

**PARKERSBURG COMPREHENSIVE SCHEDULE NO. 4
SECOND REVISION**

Standard Form No. 115
Revised November 1961
Prescribed by General Services
Administration
GSA Reg. 3-IV-106
115-102

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 16 JAN 1978	JOB NO.
DATE APPROVED NC1 53	78 4
PROFESSIONAL AUTHORIZATION NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. 2-9-78 <i>James B. Rhoads</i> Date Archivist of the United States <small>(Signature)</small>	

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2. MAJOR SUBDIVISION
Bureau of the Public Debt

3. MINOR SUBDIVISION
Savings Bond Operations Office, Parkersburg, W. Va

4. NAME OF PERSON WITH WHOM TO CONFER
H. J. Hintgen

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 14 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

12/15/77

Martin French

Assistant Commissioner

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Savings Bond Operations Office of the Bureau of the Public Debt performs operations involving the issues and retirements of Series A through K savings bonds, savings notes, retirement plan bonds, and individual retirement bonds; and the auditing, balancing, and destruction of Treasury Bills.</p> <p>The bonds are issued and redeemed by authorized agents, with registration stubs or magnetic tapes, and retired bonds being forwarded to the Savings Bond Operations Office, Parkersburg, WV, via the Federal Reserve Banks and Branches. The bonds, stubs, and tapes are microfilmed and the bonds and stubs are card-read or encoded to magnetic tape for processing on electronic equipment. Using electronic computers the Savings Bond Operations Office audits, classifies, and accounts for all card bonds issued and retired and all paper bonds and Treasury Bills retired. Accounting Controls are also prepared to cover public debt charges and credits supporting entries in the Treasury account and the Public Debt accounts.</p>		

Sent to agency. NNF - 5 NC-C - NCW - 3/10/78 JP
GA & Stamps

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>After sales and retirements have been reconciled and classified, records of owner registration and status are established and maintained on magnetic tape master files. These files provide the data necessary for answering inquiries concerning bond holdings, servicing current income bond owner accounts and authorizing issuance of semiannual interest checks, conducting reissue and other transactions incident to servicing outstanding securities, and establishing the basis for the replacement of lost, stolen, destroyed or mutilated bonds.</p> <p>All records covered by this schedule relate to the performance of the above activities. Records relating to data automation programming, management improvement, personnel, budget, payroll, and other administrative services are excluded since their destruction has been authorized under the General Records Schedule.</p> <p style="text-align: center;">ORIGINAL BONDS, NOTES, AND REGISTRATION STUBS</p> <p>Retired United States Savings Notes and Savings Bonds Series A through K inclusive. Original Registration Stubs of United States Savings Notes, Series E, G, K, and H Savings Bonds, and acceptable duplicates of stubs of these series. Original Registration Stubs (or duplicates) and retired United States Retirement Plan Bonds issued in accordance with the provisions of the Self-Employed Individuals Tax Retirement Act of 1962. Original Registration Stubs (or duplicates) and retired United States Individual Retirement Bonds issued in accordance with the provisions of the Employee Retirement Income Security Act of 1974.</p> <p>a. These records of issue (stubs) and retirement (original securities) also include transmitting batch control, adjustment, and replacement cards, any card stock item substituted for mutilated stubs/bonds/notes to permit machine processing, undeliverable bonds, Issues-On-Tape index listings, microfilming control documents, and batch enclosures.</p> <p style="text-align: center;"><u>Destroy after microphotographic copies have been made.</u></p>	NN-164-67 Item 1	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This certifies that the records described in this item shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm shall be transferred to an approved agency records center at Ravenswood, WV.</p> <p>b. Original and Diazo copies of microfilm. <u>Destroy when no longer needed for legal or administrative purposes. Transfer to a Federal Records Center is not authorized.</u></p>		
2.	<p>Administrative records (not specifically related to bond operations, but not covered by the General Schedule.)</p> <p>These are routine administrative records which, because of their specific retention characteristics, are not covered by the General Records Schedule. They include classification survey reports, certification forms, records inventories, leave records copies of destruction documents, etc.</p> <p><u>Destroy when 2 years old.</u></p>	NN-164-67 Item 5	
3.	<p>Internal operating records.</p> <p>These records consist of various forms and memoranda used in the operations of the Savings Bond Operations Office. They are of short-term value since they are used to expedite work flow, or because the same data are available elsewhere.</p> <p>a. Manifests (registers-logs). <u>Destroy when 6 months old.</u></p> <p>b. Film transfer invoices. <u>Destroy when 1 year old.</u></p> <p>c. Copies of case file documents. <u>Destroy when 1 year old.</u></p> <p>d. Routing slips and Receipts. <u>Destroy when 1 year old.</u></p> <p>e. Job assignment and work progress/status reports. <u>Destroy when 1 year old.</u></p> <p>f. Internal advices, transmittals, and routine requests. <u>Destroy when 1 year old.</u></p>	NN-164-67 Item 6	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<ul style="list-style-type: none"> g. Punched card work decks (change of address, interest held, etc.). <u>Destroy 6 months after processing.</u> h. Machine listings, working papers and local controls. <u>Destroy when superseded or after 1 year, whichever is earlier.</u> i. Internal auditors' copies. <u>Destroy 1 year after audit.</u> 		
4.	<p>Destruction documentation.</p> <p>These records document the destruction of United States savings bonds, notes, and stubs, savings stamps, and superseded or obsolete reels of microfilm. Schedules, withdrawal requests from other offices of the Bureau and/or Secret Service, signed receipted listings, accountable balances or related documents are required to evidence and certify the destruction as insurance that illegal re-use of these securities is made impossible.</p> <ul style="list-style-type: none"> a. Originals <u>Destroy when 10 years old.</u> b. Copies <u>Destroy when 2 years old.</u> 	NN-164-67 Item 5	
5.	<p>Management report records.</p> <p>These records pertain to systems studies, job analyses, work simplification recommendations, performance standards surveys, and work measurements. Also included are inventory and utilization reports covering microfilm and magnetic tape.</p> <ul style="list-style-type: none"> a. Summary reports <u>Destroy when 10 years old.</u> b. Work sheets and copies of summary reports. <u>Destroy when 2 years old.</u> c. Machine work measurement reports. <u>Destroy 1 year after GAO audit or when 3 years old, whichever is earlier.</u> d. Film inventory and accountability reports. <u>Destroy 1 year after GAO audit or when 3 years old, whichever is earlier.</u> 	NN-164-67 Item 7	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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6.	<p>Employee production records.</p> <p>These records, relating to employees' production, contain data of significance for work load control, budgetary and staffing purposes, and performance ratings.</p> <p style="text-align: center;"><u>Destroy 3 months after rating period.</u></p>	<p>NN-164-67 Item 8</p>	
7.	<p>Correspondence and transmittals. (Excluding case name files.)</p> <p>These files consist of incoming and retained outgoing copies of; memoranda, letters, telegrams communicating with fiscal agents, issuing and paying agents, other Bureau offices, and bond owners (in alteration cases).</p> <p>a. Primary file copy. <u>Destroy when 2 years old.</u></p> <p>b. Other copies. <u>Destroy after copy has served its purpose.</u></p>	<p>NN-164-67 Item 9</p>	
8.	<p>General Accounting Office/site audit records.</p> <p>(Reference General Records Schedule - GRS6, Item 1.)</p> <p style="text-align: center;">ACCOUNTING AND RECONCILEMENT OPERATIONS</p> <p>This function pertains to the maintenance of accounts showing the Government's liability to holders of savings bonds; to the balancing and reconciliation of issue and retirement transactions; to maintaining accountability records for bonds, stamps, and Treasury Bills; and to the servicing of records permitting computation and distribution of interest on current income bonds.</p>	<p>GRS-6 Item 1</p>	
9.	<p>Records supporting entries to the Treasury and Public Debt Accounts and related adjustments to agents' accounts.</p> <p>a. Transmitting and reporting documents. Certain advices of shipment, control blotters, and transmittal control cards accompany shipments of bonds, notes, and stubs to the Savings Bond Operations Office. These documents serve as internal controls and are used in reconciling the</p>	<p>NN-164-67 Item 11</p>	

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	<p>shipments. Some transmitting documents remain with the shipments through all operations.</p> <p><u>Destroy after microphotographic copies have been made.</u></p> <p>b. Classification documents. Transfer advices, adjustment advices, permanent receipts, book entry requests, reissue requests and related classification listings are prepared to reflect all adjustments to the issuing and paying agent's accounts.</p> <p><u>Destroy after microphotographic copies have been made.</u></p> <p>c. Authorities. These documents authorize the processing of substitute or replacement bonds where the original has been lost, stolen, mutilated, or destroyed and the extension of credit for unissued stock and lost paid bonds. Prepared by an office of the Bureau or by a Federal Reserve Bank, the documents are sent to the Parkersburg Office where they are audited in lieu of the original bonds.</p> <p><u>Destroy after microphotographic copies have been made.</u></p> <p>d. Requests for payment and special payee tickets. These forms record bond redemption payments to persons other than the original owner.</p> <p><u>Destroy after microphotographic copies have been made.</u></p> <p>e. Validations. These documents are used to restore validity to bonds redeemed in error.</p> <p><u>Destroy after microphotographic copies have been made.</u></p>		

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	<p>f. Issuing/Paying agent fee listings. These computer-generated listings authorize a disbursing officer to compensate paying/issuing agents for bond issue/redemption services.</p> <p><u>Destroy after microphotographic copies have been made.</u></p> <p>g. Treasury Bill accountability and control documents. These records reflect the controls established to account for pieces destroyed.</p> <p><u>Destroy after microphotographic copies have been made.</u></p> <p>This certifies that the records described in (a) through (g) above shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm shall be transferred to an approved agency records center at Ravenswood, WV.</p> <p>h. Original and diazo copies of microfilm.</p> <p><u>Destroy when no longer needed for legal or administrative purposes. Transfer to a Federal Records Center is not authorized.</u></p>		
10.	<p>Classification support and control documents. These records include vouchers, work sheets used in the classification process, magnetic tape-updating discrepancy listings, after-classification adjustment work sheets and controls, supporting classification records, and other related forms that document changes to the tape and/or classification records. They reflect changes to Public Debt accounts and issuing and paying agents' accounts.</p> <p>a. Transcripts, journal vouchers, and discrepancy listings. <u>Destroy when 4 years old.</u></p> <p>b. Machine listings and classification control sheets. <u>Destroy when 2 years old.</u></p>	NN-164-67 Item 13	

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11.	<p>Erroneous redemption and interest payment files.</p> <p>These files contain referral tickets prepared to initiate investigation of possible erroneous bond redemptions and incorrect payment of interest on current income bonds; documentation of liability; and receivable records to facilitate posting and status reporting.</p> <p>a. Statements of erroneous redemption, erroneous interest payments, and status reports. <u>Destroy when 10 years old.</u></p> <p>b. Referral tickets. (1) Erroneous redemptions and accounting adjustments. <u>Destroy when 10 years old.</u> (2) Others. <u>Destroy when 3 years old.</u></p> <p>c. Liability determination records. <u>Destroy when 3 years old.</u></p> <p>d. Posting media journals and vouchers. <u>Destroy when 2 years old.</u></p>	<p>NN-164-67 Item 14</p>	
12.	<p>Subsequent changes in registered principal and interest and interest-held accounts listings (A-31-A). (Note: "No-Action" listings are non-record.)</p> <p>These records are related to maintaining current balances on segments of current income bonds. Certain transactions occur, after the dates of primary interest payments, which affect these balances:</p> <p>a. Erroneous redemptions. b. Incorrect interest payments. c. Release of held interest.</p> <p><u>Destroy when 2 years old.</u></p>		
13.	<p>Current Income Bond operations records.</p> <p>To assure that receipts and payments of interest and redemption funds are properly documented and accounted for; that we comply with tax withholding regulations as they apply to interest payments to non-residents; and that we maintain correct address files for all bond owners, these various forms and records are necessary.</p> <p>a. Non-resident card files. <u>Destroy when 5 years old.</u></p>	<p>NNA-1808 Item 25</p>	

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	<p>b. Schedule of miscellaneous deliveries. <u>Destroy when 4 years old.</u></p> <p>c. Deposit fund control account. <u>Destroy when 4 years old.</u></p> <p>d. Change of address form. <u>Destroy when 1 year old.</u></p> <p>e. Machine listings documenting error conditions. <u>Destroy 1 year after final payment of interest on series.</u></p>	<p>NNA-1808 Item ?1</p>	
<p>14.</p>	<p>Issue and retirement accounts reconciliation media. These accounts pertain to the receipt and audit of bonds, stubs, notes, and stamps submitted to evidence sale, redemption, cancellation, reissue, or denominational exchange. The reconciliation media consist of copies of advices, audit schedules, reports of adjustments, daily reports, summaries, and recapitulations prepared in the reconciliation process.</p> <p><u>Destroy when 3 years old.</u></p>	<p>NNA-1808</p>	
<p>15.</p>	<p>Stamp album files. These are albums containing savings stamps in denominations of \$.10, \$.25, \$.50, \$1.00 and \$5.00 originally issued to accumulate the price of a single savings bond. Most are redeemed for cash through Post Offices and Federal Reserve Banks and forwarded to this office for audit and destruction.</p> <p><u>Destroy after spot check by Internal Auditors.</u></p> <p>TRANSACTIONS, CLAIMS, AND RULINGS AND CORRESPONDENCE OPERATIONS</p> <p>These operations adjudicate claims for relief on account of lost, stolen, destroyed, or mutilated bonds and notes; examine and approve evidence submitted to document redemption, reissue, and exchange transactions; determine liability for erroneous payments; enter and remove caveats; and provide bond consulting services to owners, banks, attorneys, Federal agencies, and others.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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16.	<p>Bond transactions central name files.</p> <p>This is a centralized name file containing correspondence, forms, and data. Papers in the files pertain to transactions or involvement related to savings bonds and notes including, but not limited to, claims, interest payments, exchanges, and the transmittal of information. The file covering 1935-1968 cases is in the F.R.C. at Chicago. At the rate of approximately 4,000 cases per year these files are withdrawn, updated, and incorporated into the current file at this location. The size of the file is managed through periodic appraisals of the contents--purging folders of decreasing significance. (This item is included to cover only the portion periodically purged.</p> <p>a. Case file documents as follows:</p> <ol style="list-style-type: none">(1) Applications for relief on account of loss, theft, destruction or mutilation.(2) Requests for payment, reissue, purchase, exchange, caveat entry/cancellation, search, etc.(3) Requests for photoprints of bonds.(4) Records of Disposition.(5) Certification of ownership.(6) Bonds of indemnity.(7) Promissory notes.(8) Disclaimers and consents.(9) Waivers(10) Financial statements.(11) Advice of non-receipt of interest.(12) Check authorizations.(13) Adjustment reports.(14) Transfer advices--receipts.(15) Examination reports--status reports--work sheets. <p><u>Destroy obsolete documents annually.</u></p> <p>b. Temporary case files.</p> <ol style="list-style-type: none">(1) Reports of stolen bonds--subsequently found.(2) Papers pertaining to recovery of bonds before caveat entry or after caveat removal.(3) Requests for information on bond	NNA-1808 Item 16	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>holdings or bond redemption--full-filled.</p> <p>(4) Requests not granted.</p> <p>(5) Correspondence to correct registration on stubs.</p> <p>(6) Cancellation of requests for payment prior to redemption.</p> <p><u>Destroy 1 year after case is completed.</u></p>		
17.	<p>Mutilated bonds.</p> <p>These are bonds accidentally mutilated by their holders, and submitted in support of claims for replacement. Portions of bonds so fragmentary as to make identification impossible are of no value once they have been examined, and the duplicate bonds have been issued, or other disposition made of the claim. Fragments which are identifiable are retired as whole bonds.</p> <p><u>Destroy 6 months after close of case.</u></p>	NNA-1808 Item 26	
18.	<p>Records of bank changes.</p> <p>These files are maintained to provide data showing agents' name changes, mergers, consolidations, absorptions, or conversions.</p> <p><u>Destroy when superseded.</u></p>	NNA-1808 Item 13	
19.	<p>Rulings precedent files.</p> <p>These are copies of outgoing letters indicating rulings on claims cases involving lost, stolen, or mutilated bonds, transfer of ownership, and other types of claims involving savings bonds. They are retained to obviate research and decisions in future parallel cases, but are disposable if, and when the substance of the ruling is changed or superseded.</p> <p><u>Destroy when superseded. Transfer quarterly to the Ravenswood Vital Records Center.</u></p>	NNA-1808 Item 18	
20.	<p>United States Savings Bond Advices.</p> <p>These advices provide detailed descriptions of definitive bonds being forwarded to Parkersburg for non-routine redemption (where investigation is required), for reissue, for retirement without</p>	NN-3439 (List 5)	

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21.	<p>credit, for reinstatement of a redemption (current income bonds), and when the bonds are undeliverable.</p> <p style="text-align: center;"><u>Destroy when 3 years old.</u></p> <p>Caveats.</p> <p>a. To indicate that an investigation is necessary before a retirement transaction may be processed, these forms cause a notation to be entered on the Bond record in the computer file.</p> <p style="text-align: center;"><u>Destroy after microphotographic copies have been made.</u></p> <p>This certifies that the records described in this item shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm shall be transferred to an approved agency records center at Ravenswood, WV.</p> <p>b. Original and diazo copies of microfilm.</p> <p style="text-align: center;"><u>Destroy when no longer needed for legal or administrative purposes. Transfer to a Federal Records Center is not authorized.</u></p> <p style="text-align: center;">DATA RECORDING AND SEARCH OPERATIONS</p> <p>This operation receives and films bonds and stubs; encodes the data for input to electronic computers; uses data processing systems and techniques to convert issue and retirement data to magnetic tape records; establishes and maintains master tape files of all savings bonds issued; and maintains a film library providing search and photoprinting services.</p>	NNA-1808 Item 38	
22.	<p>Filming control records.</p> <p>Local forms used in the management of the microfilming process. They include such records as operators' reports and certificates, filming, splicing, and duplicating controls, and similar records used to expedite filming procedures.</p> <p style="text-align: center;"><u>Destroy when 2 years old.</u></p>	NNA-1808 Item 8	

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23.	<p>Search work papers.</p> <p>These are work papers accumulated by searchers in the process of locating requested film records. The inquiries and requested records are normally retained in the central name files, but these search papers may be destroyed after the period indicated.</p> <p style="text-align: center;"><u>Destroy when 3 months old.</u></p>	NNA-1808 Item 3	
24.	<p>Numerical Records--U. S. Savings Bonds (Form PD 1440) Series A-D, F, G, H, J, and K.</p> <p>a. These numerical registers are maintained to show the retirement of savings bonds, and to provide a cross-reference to films of the retired bonds. The one-year retention after microfilming is considered adequate to establish the films as proper reference media.</p> <p style="text-align: center;"><u>Destroy 1 year after microphotographic copies have been made.</u></p> <p>This certifies that the records described in this item shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm shall be transferred to an approved agency records center at Ravenswood, WV.</p> <p>b. Original and diazo copies of microfilm.</p> <p style="text-align: center;"><u>Destroy when no longer needed for legal or administrative purposes. Transfer to a Federal Records Center is not authorized.</u></p>	NNA-1808 Item 36	
25.	<p>Reissue records.</p> <p>These records document the functions delegated to the Issues Branch--responsible for the issuance of Savings Bonds or Notes, Retirement Plan Bonds, and Individual Retirement Bonds arising out of reissue transactions functioned in the Savings Bond Operations Office. (Previously performed by the Federal Reserve Bank of Chicago.)</p> <p>a. Advice of adjustments. <u>Destroy when 5 years old.</u></p> <p>b. Control blotters and transfer advices, permanent receipts, and adjusted agents'</p>	NNA-1808 Item 10c	

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	<p>listings. <u>Destroy when 2 years old.</u></p> <p>c. Stock requisition, shipment, and inventory control records. <u>Destroy when 1 year old.</u></p> <p>d. Internal registers and control records. <u>Destroy when 6 months old.</u></p>		