

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-053-02-009**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records.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

Item 7 Accounting Reviews

### **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

All other items are superseded by N1-03-06-006 and N1-03-06-008.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)

1. FROM (Agency or establishment)  
**BUREAU OF THE PUBLIC DEBT**

2. MAJOR SUBDIVISION  
**OFFICE OF PUBLIC DEBT ACCOUNTING**

3. MINOR SUBDIVISION  
**DIVISION OF ACCOUNTING SERVICES**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Ronda Blake**

5. TELEPHONE  
**(304) 480-6019**

LEAVE BLANK (NARA use only)

JOB NUMBER

**71-053-02-9**

DATE RECEIVED

**4.1.2002**

NOTIFICATION TO AGENCY

In accordance with provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

**12-18-02**

ARCHIVIST OF THE UNITED STATES

*[Signature]*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE

**3/26/02**

SIGNATURE OF AGENCY REPRESENTATIVE

**Vicki Thorpe** *[Signature]*

TITLE

**Records Officer**

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

**See the Attached Sheets**

*Agency NR number number*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-DD-0001	<p><del>Title: DEBT STATEMENTS AND RECONCILIATIONS</del></p> <p><del>Title Memo: Computer generated reports and screen prints that consist of transactions and ledger balances that are used in reconciling the outstanding balances between PARS and related subsidiary systems, which include, but are not limited to, SaBRe, NBES, TreasuryDirect, SPSS, and REGII and are used as supporting documentation for the annual GAO audit. These records include, but are not limited to, Payment-In-Transit, Deposit-In-Transit, Public Debt Issues and Redemptions Table, Monthly Status Report, SLG Comparison, Renewing the Reimbursable Agreement, Lockbox Cases, Weekly Monitoring of DACH, Auction Announcements, Auction Results, Monthly Treasury Statement Reconciliation, and Automated Reconciliation. They are also used to support research and miscellaneous inquiries.</del></p> <p><del>Form Number: Computer System: Retention Years: 2</del></p> <p><del>Form Series: Cost Code: 20000 Retention Months: 0</del></p> <p><del>Restrictions: NONE Vital Records: <input type="checkbox"/></del></p> <p><del>Retention Description: Temporary. Cut off after GAO final audit findings. Destroy 2 years after cut off.</del></p>		<p><del>Superseded by: N1-053-06-006/3 N1-053-06-008/21 DATE (MM/DD/YYYY): 03/02/2007 + 08/22/2007</del></p>
N1-53-02-DD-0002	<p><del>Title: FINANCIAL STATEMENTS AND RECONCILIATIONS</del></p> <p><del>Title Memo: Records representing the balance of the Debt accounts. They include, but are not limited to, monthly reports such as Debt Swap, data submitted to TIER, Statement of Transactions, Financial Accounts Reconciliation Status Report, Gifts to Reduce the Public Debt, Retrieving the Financial Reports, Financial Statements, Report on Receivables Due from the Public, and Security Liquidations.</del></p> <p><del>Form Number: Computer System: Retention Years: 6</del></p> <p><del>Form Series: Cost Code: 20000 Retention Months: 3</del></p> <p><del>Restrictions: NONE Vital Records: <input type="checkbox"/></del></p> <p><del>Retention Description: Temporary. Cut off annually. Destroy 6 years 3 months after cut off.</del></p>		<p><del>Superseded by: N1-053-06/06/5 + 06-08/29 DATE (MM/DD/YYYY): 03/02/2007 + 08/22/2007</del></p>
N1-53-02-DD-0003	<p><del>Title: SINKING FUND</del></p> <p><del>Title Memo: Records include, but are not limited to, the Public Debt Sinking Fund's annual warrant (20X0575) and PARS entry batches that documents the permanent appropriation account for the purpose of providing funds for the retirement of the Public Debt.</del></p> <p><del>Form Number: Computer System: Retention Years: 50</del></p> <p><del>Form Series: Cost Code: 20000 Retention Months: 0</del></p> <p><del>Restrictions: NONE Vital Records: <input type="checkbox"/></del></p> <p><del>Retention Description: Temporary. Cut off after superseded. Destroy 50 years after cut off.</del></p>		<p><del>Superseded by: N1-053-06-06/7 DATE (MM/DD/YYYY): 03/02/2007</del></p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-DD-0004	<p>Title: RESOURCE MATERIAL</p> <p>Title Memo: Reference and resource materials that are used as guidance tools in performing duties and functions. They include, but are not limited to, Public Debt Issuances, Standard Operating Procedures, FASM, <i>TreasuryDirect</i> and Agency Commercial Book Entry Handbooks, PARS Training Manuals, PARS Program Specifications, PARS Formulas, PARS Maintenance Guide, and material related to the Divisions' operations.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE                      Computer System: _____ Cost Code: 20000                      Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.                      Cut off after superseded. Destroy 2 years after cut off.</p>		<p>Superseded by:                      N1-053-06-06/4                      DATE (MM/DD/YYYY):  <u>03/02/2007</u></p>
N1-53-02-DD-0005	<p>Title: HISTORICAL INFORMATION 1999 TO PRESENT</p> <p>Title Memo: This item will supercede items N1-53-99-02, 6.1 and N1-53-99-02, 7.1. The hard copy reports are issued monthly. They reflect the accrued interest of all redeemed securities and provide an explanation of how the Federal Government is financed. The records include, but are not limited to, the Monthly Statement of the Public Debt, Interest Expense Report, and Borrowings supporting documentation such as Legislation, Agreements, etc. documenting significant events.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE                      Computer System: _____ Cost Code: 20000                      Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: PERMANENT.                      Cut off every 5 years. Transfer to NARA in 5 years increments after cut off.</p>		<p>Superseded by:                      N1-053-06-06/6                      N1-053-06-06/20+22                      DATE (MM/DD/YYYY):  <u>03/02/2007 + 08/22/2007</u></p>
N1-53-02-DD-0006	<p>Title: WORKING DOCUMENTS</p> <p>Title Memo: Lotus and Excel spreadsheets documents and files, which include but are not limited to, DFS Check List, Debt Trac, Public vs. Intra-governmental Holdings, Debt Track File Printout, Printouts of Audits Performed for Financial and Unclassified Accounts, Printout of Verified Internet and Intranet Summary Pages, Treasury Notes and Bonds spreadsheets, and Daily Exceptions (Allotment Adjustment Worksheet) that are used for uploading information to the Internet and for preparing reports.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE                      Computer System: _____ Cost Code: 20000                      Retention Years: 0 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.                      Cut off daily. Destroy when superseded.</p>		<p>Superseded by:                      N1-053-06-06/1                      DATE (MM/DD/YYYY):  <u>03/02/2007</u></p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-02-DD-0007	<p>Title: ACCOUNTING REVIEWS</p> <p>Title Memo: Records containing reconciliation work papers on accounting reviews that are performed on a 24-months basis in Public Debt offices on Unissued Treasury securities. They include, but are not limited to, Request to perform the Review, Review Result Report, Review Response, Final Report, Treasury Securities Selected General Ledger Account 32, RASII Stock Inventory Report, Registered Inventory Worksheet, Registered Definitive Stock Counter Sheets, Reconciliation Worksheet, PARS Ledger Balances, and accounting records maintained by the accounting office.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE                      Computer System:                  Cost Code: 20000                      Retention Years: 5                  Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.                      Cut off at the completion of each review. Destroy 5 years after cut off.</p>		
N1-53-01-DD-0008	<p>Title: BORROWINGS, SPECIAL LOANS</p> <p>Title Memo: Reports documenting the quarterly payment of principal and interest on Borrowings and Special Treasury Loans. They include, but are not limited to, Quarterly Interest Calculation Worksheets and Quarterly Notice of Interest Capitalization.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE                      Computer System:                  Cost Code: 20000                      Retention Years: 25                  Retention Months: 0              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.                      Cut off annually. Destroy 25 years after cut off.</p>		<p>Superseded by:                      N1-053-06-08/24                      DATE (MM/DD/YYYY):                      08/22/2007</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<p>N1-53-01-DD-0009</p>	<p>Title: EXCEPTION REPORTS REQUIRING RESEARCH AND BORROWINGS DATA INPUT</p> <p>Title Memo: Various exception reports are generated by the PARS system requiring research and verification against the borrowing data. They include, but are not limited to, Daily Transcript Exception Report, Non-Cash Exception Report, Month End Account Verification-Unbalanced, Audit Verification, Prepayment Exception Report, Miscellaneous Transfer Match, Transfer Match Exceptions, Coupon Audit Match Exceptions, and Financial Negative Balance that are generated by the PARS system as a result of transactions submitted by reporting entities that caused an out-of-balance condition in PARS. These conditions require research and review of the Borrowings data input which include, but are not limited to, Complete Transaction Journal, Transmission Check List, Batch Activity Inquiry, Daily Financial Transaction, Transaction Inquiry Screen, Transaction Detail, CA\$HLINK Inquiry, Telephone Contact Sheets, Performance Report, copy of support documentation, Lotus spreadsheet, Audit/Board Monthly Securities or Financial Balance Information, Accountability Detail Inquiry, Word documents, Negative Balance Report, and LID Original Issue Information.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE                      Computer System:                  Cost Code: 20000                      Retention Years: 1                  Retention Months: 6              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.                      Cut off daily. Destroy 18 months after cut off.</p>		<p>Superseded by:                      N1-053-06-06/2                      DATE (MM/DD/YYYY):                      03/02/2007</p>
<p>N1-53-01-DD-0010</p>	<p>Title: PARS Reports in Control - 45 days</p> <p>Title Memo: <sup>ccc</sup> This item will supersede N1-53-99-0005 electronic copies. Various PARS reports used to accomplish daily and monthly functions within the Office of Public Debt Accounting. They contain data related to monitoring the Public Debt and are used for research and auditing purposes.</p> <p>Note: Dispositions instructions apply to the electronic copy.</p> <p>Form Number:                      Form Series:                      Restrictions: NONE                      Computer System: PARS              Cost Code: 20000                      Retention Years: 1                  Retention Months: 1.5              Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.                      Cut off after created. Destroy 45 days after cut off.</p>		<p>Superseded by:                      N1-053-06-06/8                      DATE (MM/DD/YYYY):                      03/02/2007</p>

**REQUEST FOR RECORDS DISPOSITION AUTHORITY** For the Bureau of the Public Debt

March 26, 2002

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
N1-53-01-DD-0011	<p>Title: PARS Reports in Control D – 600 days</p> <p>Title Memo: This item is to supercede N1-53-99-0005 electronic copies. Various PARS reports used to accomplish daily, monthly, and yearly functions within the Office of Public Debt Accounting. They contain data related to monitoring the Public Debt and are used for research and auditing purposes.</p> <p>Note: Dispositions instructions apply to the electronic copies.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE                      Computer System: PARS Cost Code: 20000                      Retention Years: 1 Retention Months: 8 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.                      Cut off after created. Destroy 600 days after cut off.</p>		<p>Superseded by:  <u>N1-053-06-06/9</u>                      DATE (MM/DD/YYYY):  <u>03/02/2007</u></p>
N1-53-01-DD-0012	<p>Title: PARS Reports – COLD Storage</p> <p>Title Memo: Various PARS reports used to accomplish daily, monthly, and yearly functions within the Office of Public Debt Accounting. They contain data related to monitoring the Public Debt and are used for research and auditing purposes. These reports are held on an optical disc are available to be viewed on request.</p> <p>Form Number: _____ Form Series: _____ Restrictions: NONE                      Computer System: PARS Cost Code: 20000                      Retention Years: 2 Retention Months: 0 Vital Records: <input type="checkbox"/></p> <p>Retention Description: Temporary.                      Delete/Destroy when no longer needed for administrative, legal, audit, or other operational purposes.</p>		<p>Superseded by:  <u>N1-053-06-06/10</u>                      DATE (MM/DD/YYYY):  <u>03/02/2007</u></p>