemptions by Series and Denomination).	
·	Form Number:Form Series:Restrictions: SBUComputer System: SaBReCost Code: 68200Retention Years: 0Retention Months: 6Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destroy 6 months after cutoff. (Electronic copy is scheduled under Item 86.)	
N1-53-03-SB-0088	Title: SABRE AFTER HOURS BATCH PROCESSING ELECTRONIC OUTPUTS	
	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 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.	
	Form Number: Form Series: Restrictions: SBU	
	Computer System: SaBReCost Code: 68200Retention Years: 1Retention Months: 1Vital Records: □	
	Retention Description: Temporary. Electronic Files—Destroy 400 days after created. (See Item 89 for retention of hardcopy documents.)	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOS	ITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0089	Title: TABRE AFTER HOURS BATCH PROC STATUS REPORTS	ESSING—HARD COP	Y OUTPUTS—	
	Title Memore Every evening two sets of batch jo operational (4pm-6pm) and the other whe reports are generated from the batch jobs. work in process in the audit portion of the transactionsitor savings bonds. The report Transaction Date and Audit Status by Cor	n the system is taken off These are reports that s SaBRe System for issue ts include, but are not lin	line (6pm). These show the status of e and retirement	
	Form Number:	orm Series:	Restrictions: SBU	
		Cost Code: 68200	Resultentins, BBC	
		Letention Months: 0	Vital Records: 🗌	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destro scheduled under Item 88.)	y 1 year after cutoff. (E	Rectronic copy is	
N1-53-03-SB-0090	Title: SABRE AFTER HOURS BATCH PROC RETIREMENT	ESSING-OUTPUTS-	-VALIDATION	
	Title Memo: Every evening two sets of batch jo operational (4pm-6pm) and the other when reports are generated from the batch jobs. listing plus summarized totals of all valida System during a given month. It is used in Security Account 05 with the Detail Valid	n the system is taken off These are reports that p ation retirements process in the reconciliation of th	line (6pm). These provide a detailed sed by the SaBRe e Validation	
	Form Number: F	orm Series:	Restrictions: SBU	
		Cost Code: 68200	Resultations: 520	
	· · ·	Letention Months: 1	Vital Records:	
	Retention rears. I			
	Retention Description: Temporary.			
	a. Electronic Files—Destroy files 400 d	avs after created.		
	b. Hard Copy—Destroy when no longer		irposes.	
		, N	•	
N1-53-03-SB-0091	Title: SABRE AFTER HOURS BATCH PROC LETTERS TO THE BANK (TAPE RETU			
	Title Memo: Every evening two sets of batch jo operational (4pm-6pm) and the other when reports are generated from the batch jobs. tapes being returned to the Federal Reserv centers.	n the system is taken off These are letters that ar	line (6pm). These te attached to the	
	Form Number: F	orm Series:	Restrictions: SBU	
		lost Code: 68200		
		etention Months: 1	Vital Records:	
	Petention Description: Tomporary			`
	Retention Description: Temporary. Electronic Files—Destroy files 400 days a hardcopy documents.)	fter created. (See Item 9	2 for retention of	λ.

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOS	SITION. 9. GRS OR SUPER	SEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0092	Title: SABRE AFTER HOURS BATCH PROC LETTERS TO THE BANK (TAPE RET Title Memo: Every evening two sets of batch jo	URN LETTER)		
	operational (4pm-6pm) and the other whe reports are generated from the batch jobs. tapes being returned to the Federal Reserv centers.	n the system is taken off These are letters that ar	ine (6pm). These e attached to the	
		Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200		
		Retention Months: 1	Vital Records:	
	Retention Description: Temporary. Hard Copy—Cut offiafter created. Destru- scheduled under Item 91.)	by 30 days after cutoff. (Electronic copy is	
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N1-53-03-SB-0093	Title: SABRE AFTER HOURS BATCH PROC POST-PROCESSOR	CESSING—OUTPUTS—	-BULK DATA	
	Title Memo: Every eve ning two sets of b atch jo operational (4pm-6pm) and the other whe reports are generated from the batch jobs, concerning a bulk data transmission inclu	n the system is taken off These are reports that p	ine (6pm). These rovide information	
	destination, date, time, and the record len			
	transmission.	Ì		
	Form Number:	Form Series:	Restrictions: SBU	
		Cost Code: 68200	Kesulcuous: SDU	
		Retention Months: 0	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 10 da			
	b. Hard Copy—Destroy when no longe		rposes.	
N1-53-03-SB-0094	Title: SABRE AFTER HOURS BATCH PROC ENTITY PERFORMANCE	CESSING-OUTPUTS	-REPORTING	
	Title Memo: Every evening two sets of batch jo operational (4pm-6pm) and the other whe reports are generated from the batch jobs. data for each reporting entity on all erron received for a transaction month.	n the system is taken off These are reports that p	ine (6pm). These rovide summary	
		Form Series:	Restrictions: SBU	
		Cost Code: 68200 Retention Months: 0	Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 2 yea b. Hard Copy—Destroy when no longe		uposes.	×

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITIO	N. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0095	Title: SABRE AFTER HOURS BATCH PROCES COLD STORAGE	SING—OUTPUTS—EZ CLEAR	
	Title Memo: Every evening two sets of batch jobs a operational (4pm-6pm) and the other when th reports are generated from the batch jobsii Th data for retired savings bonds processed throu transaction date.	e system is taken offline (6pm). These lese are reports that provide classified	
	Form Number: Form	Series: Restrictions: SBU	
		Code: 68200	
		ntion Months: 0 Vital Records:	
	Retention Description: Temporary. a. Electronic Files—Destroy files 1 year aft b. Hard Copy—Destroy when no longer new		
N1-53-03-SB-0096	Title: SABRE AFTER HOURS BATCH PROCES ANSWER CARDS	SING—ELECTRONIC OUTPUTS—	
	Title Memo: Every evening two sets of batch jobs a operational (4pm-6pm) and the other when th reports are generated from the batch jobs. Th an inquiry request and show information on n theiBond Identification Tables. These inquire BSN/TIN Inquiry, BDID Microfilm Inquiry F	e system is taken offline (6pm). These ese are reports generated as a result of umerical and alpha searches made on es include, but are not limited to, the	
	Form Number: Form	Series: Restrictions: SBU	
	Computer System: SaBRe Cost	Code: 68200 ntion Months: 3 Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days after of hardcopy documents.)	reated. (See Item 97 for retention of	
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOS	ITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0097	THE: SABRE AFTER HOURS BATCH PROC	ESSING—HARD COI	PY OUTPUTS—	
	Title Memo: Every evening two sets of batch jo operational (4pm-6pm) and the other when reports are generated from the batch jobs. an inquiry request and show information o the Bond Identification Tables. These inq BSN/TIN Inquiry, BDID Microfilm Inquir	n the system is taken off These are reports gene n numerical and alpha s uiries include, but are n	line (6pm). These rated as a result of searches made on ot limited to, the	
	Form Number:	orm Series:	Restrictions: SBU	
		ost Code: 68200		
		etention Months: 0	Vital Records: 🗌	
	Retention Description: Temporary. Hard Copy—Cut off after created. Destro needed for legal purposes, whichever is lat Item 96.)			
N1-53-03-SB-0098	Title: BOND & CHECK PROCESSING—ELE EXCEPTION REPORTS			
	Title Memo: The Bond Check Processing Section caveat additions, deletions, inquiries, and on redemption transactions entered on-line the and encountered or placed a caveat against Caveats are used to flag individual bond se eligible to be redeemed.			
	NOTE: The hard copy of this report is attached Redemptions) transaction and filmed. See description.			
	Form Number: Fo	orm Series:	Restrictions: SBU	
	Computer System: SaBRe C	ost Code: 68200		
	Retention Years: 0 R	etention Months: 3	Vital Records: 🗌	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days aft	er created.		

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	Title BOND & CHECK PROCE EPROR REPORTS Title Memo: The Bond Check Pro- caveat additions, deletions, transactions received daily to to SaBRe that post to the Bo against and individual bond serial numbers on the syster NOTE: The hard copy of this rep	POSED DISPOSITION. 9. GRS OR SUPER SSING—AFTER CLASSIFICATION occessing Section utilizes the SaBRe S inquiries, and changes. These reports from the Batching and Encoding Syste ond Identification Table that encounted serial number. Caveats are used to fl n, which are not eligible to be redeem port is not retained unless it shows an ered Claims Issues) transaction and re	N BESI CAVEAT ystem to process i dentify issue em for Issues (BESI) er or place a caveat ag individual bond led. error. Then it is	10. ACTION TAKEN (NARA USE ONLY)
	EPROR REPORTS Title Memo: The Bond Check Pro- caveat additions, deletions, transactions received daily f to SaBRe that post to the Bo against and individual bond serial numbers on the system NOTE: The hard copy of this rep microfilmed as RCI (Regist 53-91-02, 01C. Form Number:	ocessing Section utilizes the SaBRe S inquiries, and changes. These reports from the Batching and Encoding Syste ond Identification Table that encounted serial number. Caveats are used to fl n, which are not eligible to be redeem port is not retained unless it shows an	ystem to process s identify issue em for Issues (BESI) er or place a caveat ag individual bond hed. error. Then it is	
	caveat additions, deletions, transactions received daily f to SaBRe that post to the Bo against and individual bond serial numbers on the syster NOTE: The hard copy of this rep microfilmed as RCI (Regist 53-91-02, 01C. Form Number:	inquiries, and changes. These reports from the Batching and Encoding Syste and Identification Table that encounted serial number. Caveats are used to fl n, which are not eligible to be redeem port is not retained unless it shows an	identify issue em for Issues (BESI) er or place a caveat ag individual bond led. error. Then it is	
]	microfilmed as RCI (Regist 53-91-02, 01C. Form Number:			
		\		
]	Retention Years: 0	Form Series: Cost Code: 68200 Retention Months: 3ii	Restrictions: SBU	
	Retention Description: Temporar Electronic Files—Destroy 9			
N1-53-03-SB-0100	Title: DATA RETRIEVAL BRA	NCH—REFERRAL TICKET REPOI	RT	
	processing of referral tickets the official documents used reconcile bond redemption of bonds requested by differen used to complete the process	Branch is responsible for the microfile s generated by the SaBRe System. Re by the Bureau of the Public Debt to in errors. This Branch also provides pho t sections of the Bureau through SaBH sing of the Referral Tickets. It contai f Referral Tickets are available for pro-	eferral Tickets are nvestigate and otos of savings Re. This report is ns information on	
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 3	Vital Records: 🗌	
1		ry. oy files 90 days after created. ily. Destroy 90 days after cutoff.		
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7. ITEM NO.	8. DESCRIPTION'OF ITEM AND PROPOSED DISPO	SITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0101	Title: DATA RETRIEVAL BRANCH—ELEC TICKET PROCESSING REPORTS	CTRONIC OUTPUTS	REFERRAL	
	Title Memo: The Data Retrieval Branch is resp processing of referral tickets generated b the official documents used by the Burea reconcile bond redemption errors. This I bonds requested by different sections of t are used to complete the processing of th information on how many and what types processing each day. These reports inclu Complete Referral Ticket Report, After (Referral Tickets Generated, Referral Tick Entered But Not Verified.	y the SaBRe System. Re u of the Public Debt to in Branch also provides pho- the Bureau through SaBH e Referral Tickets. They s of Referral Tickets are a ide, but are not limited to Classification Referral Ti	eferral Tickets are avestigate and otos of savings Re. These reports v contain available for o, the Audit cket Report,	
		Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 0	Retention Months: 3	Vital Records: 🗌	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days a hardcopy documents.)	after created. (See Item 1	02 for retention of	
N1-53-03-SB-0102	Title: DATA RETRIEVAL BRANCH—HAR TICKET PROCESSING REPORTS	D COPY OUTPUTS—R	EFERRAL	
	Title Memo: The Data Retrieval Branch is resp processing of referral tickets generated by the official documents used by the Burea reconcile bond redemption errors. This I bonds requested by different sections of t are used to complete the processing of th information on how many and what types processing each day. These reports inclu Complete Referral Ticket Report, After O Referral Tickets Generated, Referral Tick Entered But Not Verified.	y the SaBRe System. Re u of the Public Debt to in Branch also provides pho the Bureau through SaBR e Referral Tickets. They s of Referral Tickets are a ude, but are not limited to Classification Referral Ti	ferral Tickets are evestigate and stos of savings Re. These reports v contain available for o, the Audit cket Report,	
	Form Number:	Form Series:	Restrictions: SBU	
	1 5	Cost Code: 68200		
	Retention Years: 0 Retention Description: Temporary. Hard Copy—Cut off daily. Destroy 1 mo scheduled under Item 101.)	Retention Months: 1	Vital Records:	·

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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-0103	Title: DATA RETRIEVAL BRANCH—ELECTRON NQUIRY REQUEST TOTAL Title Memo: The Data Retrieval Branch is responsible processing of referral tickets generated by the S the official documents used by the Bureau of the reconcile bond redemption errorsii This Branch bonds requested by different sections of the Bur reports that are automatically generated for each conjunction with BDID Microfilm Inquiry Requ The information on the reports includes, but is n number of microfilm requests, total number of In	、 Leving 103-106 Superseded by: 144-415- 415 5:2 020 201-003-00 DATE (MM/DD/YYYY): ひち 31 2017	
		ode: 68200 ion Months: 3 Vital Records:	
N1-53-03-SB-0104	Title: DATA RETRIEVAL BRANCH—HARD COP INQUIRY REQUEST TOTAL Title Memo: The Data Retrieval Branch is responsible processing of referral tickets generated by the Sa the official documents used by the Bureau of the reconcile bond redemption errors. This Branch bonds requested by different sections of the Bur reports that are automatically generated for each conjunction with BDID Microfilm Inquiry Requ The information on the reports includes, but is n number of microfilm requests, total number of Id		
	the inquiry request number. Form Number: Form S Computer System: SaBRe Cost Co	i Series: Restrictions: SBU ode: 68200 ion Months: 0 Vital Ricords:	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISP	POSITION. 9. GRS OR SUPER	RSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0105	Title: DATA RETRIEVAL BRANCH—ELI CLASSIFICATION MICROFILM RE Title Memo: The Data Retrieval Branch is re processing of referral tickets generated			
	the official documents used by the Bur reconcile bond redemption errors. Thi bonds requested by different sections of are used to provide identification of aft bond photos provided from microfilm.			
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe	Cost Code: 68200		
	Retention Years: 0	Retention Months: 3	Vital Records:	
	Retention Description: Temporary. Electronic Files—Destroy files 90 days hardcopy documents.)			
N1-53-03-SB-0106	Title: DATA RETRIEVAL BRANCH—HARD COPY OUTPUTS—AFTER CLASSIFICATION MICROFILM REPORT (ANSWER CARDS)			
	Title Memo: The Data Retrieval Branch is re- processing of referral tickets generated the official documents used by the Burn reconcile bond redemption errors. This bonds requested by different sections o are used to provide identification of aft bond photos provided from microfilm.			
	Form Number:	Form Series:	Restrictions: SBU	
	Computer System: SaBRe Retention Years: 0	Cost Code: 68200 Retention Months: 0	Vital Records: 🗌	
	Retention Description: Temporary. Hard Copy—Cut off daily. Destroy 4 of under Item 105.)			
	Title: LOCATOR GROUP—UNDELIVERA	ABLE IRS MAILOUT		
	Title Memo: The Locator Group's main purp relating to bonds that have been identifi related to bonds that have been identifi Internal Revenue Service (IRS) in an at			
	Form Number: Computer System: SaBRe	Form Series: Cost Code: 68200	Restrictions: SBU	
	Retention Years: 1	Retention Months: 1	Vital Records:	
	Image: Retention Description: Temporary. a. Electronic Files—Destroy files 400 b. Hard Copy— Destroy when no long			

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	ON. 9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-03-SB-0108	Title: LOCATOR GROUP—UNDELIVERABLE		
	Title Memo: The Locator Group's main purpose is relating to bonds that have been identified as information on bonds that have been identified are not limited to, the Undeliverable Update S reports.		
		n Series: Restrictions: SBU	
		tCode: 68200 ention Months: 0 Vital Records: .	
	Retention Description: Temporary. a. Electronic Files—Destroy files 4 years a: b. Hard Copy—Destroy when no longer new		
N1-53-03-SB-0109	Title: SABRE SYSTEM DOCUMENTATION		
	Computer System: SaBRe Cost		Superseded by: ()A/A - ((<u>k</u> S 3,1 051 ໄດ້\3-000 DATE (MM/DD/YYYY) 6 12 2.01 \4
	 Retention Description: Temporary. a. Electronic Copy—Destroy when record l longer needed for revision and updates, v b. Hard Copy—Destroy when superseded, or related master file or database, whicheve 		