

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-96-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All items except those listed below are active

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

Item 43 superseded by N1-053-06-005 / 60
Item 48 superseded by N1-053-06-005 / 11
Item 51 superseded by N1-053-02-008 / 1
Item 53 superseded by N1-053-03-007 / 1
Item 74 superseded by N1-053-03-007 / 1
Item 83 superseded by N1-053-03-007 / 1
Item 84 superseded by N1-053-06-005 / 17
Item 85 superseded by N1-053-06-005 / 17
Item 87 superseded by N1-053-06-005 / 65
Item 89 superseded by N1-053-06-005 / 54
Item 119 superseded by N1-053-02-008 / 1
Item 155 superseded by N1-053-06-005 / 46

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

BUREAU OF THE PUBLIC DEBT

2. MAJOR SUBDIVISION

ELECTRONIC RECORDS

3. MINOR SUBDIVISION

ORGANIZATION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

VICKI THORPE

(304) 480-6553

LEAVE BLANK (NARA use only)

JOB NUMBER

11-53-96-4

DATE RECEIVED

7-5-96

NOTIFICATION TO AGENCY

In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3-25-98

ARCHIVIST OF THE UNITED STATES

John W. Carl

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 ___ 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, sent to GAO on 7/01/96

is not required;

is attached; or

has been requested.

DATE

7/01/96

SIGNATURE OF AGENCY REPRESENTATIVE

Vicki S. Thorpe

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)

Request For Record Disposition Authority

Page: 1

Item No.
N1-53-96-04-0001

Description of Item
CASH ACCOUNTING SYSTEM: TRANSMIT ISSUES AND REDEMPTIONS
THIS SYSTEM IS USED TO TO TRANSMIT ISSUE AND REDEMPTIONS FOR GOVERNMENT
ACCOUNT SERIES FROM FINANCIAL MANAGEMENT SERVICE TO BPD. INPUTS: TERMINAL
ENTRY. OUTPUTS: NONE. RETENTION D: THE FILE IS WRITTEN OVER DAILY. NO
ELECTRONIC COPIES ARE MAINTAINED BECAUSE THE DATA IS AVAILABLE FROM OTHER
SOURCES. PLATFORM: MAINFRAME. SOFTWARE: COBOL.

Authority
~~NON-RECORD~~ [REDACTED]

Form No: ER-CAS Series No: Org. Abbrev: OPDA
Retain: 0 yrs 0 mths
NON-RECORD

Item No.
N1-53-96-04-0002

Description of Item
GOVERNMENT ACCOUNTING SERIES PC DATABASE:
THE SYSTEM VALIDATES THE INTEREST TRANSACTIONS RELATED TO GAS SECURITIES.
INFORMATION FROM THE DATABASE SUPPORTS TRANSACTIONS THAT ARE ENTERED INTO
PARS. INPUT: TERMINAL DATA ENTRY. OUTPUT: MASTERFILE. RETENTION D: THE
DATABASE IS CONTINUOUSLY UPDATED WITH IMAGE COPIES TAKEN AT THE END OF THE
FY TO MEET THE RETENTION PERIODS. THERE IS NO ARCHIVE FEATURE AT THIS TIME.
PLATFORM: PC. SOFTWARE: CLIPPER.

Authority
[REDACTED] ~~GRS-06, 01A~~

Form No: ER-GAS Series No: Org. Abbrev: OPDA
Retain: ~~6 yrs.~~ 3 mths
~~RETAIN 6 YRS 3 MO AFTER CLOSE OF FISCAL YR.~~

*DESTROY WHEN NO LONGER NEEDED FOR
OPERATIONS.*

Item No.	Description of Item	Authority
N1-53-96-04-0003	<p>MONTHLY STATEMENT OF THE PUBLIC DEBT SYSTEM-20000: THIS IS A MONTHLY SUMMARY REPORT OF OUTSTANDING SECURITIES AND SECURITY BALANCES. THE MAJOR FUNCTIONS IS TO REPORT THE OUTSTANDING BALANCES OF SECURITIES AT EACH MONTHS END. INPUT: NONE. OUPUT: MODEM OUTPUT TO THE DEPARTMENT OF COMMERCE AND PRINTING CONTRACTOR. E-MAIL TO THE OFFICE OF THE COMMISSIONER. HARD COPY RECORDS ARE MAINTAINED TO SATISFY RETENTION REQUIREMENTS. RETENTION PERIOD: DELETE ELECTRONIC VERSION WHEN THE AGENCY DETERMINES THAT IT IS NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES. PLATFORM: STAND ALONE PC. SOFTWARE: LOTUS</p> <p>Form No: ER-MSPD Series No: Org. Abbrev: OPDA Retain: 0 mths DELETE ELECTRONIC FILE WHEN SUPEREDED. HARD COPY IS RETAINED AS THE RECORD COPY.</p>	GRS-20, 03B(1)

Item No.	Description of Item	Authority
N1-53-96-04-0004	<p>PUBLIC DEBT ACCOUNTING AND REPORTING SYSTEM-20000: (PARS) THIS IS THE BUREAU'S SUMMARY LEVEL ACCOUNTING AND REPORTING SYSTEM. THE MAJOR FUNCTION OF THE SYSTEM IS TO STORE THE GENERAL LEDGER FOR FINANCIAL AND SECURITY ACCOUNT BALANCES FOR THE PUBLIC DEBT OUTSTANDING AND OTHER RELATED ACCOUNTS. DATA FROM THESE ACCOUNTS ARE USED TO SATISFY REPORTING REQUIREMENTS RELATED TO THE GOVERNMENTS PUBLIC DEBT OUTSTANDING. INPUTS: FEDERAL RESERVE BANKS, SHARE, BESS, SON OF BESS, FRB RICHMOND, CASH LINK, FMS, DAILY BALANCE WIRE, TREASURY DIRECT, SALES, REDEMPTIONS, PAYMENTS, PUBLIC DEBT, CASH SYSTEM, SAVINGS BONDS, (DATA CONTINUES ON NEXT PAGE)</p><p>Form No: ER-PARS Series No: Org. Abbrev: OPDA Retain: 20 yrs 0 mths DELETE ELECTRONIC COPY WHEN NO LONGER NEEDED. HARD COPY IS RETAINED BY NCI-53-87-14, 42; 20 YRS.</p>	GRS-20, 03B(1)

withdrawn
11-17-97
TS

Item No.
1N1-53-96-04-0004

Description of Item

Authority

PUBLIC DEBT ACCOUNTING AND REPORTING SYSTEM-20000: (PARS)

GRS-20, 03B(1)

THIS IS THE BUREAU'S SUMMARY LEVEL ACCOUNTING AND REPORTING SYSTEM. THE
 MAJOR FUNCTION OF THE SYSTEM IS TO STORE THE GENERAL LEDGER FOR FINANCIAL
 AND SECURITY ACCOUNT BALANCES FOR THE PUBLIC DEBT OUTSTANDING AND OTHER
 RELATED ACCOUNTS. DATA FROM THESE ACCOUNTS ARE USED TO SATISFY REPORTING
 REQUIREMENTS RELATED TO THE GOVERNMENTS PUBLIC DEBT OUTSTANDING.

INPUTS: FEDERAL RESERVE BANKS, SHARE, BESS, SON OF BESS; FRB RICHMOND,
 CASH LINK, FMS, DAILY BALANCE WIRE, TREASURY DIRECT, SALES, REDEMPTIONS,
 PAYMENTS, PUBLIC DEBT, CASH SYSTEM, SAVINGS BONDS, (DATA CONTINUES
 ON NEXT PAGE) ACCRUAL BOND TRANSACTIONS, SAVINGS BONDS, CURRENT INCOME
 BOND TRANSACTIONS, INTERNAL PUBLIC DEBT OFFICES, OPERATING SUBSIDIARY
 ACCOUNTING SYSTEMS. OPDA PROVIDES SOME TERMINAL DATA ENTRY. SEE INVENTORY
 SHEET FOR DETAILS. OUTPUT: NONE.

RETENTION D: THE RETENTION PERIOD FOR OPDA'S LEDGER IS 20 YEARS,
 NCI-53-87-14, 42. THIS DATA IS MAINTAINED BY IMAGE COPY ON COLD STORAGE.

PARS OPERATORS PERIODICALLY EXECUTS A "DELETE ROUTINE", TO REMOVE DETAILED
 TRANSACTIONS GREATER THAN 8 MONTHS OLD. IMAGE COPIES OF THE DATABASES.
 IMAGE COPIES ARECREATED PRIOR TO THE DELET PROCESS AND ARE MAINTAINED
 INDEFINITELY.

PLATFORM: AMDAHL MAINFRAME.
 SOFTWARE: COBOL.

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Request For Record Disposition Authority

Page: 3

Item No.	Description of Item	Authority
N1-53-96-04-0005	<p>PDO TREASURY BULLETIN TABLES-20000: THE MAJOR FUNCTION OF THIS SYSTEM IS TO UPDATE THE FEDERAL GOVERNMENT'S FINANCIAL STATUS. BULLETIN IS PUBLISHED BY FMS EACH MONTH. IT INCLUDES TRANSACTIONS RELATED TO MARKETABLE SECURITIES. INPUT: NONE. OUTPUT: 3-1/2 INCH DISK SENT TO FINANCIAL MANAGEMENT SERVICE. HARD COPY RECORDS ARE MAINTAINED TO SATISFY RECORD RETENTION REQUIREMENTS. RETENTION PERIOD: DELETE ELECTRONIC VERSION WHEN THE AGENCY DETERMINES THAT IT IS NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES. PLATFORM: STAND ALONE PC SOFTWARE: LOTUS 1-2-3</p> <p>Form No: ER-PDO Series No: Org. Abbrev: OPDA Retain: 0 mths DELETE WHEN NO LONGER NEEDED. HARD COPY IS THE RECORD COPY.</p>	<p>GRS-207 UGR(1)</p>

Item No.	Description of Item	Authority
IN1-53-96-04-0006	<p>TASAS/LDF SYSTEM-20000: INVENTORY OF CUPSIP THIS IS A DATABASE THAT PROVIDES AN INVENTORY OF GOVERNMENT ACCOUNT SERIES CUSIPS. THE MAJOR FUNCTION OF THIS SYSTEM IS USED TO PROVIDE AN INVENTORY OF GOVERNMENT ACCOUNT SERIES SECURITIES THAT CAN HELP INSURE TRANSACTIONS ARE PROCESSED FOR THE APPROPRIATE (VALID) ACCOUNTS. INPUT: NONE OUTPUT: THE WASHINGTON CASH SYSTEM READS THIS DATABASE. A DISKETTE IS PROVIDED TO OPDA AND FMS. THERE IS NO RECORD RETENTION REQUIREMENT FOR THE DISKETTE. RETENTION: THIS DATA IS STORED ON THE AMDAHL MAINFRAME COMPUTER AND IS BACKED UP AS PART OF THE WEEKLY SECURE PROCESS. (DATA CONTINUED ON NEXT</p><p>Form No: ER-TASAS Series No: Org. Abbrev: OPDA Retain: 99 yrs 0 mths PERMANENT. NOT TO BE TRANSFERED TO NARA.</p>	<p>NEW 337</p>

Withdrawn
11-17-97
TS

Item No.	Description of Item	Authority
1N1-53-96-04-0006	TASAS/LDF SYSTEM-20000: INVENTORY OF CUPSIP	NEW 337
	❑ THIS IS A DATABASE THAT PROVIDES AN INVENTORY OF GOVERNMENT ACCOUNT SERIES ❑ CUSIPs. THE MAJOR FUNCTION OF THIS SYSTEM IS USED TO PROVIDE AN INVENTORY ❑ OF GOVERNMENT ACCOUNT SERIES SECURITIES THAT CAN HELP INSURE TRANSACTIONS ❑ ARE PROCESSED FOR THE APPROPRIATE (VALID) ACCOUNTS.	❑ ❑ ❑ ❑
	❑ ❑ INPUT: NONE ❑ OUTPUT: THE WASHINGTON CASH SYSTEM READS THIS DATABASE. A ❑ DISKETTE IS PROVIDED TO OPDA AND FMS. THERE IS NO RECORD RETENTION ❑ REQUIREMENT FOR THE DISKETTE.	❑ ❑ ❑ ❑ ❑
	❑ ❑ RETENTION PERIOD: THIS DATA IS STORED ON THE AMDAHL MAINFRAME COMPUTER ❑ AND IS BACKED UP AS PART OF THE WEEKLY SECURE PROCESS. (DATA CONTINUED ❑ ON NEXT PAGE) THE IMAGE COPY BACKUP IS STORED INDEFINITELY.	❑ ❑ ❑ ❑
	❑ ❑ PLATFORM: AMDAHL MAINFRAME ❑ SOFTWARE: COBOL	❑ ❑ ❑
	❑ ❑ ❑ ❑ ❑ ❑ ❑	❑ ❑ ❑ ❑ ❑ ❑ ❑
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Request For Record Disposition Authority

Page: 4

Item No.
1N1-53-96-04-0007

Description of Item
ACQUIRE FRONT END SYSTEM: P.R. FOR FRANCHISING
THIS IS A SYSTEM THAT ALLOWS THE FRANCHISING CUSTOMER TO ELECTRONICALLY
SUBMIT A PURCHASE REQUEST TO BPD. INPUT: MANUAL. OUTPUT: ACQUIRE
PROCUREMENT SYSTEM. RETENTION: PLATFORM: PC. SOFTWARE: VISUAL BASIC.

Authority
~~XXXXXXXXXX~~

Form No: ER-AFE Series No: Org. Abbrev: OA/AC
Retain: 3 yrs 0 mths
DESTROY 3 YRS AFTER FINAL PAYMENT.
PAPER REFERENCE IS GRS-03, 03A(2).

Item No.
1N1-53-96-04-0008

Description of Item
E52 FRONT END AUTOMATED REQUEST FOR PERSONNEL ACTION SF-52 SYSTEM.
THIS SYSTEM IS USED BY OTHER AGENCIES REQUESTING PERSONNEL ACTIONS VIA THE
FRANCHASING SERVICES. INPUT: MANUAL OUTPUT: E52, MASTERFILE PLATFORM: PC.
SOFTWARE: VISUAL BASIC

TEMPORARY
Authority
~~XXXXXXXXXX~~

11-17-97
TS

Form No: ER-E52FE Series No: Org. Abbrev: OA/OC
Retain: 1 yrs 0 mths
DELETE 1 YR AFTER YHE CLOSE OF THE FISCAL YR.

Request For Record Disposition Authority

Page: 5


Item No.	Description of Item	Authority
N1-53-96-04-0009	JOB TRACKING SYSTEM: FOR FRANCHISING ASSIGNMENTS THIS IS A CONTROL LOG AND REPORTING SYSTEM TO MANAGE THE FRANCHISING OF SERVICES IN BPD. INPUTS: MANUAL. OUTPUTS: MASTERFILE. PLATFORM: PC. SOFTWARE: VISUAL BASIC	GRS-23, 08

Form No: ER-JTS Series No: Org. Abbrev: OA/AC
Retain: 3 yrs 0 mths
DESTROY 3 YEARS AFTER THE JOB IS COMPLETE

Item No.	Description of Item	Authority
N1-53-96-04-0010	EEO DATABASE SYSTEM-1008: THIS APPLICATION IS USED TO TRACK STATISTICAL INFORMATION NECESSARY FOR SUBMITTING REQUIRED REPORTS TO TREASURY AND EEOC AND PREPARING WORK PLACE PROFILES AND STATISTICS NECESSARY TO INVESTIGATING COMPLAINTS OF DISCRIMINATION. INPUTS: DOWNLOAD DATA FROM NFC. OUTPUTS: EACH PAY PERIOD IS LOADED ON A DISKETT. RETENTION: THE SYSTEM DOES NOT TRACK OR MAINTAIN A HISTORY FILE. IT OVERLAYS THE NEW DATA ON THE OLD DATA AND CALCULATES THE STATISTICS. THE PAYPERIOD DATA IS KEPT IN A SAFE FOR 3 YRS. PLATFORM: PC SOFTWARE: CLARION III	NEW 313

Form No: ER-EEOS Series No: Org. Abbrev: OA/EEO
Retain: ~~3~~5 yrs 0 mths
EACH PAY PERIOD IS HELD ON A SEPARATE DISKETT FOR 3 YR THEN DESTROYED.

Item No.	Description of Item	Authority
N1-53-96-04-0011	<p>FEDERAL FINANCIAL SYSTEM (FFS)-505: THIS IS A COMMERCIAL OFF THE SHELF FINANCIAL APPLICATION DEVELOPED BY AMS. IT CONTROLS FUNDS AND ACCOUNTS FOR ALL COSTS IT GENERATES REPORTS AND DATA AS REQUIRED BY INTERNAL AND STATUTORY REGULATION. INPUTS: TAPE FROM NFC, TMP, MANUAL ENTRY; OUTPUTS: RMS DATABASE, ABTS DOWNLOADS, ECS DOWNLOADS, SECURITY LOGS, BACKUPS. RETENTION: DATABASE = 6 YRS, 3 MO.; SECURITY LOG = 6 YRS; ABTS = DAILY; ECS = WEEKLY; DAILY BACKUP = 45 DAYS; MONTHLY BACKUP = 5 YRS. TMP = TRAVEL MANAGER PLUS. RMS = REPORTS MANAGER SYSTEM. ABTS = AUTOMATED BUDGET TRACKING SYSTEM. (DATA CONTINUES ON NEXT PAGE) ECS =</p> <p>Form No: ER-FFS Series No: Org. Abbrev: OA/DFM Retain: 6 yrs 3 mths SEE MEMO FOR MORE DETAILS. INFO TO REMAIN ON THE DATABASE FOR 6YR</p>	GRS-07, 03

Item No.	Description of Item	Authority
N1-53-96-04-0012	<p>TRAVEL MANAGER PLUS APPLICATION (TMP)-505: </p> <p>THIS APPLICATION ALLOWS USERS TO CREATE TRAVEL DOCUMENTS PERFORM CALCULATIONS, ACCESS PER DIEM RATES AND STORE USER-DEFINABLE SETTINGS. TRAVEL AUTHORIZATIONS FORMS AND TRAVEL VOUCHERS ARE GENERATED. INPUT: MANUAL. OUTPUT: TRAVEL ORDER & VOUCHERS EXTRACTED ON NIGHTLY BACKUPS. PLATFORM: NETWORK SERVER. SOFTWARE: PURCHASED PACKAGE FROM FEDERAL SOFTWARE.</p> <p>Form No: ER-TMP Series No: Org. Abbrev: OA/DFM Retain: 6 yrs 0 mths INFO TO REMAIN IN THE DATABASE FOR 6 YRS. ANUALLY DESTROY DATA 7YRS OLD.</p>	GRS-09, 03

Item No.	Description of Item	Authority
'N1-53-96-04-0011.	FEDERAL FINANCIAL SYSTEM (FFS)-505:	GRS-07, 03
	x THIS IS A COMMERCIAL OFF THE SHELF FINANCIAL APPLICATION DEVELOPED BY x AMS. IT CONTROLS FUNDS AND ACCOUNTS FOR ALL COSTS IT GENERATES REPORTS x AND DATA AS REQUIRED BY INTERNAL AND STATUTORY REGULATION.	x x x
	x x INPUTS: TAPE FROM NFC, TMP, MANUAL ENTRY; OUTPUTS: RMS DATABASE, ABTS x DOWNLOADS, ECS DOWNLOADS, SECURITY LOGS, BACKUPS.	x x x
	x x RETENTION: DATABASE - 6 YRS, 3 MO.; SECURITY LOG - 6 YRS; ABTS - DAILY; x ECS - WEEKLY; DAILY BACKUP - 45 DAYS; MONTHLY BACKUP - 5 YRS.	x x x
	x x TMP - TRAVEL MANAGER PLUS. x RMS - REPORTS MANAGER SYSTEM. x ABTS - AUTOMATED BUDGET TRACKING SYSTEM. (DATA CONTINUES ON NEXT PAGE)	x x x x
	x ECS - ELECTRONIC CERTIFICATION SYSTEM. x NFC - NATIONAL FINANCE CENTER.	x x
	x x PLATFORM: MAINFRAME. x SOFTWARE: PURCHASED PACKAGE BY AMS.	x x x
	x x x x x	x x x x x
	A#####	

Request For Record Disposition Authority

Page: 7

Item No.	Description of Item	Authority
IN1-53-96-04-0013	AUDIT RECOMMENDATION MONITORING SYSTEM: THIS SYSTEM TRACKS AND REPORTS THE AUDIT REVIEW FINDINGS PROCESS AT BPD. THE FUNCTION IS TO MONITOR THE STATUS AND MAINTAIN RECORDS OF ALL AUDIT FINDINGS, REVIEWS AND SELF-ASSESSMENTS. INPUTS: MANUAL. OUTPUTS: MASTERFILE. PLATFORM: PC. SOFTWARE: VISUAL BASIC.	 GRS 16,14-F1

Form No: ER-ARMS Series No: Org. Abbrev: OA/DPPA
Retain: 5 yrs 0 mths

REF IS: GRS-16, 14F(1) 5 YRS

Item No.	Description of Item	Authority
IN1-53-96-04-0014	E52 AUTOMATED REQUEST FOR PERSONNEL ACTION SF-52 SYSTEM: THE E52 SYSTEM PROCESS AND MAINTAIN PERSONNEL ACTIONS ON ALL EMPLOYEES OF PUBLIC DEBT AND GENERATES REPORTS. THE SYSTEM TRACKS THE SF52 FROM START TO FINISH AND GENERATE VARIOUS REPORTS. INPUTS: MANUAL. OUTPUTS: HISTORICAL ARCHIVES FILES. PLATFORM: PC. SOFTWARE: CLARION.	NEW 326 TEMPORARY 11-17-97 TS

Form No: ER-E52 Series No: Org. Abbrev: OA/DPM
Retain: 5 yrs 0 mths
RETAIN HISTORICAL ARCHIVES FOR 5 YRS
RETAIN DAILY BACKUPS FOR THREE MONTHS THEN RECYCLE.

Request For Record Disposition Authority

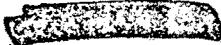
Page: 8

Item No.	Description of Item	Authority
N1-53-96-04-0015	<p>EMPLOYEE DEVELOPMENT SYSTEM: AUTOMATES THE TRAINING PROCESS EDS AUTOMATES TRAINING FORMS PREPARATION, ROUTING FOR APPROVAL, AND TRANSMITTAL TO AND PROCESSING BY THE EMPLOYEE DEVELOPMENT BRANCH OF THE DIVISION OF PERSONNEL MANAGEMENT. ADDITIONAL SYSTEM CAPABILITIES PROVIDE ON-LINE ACCESS TO REPORTS ON BUDGETS, TRAINING HISTORIES, AND TRAINING REQUEST STATUS. THE FUNCTION IS TO ENTER TRAINING REQUESTS, AUTOMATE APPROVAL PROCESS, ENTER COURSE INTO THE COURSE CATALOG. INPUTS: NATIONAL FIANCE CENTER TAPE, MANUAL ENTRIES. OUTPUTS: SF-182 HARD COPY, DISK FILE ON SERVER. PLATFORM: PC SOFTWARE: CLARION</p> <p>Form No: ER-EDS Series No: Org. Abbrev: OA/DPM Retain: 5 yrs 0 mths BRANCH IS REVIEWING RETENTION. GRS-01, 29B RETENTION IS 5 YRS.</p>	<p>NEW 328</p>

Item No.	Description of Item	Authority
N1-53-96-04-0016	<p>GENERAL SCHEDULE SUPERVISORY GUIDE: SUPERVISORY POSITION DESCRIPTIONS THIS SYSTEM IS USED BY POSITION CLASSIFICATION SPECIALIST TO CLASSIFY SUPERVISORY POSITION DESCRIPTIONS. THE FUNCTION IS TO STREAM LINE THE CLASSIFICATION PROCESS AND REDUCEES THE AMOUNT OF WORK POSITION CLASSIFICATION SPECIALISTS MUST EXPEND IN CLASSIFYING SUPERVISORY JOBS. INPUTS: MANUAL OUTPUTS: HARD DISK RETENTION D. PLATFORM: PC SOFTWARE: FROM NAVY</p> <p>Form No: ER-GSSG Series No: Org. Abbrev: OA/DPM Retain: 2 yrs 0 mths RETAINED ON HARD DRIVE. DELETE 2 YEARS AFTER CREATED.</p>	<p>NEW 328 <i>GRS 01, 7b</i></p>

Item No.
N1-53-96-04-0017

Description of Item

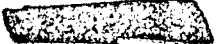

PD WRITER - AUTOMATED POSITION DESCRIPTION SYSTEM
PD WRITER AUTOMATES THE WRITING AND CLASSIFICATION OF POSITION DESCRIPTIONS. SUPERVISORS AND PERSONNELIST USE THE PROGRAM TO DRAFT POSITION DESCRIPTIONS AND FINE TUNE DUTIES AND RESPONSIBILITIES. THE FUNCTION IS TO HELP THE NOVICE USERS WRITE FINISHED POSITION DESCRIPTIONS WITHOUT HAVING EXTENSIVE KNOWLEDGE OF POSITION CLASSIFICATION PRINCIPLES AND TECHNIQUES. EMPOWERS EXPERIENCED MANAGERS SO THEY CAN TRY VARIOUS COMBINATIONS OF DUTIES AND CONSIDER OPTIONS BEFORE SENDING A FINAL PD TO THE CLASSIFICATION TEAM. STREAMLINES THE (DATA CONTINUES ON NEXT PAGE)

Form No: ER-PDW Series No: Org. Abbrev: OA/DPM
Retain: 2 yrs 0 mths
RETAINED ON HARD DISK. DELETE 2 YRS AFTER CREATED.

Authority
GRS-01, 07B

Item No.
N1-53-96-04-0018

Description of Item


PERFORMANCE AWARDS AND APPRAISAL LOG-60000: NON-SES
THIS SYSTEM TRACKS ALL PROCESSED AWARDS AND APPRAISALS. THE MAJOR FUNCTION IS TO RETRIEVE INFORMATION FOR VARIOUS REPORTS ON ALL TYPES OF AWARDS AND APPRAISALS. INPUT: MANUAL. OUTPUT: BACKUP - AS NEEDED. RETENTION DESCRIPTION: EACH YEAR A NEW ARCHIVE FILE IS ESTABLISHED AND RETAINED FOR 4 YEARS FOR NON-SES. PLATFORM: PC. SOFTWARE: OWN DEVELOPED.

Form No: ER-PERFORMA Series No: Org. Abbrev: OA/DPM
Retain: 4 yrs 0 mths
DESTROY 4 YRS. AFTER CLOSE OF FISCAL YEAR RECEIVED.

Authority
GRS-01, 23A(3)(B)

Item No.	Description of Item	Authority
N1-53-96-04-0017	PD WRITER - AUTOMATED POSITION DESCRIPTION SYSTEM	GRS-01, 07B
	❑ PD WRITER AUTOMATES THE WRITING AND CLASSIFICATION OF POSITION	❑
	❑ DESCRIPTIONS. SUPERVISORS AND PERSONNELIST USE THE PROGRAM TO DRAFT	❑
	❑ POSITION DESCRIPTIONS AND FINE TUNE DUTIES AND RESPONSIBILITIES. THE	❑
	❑ FUNCTION IS TO HELP THE NOVICE USERS WRITE FINISHED POSITION DESCRIPTIONS	❑
	❑ WITHOUT HAVING EXTENSIVE KNOWLEDGE OF POSITION CLASSIFICATION PRINCIPLES	❑
	❑ AND TECHNIQUES. EMPOWERS EXPERIENCED MANAGERS SO THEY CAN TRY VARIOUS	❑
	❑ COMBINATIONS OF DUTIES AND CONSIDER OPTIONS BEFORE SENDING A FINAL PD TO	❑
	❑ THE CLASSIFICATION TEAM. STREAMLINES THE (DATA CONTINUES ON	❑
	❑ NEXT PAGE) CLASSIFICATION PROCESS AND REDUCES THE AMOUNT OF WORK POSITION	❑
	❑ CLASSIFICATION SPECIALIST JOB.	❑
	❑ INPUTS: MANUAL.	❑
	❑ OUTPUTS: HARD DRIVE.	❑
	❑	❑
	❑	❑
	❑ PLATFORM: PC.	❑
	❑ SOFTWARE: FROM NAVY.	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑
	AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz	

Request For Record Disposition Authority

Page: 10

Item No. N1-53-96-04-0019	Description of Item PERFORMANCE AND APPRAISAL AWARDS LOG-60000: SES THIS SYSTEM IS TO TRACK ALL PROCESSED AWARDS AND APPRAISALS. THE MAJOR FUNCTION IS TO RETRIEVE INFORMATION FOR VARIOUS REPORTS ON ALL TYPES OF AWARDS AND APPRAISALS. INPUT: MANUAL. OUTPUT: BACKUP - AS NEEDED. RETENTION DESCRIPTION: EACH YEAR A NEW ARCHIVE FILE IS ESTABLISHED AND RETAINED FOR 5 YEARS FOR SES. PLATFORM: PC. SOFTWARE: OWN DEVELOPED.	Authority ██████████ GRS-01, 23B(2)(B)
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Form No: ER-PERFORMA Series No: Org. Abbrev: OA/DPM
Retain: 5 yrs 0 mths
DESTROY 5 YEARS AFTER CLOSE OF FISCAL YEAR RECEIVED.

Item No. N1-53-96-04-0020	Description of Item LABOR RELATIONS TRACKING SYSTEM: THIS SYSTEM ALLOWS FOR THE ENTRY, MAINTENANCE, TRACKING, AND STATUS OF A VARIETY OF EMPLOYEE AND LABOR RELATIONS ACTIVITY. THE TRACKED ACTIVITY INCLUDES CORRECTIVE ACTIONS, GRIEVANCES, NEGOTIATIONS, UNDER UNFAIR LABOR PRACTICES, ETC. THE FUNCTION IS TO TRACK PROGRESS OF VARIOUS TYPES OF LABOR AND EMPLOYEE RELATIONS ACTIVITY. THIS INFORMATION IS USED TO PREPARE ANNUAL ACTIVITY REPORTS FOR THE BRANCH AND INDIVIDUAL REPORTS FOR PERFORMANCE APPRAISAL PURPOSES. INPUTS: MANUAL, AND NFC (NATIONAL FINANCE CENTER). OUTPUTS: MASTERFILE. PLATFORM: PC. SOFTWARE: WINDOWS 3.1.	Authority ██████████
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Form No: ER-LRTS Series No: Org. Abbrev: OA/DPM/ELRB
Retain: 5 yrs 0 mths
REFERENCE IS GRS-01, 28A; 5YRS

Request For Record Disposition Authority

Page: 11

Item No.
N1-53-96-04-0021

Description of Item
EXPENDABLE PROPERTY SYSTEM:
THIS SYSTEM TRACKS EXPENDABLE PROPERTY SUPPLIES FROM REQUEST THROUGH REORDER TIME TO NO LONGER NEEDED. THE SYSTEM IDENTIFIES THE ITEMS THAT NEED TO BE REORDERED. INPUT: MANUAL. OUTPUT: MASTERFILE. RETENTION P: THE MASTERFILE IS CONTINUOUSLY UPDATED. ITEMS NO LONGER USED ARE INDIVIDUALLY DELETED FROM THE MASTERFILE. PLATFORM: PC. SOFTWARE: OFF THE SHELF BY SBT.

Authority 
~~NEW 335~~ GRS 3,9

Form No: ER-EPS Series No: Org. Abbrev: OA/DAS/PMB
Retain:  0 mths



Item No.
N1-53-96-04-0022

Description of Item
HEALTH UNIT INFORMATION SYSTEM:
THIS SYSTEM MAINTAINS MEDICAL RECORDS FOR 11 BUREAUS OR AFFILIATED GROUP IN THE PARKERSBURG AREA. THE FUNCTION OF THE SYSTEM IS TO ELECTRONICALLY TRACK ALL MEDICAL INFORMATION OF EACH EMPLOYEE. INPUTS: MANUAL. OUTPUTS: MASTERFILE, PAPER REPORTS. RETENTION D: HARD COPIES ARE SENT TO NPRC, AFTER SEPERATIONS. PLATFORM: PC. SOFTWARE: CLARION.

Authority
NEW 332

Form No: ER-HUIS Series No: Org. Abbrev: OA/DAS/PMB
Retain: 7 yrs 0 mths
THE SYSTEM DELETES THE RECORDS 7 YRS AFTER SEPERATION.
PAPER RECORDS ARE TO BE TRANSFERED TO NPRC @ ST. LOUIS

Request For Record Disposition Authority

Page: 12

Item No.	Description of Item	Authority
N1-53-96-04-0023	NON EXPENDABLE PROPERTY TRACKING SYSTEM: THIS SYSTEM IS A COMPLETE PROPERTY MANAGEMENT SYSTEM. IT TRACKS PROPERTY FROM PURCHASE THROUGH TRANSFERS AND DISPOSAL. IT'S PURPOSE IS TO GENERATE THE NEEDED END OF YEAR REPORTS AND INVENTORY PROPERTY. INPUT: MANUAL OUTPUT: ARCHIVE FILES, & MASTERFILE RETENTION D: DISPOSED OF ITEM ARE RETAINED IN A ARCHIVED FILE FOR 2 YRS. PLATFORM: PC SOFTWARE: BARTRACK, BY PAUL MEYERS.	[REDACTED]

Form No: ER-NEP Series No: Org. Abbrev: OA/DAS/PMB
Retain: 2 yrs 0 mths
RETAIN 2 YRS AFTER DISPOSAL PER HARD COPY REF. GRS-04, 01.

Item No.	Description of Item	Authority
N1-53-96-04-0024	<u>ENTRY</u> SET OF SECURITY TRACKING SYSTEM: THIS SYSTEM MAINTAINS INVESTIGATION DATA ON ALL BUREAU EMPLOYEES. IT IS AN ON-LINE SYSTEM MAINTAINED WITH THE NATIONAL FINANCE CENTER. INPUTS: MANUAL. OUTPUTS: PAPER ONLY. PLATFORM: MAINFRAME AT NFC. SOFTWARE: UNKNOWN.	NEW 330

Form No: ER-SOS Series No: Org. Abbrev: OA/DAS
Retain: 0 yrs 0 mths
NFC MAINTAINS THIS SYSTEM. ~~IT IS AN ON-LINE SYSTEM THAT DELETES INDIVIDUALS AFTER SEPARATION. NO HISTORY FILE IS CREATED.~~

DELETE WHEN DATA NO LONGER NEEDED
FOR ADMINISTRATIVE, LEGAL, OR AUDIT OR OTHER
OPERATIONAL PURPOSES.

Item No.	Description of Item	Authority
N1-53-96-04-0025	MAINTENANCE WORK ORDER TRACKING SYSTEM: THIS SYSTEM ASSIGNS A WORK ORDER NUMBER AND TRACKS PROGRSS OF THE PROJECT. INPUT: MANUAL. OUTPUT: MASTERFILE. PLATFORM: PC. SOFTWARE: DBASE IV.	NEW 277 (B)



Form No: ER-MWO Series No: Org. Abbrev: OA/DAS/FMB
Retain: 1 yrs 0 mths
RETAIN COMPLETED WOs ON HARD DRIVE FOR 6 MONTHS THEN TRANSFER TO
ARCHIVE DISC AND HOLD UNTIL 1 YR OLD.

Item No.	Description of Item	Authority
N1-53-96-04-0026	CENTER COR WAREHOUSE ORGANIZER: THIS IS A LOTUS SYSTEM TO LOCATE THE VARIOUS TYPES OR STYLES OF CENTER COR FURNITURE UNITS IN THE WAREHOUSE. THE FUNCTION IS TO QUICKLY LOCATE THE NEEDED MATERIAL. INPUT: MANUAL. OUTPUT: PAPER, MASTERFILE. PLATFORM: PC. SOFTWARE: LOTUS.	NEW 277 (B)

Form No: ER-WO Series No: Org. Abbrev: OA/DAS/FMB
Retain: ~~60 YRS~~ 0 mths
DELETE OLD FILE WHEN UPDATED WITH NEW DATA

Request For Record Disposition Authority

Page: 14

Item No.	Description of Item	Authority
N1-53-96-04-0027	<p>COPIER PROGRAM TRACKING FILE: THIS IS A LOTUS SPREAD SHEET THAT TRACKS THE NUMBER OF COPIES, RESPONSE TIMES OF THE VENDOR AND MACHINE DOWN TIMES. THE FUNCTION IS TO HELP MANAGE THE COPIER RESPONSIBILITIES AN FACILITATE THE COTR's. INPUT: MANUAL OUTPUT: MASTERFILE RETENTION D. PLATFORM: PC SOFTWARE: LOTUS</p>	 NEW-338
	<p>Form No: ER-CP Series No: Retain: 8 yrs 0 mths RETAIN THE YR END FILE FOR 8 YRS. DELETE MONTHLY FILE WHEN SUPERCEDED.</p>	Org. Abbrev: OA/DAS/FRM
Item No.	Description of Item	Authority
N1-53-96-04-0028	<p>FORMS DATABASE SYSTEM: DUPLICATION JOB TRACKING SYSTEM. THIS SYSTEMS IS A TRACKING SYSTEM FOR DUPLICATION JOBS. INPUTS: MANUAL. OUTPUTS: MASTERFILE, HISTORY FILE. RETENTION D: AT THE END OF THE FISCAL YR THE COMPLETED JOBS ARE DOWNLOADED TO A HISTORY FILE. THE DATA ON THE HISTORY FILE IS PLACED ON A DISKETT AT THE END OF THE FY. PLATFORM: PC. SOFTWARE: DBASE III.</p>	 GRS-13, 02A


Form No: ER-FD	Series No:	Org. Abbrev: OA/DAS/FRM
Retain: 1 yrs 0 mths		
DESTROY 1 YR AFTER THE FY IN WHICH THE PROJECT IS COMPLETED.		



Item No. N1-53-96-04-0029	Description of Item FORMS INVENTORY SYSTEM-60000: THIS SYSTEM IS OF INVENTORY OF FORMS DISTRIBUTED TO FEDERAL RESERVE BANKS, FEDERAL AGENCIES AND THE BUREAU. THE MAJOR FUNCTION IS TO KEEP TRACK OF INVENTORY STOCK LEVELS FOR PRINTING AND DISTRIBUTION. INPUTS: INPUT MANUALLY. OUTPUTS: ELECTRONIC HISTORY FILE. PLATFORM: PC. SOFTWARE: DBASE.	Authority [REDACTED] GRS-03, 08A
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Form No: ER-FINS Series No: Org. Abbrev: OA/DAS/FRM
Retain: 2 yrs 0 mths
RETENTION IS FOR 1 YEAR ON SYSTEM, PLUS 1 YEAR AFTER DOWN-LOADED
ON TO DISK.

Item No. N1-53-96-04-0030	Description of Item SMALL PURCHASE SYSTEM: AUTOMATED TRACKING SYSTEM THE SIMPLIFIED ACQUISITION STSEM (CURRENTLY FOCUS--SOON TO BE ACQUIRE) CONTAINS ALL PURCHASE REQUESTS RECEIVED IN THE DIVISION OF PROCUREMENT. THE SYSTEM TRACKS THE ACQUISITIONS FROM THE PURCHASE REQUEST THROUGH THE CLOSEOUT. INPUTS: MANUAL. OUTPUTS: MAINTENANCE TRACKING SYSTEM, MATERFILE. RETENTION D: REFERENCE = GRS-03, 03A(2). PLATFORM: PC. SOFTWARE: DBASE.	Authority [REDACTED]
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Form No: ER-SPS Series No: Org. Abbrev: OA/PROC
Retain: 3 yrs 0 mths
RECORDS HELD IN MASTER FILE FOR 3YRS AFTER CLOSEOUT DATE, THEN
DOWNLOADED TO HISTORY FILE. RETAIN HISTORY FILE 3 ADDITIONAL YRS

Item No.	Description of Item	Authority
N1-53-96-04-0031	<p>RECORDS MANAGEMENT SYSTEM:</p> <p>THIS SYSTEM IS A COMPLETE MANAGEMENT TOOL FOR THE RECORDS PROGRAM AS DESCRIBED IN 36 CFR 1220. THE FUNCTION OF THE SYSTEM IS DIVIDED INTO MANAGING THE NARA APPROVED AUTHORITIES, MANAGING THE RECORDS IN STORAGE, AND TRACKING THE DESTRUCTION OF OFFICE RECORDS THAT ARE NOT STORED. INPUTS: MANUAL. OUTPUTS: MASTERFILE, HISTORY FILE. RETENTION D: THE MASTERFILE IS CONTINUOUSLY UPDATED AND RETAINED UNTIL SUPERSEDED. THE HISTORY FILE IS A RECORD OF DESTROYED RECORDS AND RETAINED FOR 10 YRS PER NCI-53-78-04, 04A. PLATFORM: PC. SOFTWARE: CLARION.</p> <p>Form No: ER-RMS Series No: Org. Abbrev: OA/DAS/FRM</p> <p>Retain: 10 yrs 0 mths</p> <p>DESTROY WHEN AUTHORIZED BY HARD COPY.</p>	

Item No.	Description of Item	Authority
N1-53-96-04-0032	<p>AUTOMATED BIDDERS MAILING LIST:</p> <p>THIS SYSTEM CONTAINS VENDOR INFORMATION PROVIDED TO PROCUREMENT ON THE SF-129 BY THE VENDOR. INFORMATION CONSISTS OF VENDOR NAME, ADDRESS, BUSINESS SIZE, COMMODITIES PROVIDED, FSC CODES, DUNS NUMBER, NET WORTH, AND COMPANY OFFICERS. THE FUNCTION IS TO PROVIDE ASSISTANCE TO PURCHASING AGENTS WHEN SOLICITING FOR GOODS/SERVICES. AGENT CAN SPECIFY THE TYPE OF SERVICE/GOOD REQUIRED, VENDOR LOCATION, ECT. INPUTS: MANUAL. OUTPUTS: MASTERFILE. RETENTION D: INDIVIDUAL FIELDS ARE MODIFIED CONTINUOUSLY. RECORDS ARE ONLY DELETED IF THE VENDOR CAN (DATA CONTINUES ON NEXT PAGE)</p> <p>Form No: ER-ABML Series No: Org. Abbrev: OA/DPRO</p> <p>Retain:  0 mths</p> <p>RETAIN AND DESTROY</p> <p>OR DELETE WHEN NO LONGER NEEDED.</p>	 GRS-23, 08

Request For Record Disposition Authority

Page: 17

Item No.
N1-53-96-04-0033

Description of Item

COR/COTR AUTOMATED SYSTEM:

THIS SYSTEM CONTAINS A LIST OF ALL BUREAU PERSONNEL WHO IS AUTHORIZED TO ACT AS A CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE. THE FUNCTION OF THE SYSTEM IS TO MAINTAIN A LIST OF COTRs GROUPED BY OFFICE, NOTIFY OF EXPIRED CERTIFICATIONS, AND NOTICE OF REFRESHER TRAINING. INPUTS: MANUAL. OUTPUTS: MASTERFILE. RETENTION D: THE MASTER FILE IS CONTINUALLY CHANGEING WITH NEW OR REVISED COTRs. THE FILE IS NEVER DELETED. PLATFORM: PC. SOFTWARE: DBASE.

Authority

~~XXXXXXXXXX~~
GRS 23,08

Form No: ER-COTR

Series No:

Org. Abbrev: OA/DPRO

Retain: ~~99 yrs~~ 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER~~

~~NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY)~~
DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.
N1-53-96-04-0034

Description of Item

MAINTENANCE TRACKING SYSTEM: WARRANTIES AND MAINTENANCE AGREEMENTS

THIS IS A TRACKING SYSTEM TO NOTIFY THE USERS OF THE EXPIRED DATE FOR WARRANTY AND MAINTENANCE AGREEMENTS. INPUTS: SPS PROGRAM, MANUAL. OUTPUTS: MASTER FILE. RETENTION D: THE MASTERFILE IS CONTINUALLY CHANGING WITH NEW, OR REVISED WARRANTIES. EXPIRED WARRANTIES & MANTENANCE AGREEMENTS ARE DELETED INDIVIDUALLY. PLATFORM: PC. SOFTWARE: CLARION.

Authority

~~XXXXXXXXXX~~
GRS 23,08

Form No: ER-MTS

Series No:

Org. Abbrev: OA/DPRO

Retain: ~~99 yrs~~ 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER~~

~~NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY)~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
N1-53-96-04-0035	PROCUREMENT JOBS DATABASE: PROJECT TRACKING SYSTEM THIS SYSTEM TRACKS WORK ASSIGNMENTS, STATUS, AND COMPLETION DATES. INPUTS: MANUAL. OUTPUTS: MASTERFILE. RETENTION D: THERE IS NO HISTORY FILE TO SEPARATE COMPLETED JOBS FROM ACTIVE JOBS. THE COMPLETED JOBS ARE SEPARATELY DELETED. PLATFORM: PC. SOFTWARE: DBASE.	GRS-23, 01

Form No: ER-PJD Series No: Org. Abbrev: OA/PROC
Retain: 2 yrs 0 mths
DESTROY 2 YRS AFTER THE FISCAL YR IN WHICH THE PRJCT WAS COMPLETE

Item No.	Description of Item	Authority
N1-53-96-04-0036	SUBSCRIPTION DATABASE SYSTEM-60000: THE SUBSCRIPTION DATABASE CONTAINS A LISTING OF ALL SUBSCRIPTIONS AND MEMBERSHIPS FOR THE BUREAU. THE MAJOR FUNCTION OF THIS SYSTEM IS TO TRACK ALL SUBSCRIPTIONS/MEMBERSHIPS FOR THE BUREAU. ORDER NOTICES ARE SENT TO OFFICES ONCE THE SUBSCRIPTION HAS BEEN ORDERED ASKING THAT THE PROCUREMENT OFFICE BE NOTIFIED UPON RECEIPT OF FIRST ISSUE. PRIOR TO EXPIRATION OF SUBSCRIPTION, NOTICE IS GIVEN TO THE OFFICE THAT THE PUBLICATION IS DUE FOR RENEWAL. IF AN ORDER IS NOT RECEIVED TIMELY, THE PROCUREMENT OFFICE WILL TAKE ACTION TO RESOLVE. INPUTS: INPUT MANUAL. (DATA CONTINUES ON NEXT Form No: ER-SD Series No: Org. Abbrev: OA/PROC Retain: 2 yrs 0 mths UNTIL SUBSCRIPTION EXPIRES.	NEW 336 GRS 16, 14E

Item No.	Description of Item	Authority
N1-53-96-04-0037	TREASURY AUTOMATED AUCTION PROCESSING SYSTEM-40000: (TAAPS) THIS SYSTEM IS AN AUTOMATED SYSTEM FOR THE RECEIPT AND PROCESSING OF TENDERS IN AUCTIONS OF MARKETABLE TREASURY SECURITIES. PART OF THE SYSTEM IS AN IBM MAINFRAME-BASED HOST BACKEND ON WHICH FEDERAL RESERVE AND TREASURY STAFF ADMINISTER THE AUCTION PROCESS AND STORE THE DATA RESULTING FROM THE ACTIVITY. THE OTHER COMPONENT OF THE SYSTEM IS FEDLINE AA, WHICH IS A PC-BASED TENDER SUBMISSION APPLICATION THAT COMMUNICATES WITH THE MAINFRAME APPLICATION VIA MODEM. THE MAJOR FUNCTION IS TO PROVIDE A MEANS FOR THE DISTRIBUTION OF OFFERING ANNOUNCEMENT (DATA CONTINUES ON NEXT PAGE) Form No: ER-AUTO AUC Series No: Org. Abbrev: OF/AC Retain: 99 yrs 0 mths	NEW 413

~~DESTROY WHEN THE AGENCY DETERMINES THAT RECORDS ARE NO LONGER
NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY).~~
DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS

Item No.	Description of Item	Authority
N1-53-96-04-0038	AUCTION INFORMATION CALENDAR-40000: THIS SYSTEM IS A DATA BASE DEVELOPED BY FEDERAL RESERVE BANK OF PHILADELPHIA PERSONNEL, OPERATING ON BUREAU PUBLIC DEBT LAN. THE MAJOR FUNCTION IS TO STORE INFORMATION FROM RESULTS OF AUCTIONS OF TREASURY MARKETABLE SECURITIES, FROM WHICH SELECTED DATA CAN BE TRANSMITTED TO DEPT. OF COMMERCE'S ECONOMIC BULLETIN BOARD ("EBB"), AMERICA ON-LINE, AND INTERNET, TO BE AVAILABLE TO THE PUBLIC. INPUT: MANUAL. OUTPUT: ECONOMIC BULLETIN BOARD, AMERICA ON-LINE, INTERNET. RETENTION: THIS IS A CONTINUOUS FILE SORTED BY CHRONOLOGICAL DATE. AN INACTIVE FILE WILL BE USED TO RETAIN Form No: ER-AUCTION Series No: Org. Abbrev: OF/AC Retain: 99 yrs 0 mths	NEW 410

~~DESTROY WHEN THE AGENCY DETERMINES THAT RECORDS ARE NO LONGER
NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY).~~
DESTROY WHEN NO LONGER NEEDED FOR
OPERATIONS.

Item No.

N1-53-96-04-0037

CONTINUED

Description of Item

TREASURY AUTOMATED AUCTION PROCESSING SYSTEM-40000: (TAAPS)

Authority

~~NEW 413~~

THIS SYSTEM IS AN AUTOMATED SYSTEM FOR THE RECEIPT AND PROCESSING OF TENDERS IN AUCTIONS OF MARKETABLE TREASURY SECURITIES. PART OF THE SYSTEM IS AN IBM MAINFRAME-BASED HOST BACKEND ON WHICH FEDERAL RESERVE AND TREASURY STAFF ADMINISTER THE AUCTION PROCESS AND STORE THE DATA RESULTING FROM THE ACTIVITY. THE OTHER COMPONENT OF THE SYSTEM IS FEDLINE AA, WHICH IS A PC-BASED TENDER SUBMISSION APPLICATION THAT COMMUNICATES WITH THE MAINFRAME APPLICATION VIA MODEM. THE MAJOR FUNCTION IS TO PROVIDE A MEANS FOR THE DISTRIBUTION OF OFFERING ANNOUNCEMENT (DATA CONTINUES ON NEXT PAGE) INFORMATION ABOUT TREASURY AUCTIONS TO SUBMITTERS, AND FOR THE SUBMISSION OF TENDERS BY INVESTORS TO THE FEDERAL RESERVE BANKS ACTING AS FISCAL AGENTS FOR THE U.S. TREASURY.

INPUT: MANUAL

OUTPUT: OFFERING ANNOUNCEMENTS ARE SENT TO FEDLINE AA TERMINALS, AND DEALER BIDDING INFORMATION IS DOWNLOADED TO BPD'S LAN AND FORWARD TO MAIN TREASURY.

RETENTION: FILES ARE CONTINUOUSLY UPDATED AND MAINTAINED FOR REFERENCE.

PLATFORM: MAINFRAME

SOFTWARE: COBOL II

Item No.

.N1-53-96-04-0038

CONTINUED

Description of Item

AUCTION INFORMATION CALENDAR-40000:

~~Authority~~

~~NEW 410~~

THIS SYSTEM IS A DATA BASE DEVELOPED BY FEDERAL RESERVE BANK OF PHILADELPHIA PERSONNEL, OPERATING ON BUREAU PUBLIC DEBT LAN. THE MAJOR FUNCTION IS TO STORE INFORMATION FROM RESULTS OF AUCTIONS OF TREASURY MARKETABLE SECURITIES, FROM WHICH SELECTED DATA CAN BE TRANSMITTED TO DEPT. OF COMMERCE'S ECONOMIC BULLETIN BOARD ("EBB"), AMERICA ON-LINE, AND INTERNET, TO BE AVAILABLE TO THE PUBLIC.

INPUT: MANUAL.

OUTPUT: ECONOMIC BULLETIN BOARD, AMERICA ON-LINE, INTERNET.

RETENTION: THIS IS A CONTINUOUS FILE SORTED BY CHRONOLOGICAL DATE. AN INACTIVE FILE WILL BE USED TO RETAIN OLDER DATA.

PLATFORM: PC

SOFTWARE: DEVELOPED IN-HOUSE AT FRB PHILADELPHIA.

Request For Record Disposition Authority

Page: 20

Item No.	Description of Item	Authority
N1-53-96-04-0039	<p>COMMERCIAL BOOK ENTRY(SHARE; BESS)-40000: THIS SYSTEM IS A COMMERCIAL BOOK-ENTRY WHICH CONSISTS OF A HIERARCHICAL SERIES OF ACCOUNTS THAT LINK PRIVATE SECTOR FINANCIAL INSTITUTIONS, FEDERAL GOVERNMENT AGENCIES, STATE AND LOCAL GOVERNMENT, AND INVESTORS TO TREASURY THROUGH THE FEDERAL RESERVE BANK. THE MAJOR FUNCTION IS TO PROVIDE A SAFEKEEPING AND TRANSFER SYSTEM FOR BOOK-ENTRY TREASURY BILLS, NOTES, AND BONDS WHICH ACCOUNT FOR 66% OF THE PUBLIC DEBT OUTSTANDING. INPUT: TERMINAL ENTRY AND AUTOMATED FEED FROM FEDLINE (TAAP SYSTEM). OUTPUT: TRANSACTIONS AND HOLDINGS DATA IS SENT TO CUSTOMER TERMINALS AND ALSO IS STORED IN (DATA</p> <p>Form No: ER-COMMERIC Series No: Org. Abbrev: OF/AC Retain: 7 yrs 0 mths RETAIN IMAGES FOR 7 YRS FROM THE DAY CREATED.</p>	NEW 411

Item No.	Description of Item	Authority
N1-53-96-04-0040	<p>AUCTION CALCULATION PROGRAM-40000: THIS SYSTEM IS A COMPUTER PROGRAM DEVELOPED IN-HOUSE SOLELY FOR THE PURPOSE OF CALCULATING THE RESULTS OF AUCTIONS OF TREASURY MARKETABLE SECURITIES. THE MAJOR FUNCTION IS TO CALCULATE RATES OR YIELD AND AMOUNTS ACCEPTED IN THE AUCTION OF TREASURY SECURITIES, AND PRINTS AUCTION RESULTS PRESS RELEASE. INPUT: MANUAL. OUTPUT: DATA FILES ARE SAVED ON BPD LAN. RETENTION: EACH AUCTION CALCULATION IS RETAINED IN A SEPERATE FILE AS A CONTINUOUS DATA SET ON THE O.F. SERVER. PLATFORM: PC. SOFTWARE: "BASIC".</p>	NEW 412

Form No: ER-AUC CAL Series No: Org. Abbrev: OF/AC
 Retain: 99 yrs 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY):~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.

N1-53-96-04-0039

CONTINUED

Description of Item

COMMERCIAL BOOK ENTRY (SHARE; BESS) -40000-

~~Authority~~

~~NEW 411~~

THIS SYSTEM IS A COMMERCIAL BOOK-ENTRY WHICH CONSISTS OF A HIERARCHICAL SERIES OF ACCOUNTS THAT LINK PRIVATE SECTOR FINANCIAL INSTITUTIONS, FEDERAL GOVERNMENT AGENCIES, STATE AND LOCAL GOVERNMENT, AND INVESTORS TO TREASURY THROUGH THE FEDERAL RESERVE BANK. THE MAJOR FUNCTION IS TO PROVIDE A SAFEKEEPING AND TRANSFER SYSTEM FOR BOOK-ENTRY TREASURY BILLS, NOTES, AND BONDS WHICH ACCOUNT FOR 66% OF THE PUBLIC DEBT OUTSTANDING.

INPUT: TERMINAL ENTRY AND AUTOMATED FEED FROM FEDLINE (TAAP SYSTEM).

OUTPUT: TRANSACTIONS AND HOLDINGS DATA IS SENT TO CUSTOMER TERMINALS AND ALSO IS STORED IN (DATA CONTINUES ON NEXT PAGE) ACCORDANCE WITH THE FEDERAL RESERVE RECORDS RETENTION SCHEDULE.

RETENTION: IMAGES ARE TAKEN DAILY AND RETAINED FOR 7 YRS. THIS IS A CONTINUOUS DATA BASE.

PLATFORM: MAINFRAME AT FRB NEW YORK AND RICHMOND.

SOFTWARE: COBOL II PROGRAM DEVELOPED IN-HOUSE BY THE FEDERAL RESERVE BANK.

Request For Record Disposition Authority

Page: 21

Item No.	Description of Item	Authority
N1-53-96-04-0041	REGISTERED ACCOUNTS SYSTEM-50000: ARCHIVE OF PRECONVERTED DATA THIS SYSTEM WAS USED TO MAINTAIN REGISTERED ACCOUNTS AND GENERATE SEMIANNUAL INTEREST PAYMENTS BUT SINCE IMPLEMENTATION OF REGII IT EXISTS ONLY AS AN ARCHIVE OF PRECONVERTED DATA. THE MAJOR FUNCTION IS A READ FUNCTION ONLY FOR THE SERIAL NUMBER INQUIRY AND COMPLETE HOLDING INQUIRY. INPUT: NONE OUTPUT: MASTERFILE PLATFORM: MAINFRAME SOFTWARE: BPD PROPRIETARY	NEW 323

Form No: ER-166-RAS Series No: Org. Abbrev: OSAS/DSS
Retain: ~~9 YRS~~ 0 mths

~~PERMANENT.~~ THIS SYSTEM WILL BE DISCONTINUED WHEN AN ARCHIVE SUBSYSTEM IS COMPLETED FOR REGII. *DELETE WHEN DATA ARE MIGRATED TO REG-II.*

Item No.	Description of Item	Authority
N1-53-96-04-0042	TREASURY BILLS BOOK ENTRY-50000: ARCHIVE OF ACCOUNTS THIS SYSTEM WAS USED TO MAINTAIN TREASURY BILL BOOKENTRY ACCOUNTS AND GENERATE DISCOUNT AND REDEMPTION PAYMENTS. SINCE 1988 IT EXISTS AS AN ARCHIVE OF OLD MATURED ACCOUNTS AND IS USED OCCASIONALLY TO ANSWER INQUIRES ABOUT OLD ACCOUNTS. THERE IS NO NEW ITEMS ADDED TO THIS SYSTEM. THIS SYSTEM IS FOR REFERENCES ONLY. THE FUNCTION OF THIS SYSTEM IS TO PROVIDE A MEANS ANSWERING INQUIRIES. INPUTS: NONE. OUTPUTS: MASTERFILE. PLATFORM: MAINFRAME. SOFTWARE: BPD PROPRIETARY.	NEW 325

Form No: ER-167-TB Series No: Org. Abbrev: OSAS/DSS
Retain: ~~9 YRS~~ 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
N1-53-96-04-0043	NUMERICAL REGISTER-50000: STATUS RECORDS OF BEARER TREASURY SECURITY MAINTAINS STATUS RECORDS OF BEARER TREASURY SECURITIES AND OTHER SPECIAL PURPOSE AND AGENCY SECURITIES. THE FUNCTION IS TO ENTER AND UPDATE SECURITY STATUSES. INPUT: MANUAL. OUTPUT: NONE. RETENTION D: INDEFINITE. PLATFORM: MAINFRAME. SOFTWARE: BPD PROPRIETARY.	NEW 319

Form No: ER-175-NR Series No: Org. Abbrev: OSAS/DSS
 Retain: ~~30 YRS~~ 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THAT RECORDS ARE NO LONGER NEEDED FOR OPERATIONS (TO BE RETAINED BY RPD INDEFINITELY)~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
N1-53-96-04-0044	DOMESTIC INVESTIG INVESTORS TAX SYSTEM-50000: THIS SYSTEM ALLOWS THE RECORDING OF INFORMATION RELATED TO MISCELLANEOUS PAYMENTS ON MARKETABLE TREASURY SECURITIES GENERATED IN CASC FOR THE PURPOSE OF GENERATING IRS STATEMENTS AND A FILE FOR IRS REPORTING. THE FUNCTION IS TO ENTER PAYMENT INFORMATION; PRODUCTION OF 1099 STATEMENTS AND A 1099 FILE OUTPUT ON DISK FOR IRS. INPUT: MANUAL. OUTPUT: DISK FOR IRS. PLATFORM: PC. SOFTWARE: CLIPPER.	NEW 317

Form No: ER-177-DITS Series No: Org. Abbrev: OSAS/DSS
 Retain: 7 yrs 0 mths
 DESTROY 7 YRS AFTER CLOSE OF CALENDAR YR.

Item No.	Description of Item	Authority
N1-53-96-04-0045	PAYMENT INVESTOR TAX SYSTEM-50000: IRS STATEMENTS THIS SYSTEM ALLOWS THE RECORDING OF INFORMATION RELATED TO MISCELLANEOUS PAYMENTS ON MARKETABLE TREASURY SECURITIES FOR THE PURPOSE OF GENERATING IRS STATEMENTS AND A FILE FOR IRS REPORTING. THE MAJOR FUNCTION IS TO ENTER PAYMENT INFORMATION, PRODUCTION OF PAPER 1099 STATEMENT AND A ELECTRONIC 1099 FILE ON DISKETT. INPUT: MANUAL. OUTPUT: DISKETT FOR IRS, RETAIN. PLATFORM: PC. SOFTWARE: CLIPPER.	NEW 314
	Form No: ER-183-PI Series No: Org. Abbrev: OSAS/DSS Retain: 7 yrs 0 mths RETAIN 7 YRS AFTER CLOSE OF CALENDAR YEAR.	

Item No.	Description of Item	Authority
N1-53-96-04-0046	TREASURY DIRECT APPLICATION: ACCOUNTS OF INVESTORS THIS SYSTEM MAINTAINS ACCOUNTS OF INVESTORS IN TREASURY NOTES, BONDS AND BILLS, AND GENERATES INTEREST, REDEMPTION AND DISCOUNT PAYMENTS TO OWNERS. IT RESIDES ON FEDERAL RESERVE SYSTEM HARDWARE. THE BPD MAINFRAME SERVES AS A COMMUNICATION GATEWAY TO A MAINFRAME IN EAST RUTHERFORD, NJ. BPD ALSO MAINTAINS FILES OF STRIPPED PAYMENT DATA ON ITS COLD FACILITY ACCESSIBLE THROUGH OVS. THE MAJOR FUNCTIONS OF THIS SYSTEM ARE ORIGINAL ISSUE TENDER PROCESSING, ACCOUNT MAINTENANCE, INTEREST, REDEMPTION AND ORIGINAL ISSUE DISCOUNT PAYMENTS, SECURITIES TRANSFERS, (DATA CONTINUES ON NEXT PAGE)	NEW 320
	Form No: ER-184-TD Series No: Org. Abbrev: OSAS/DSS Retain: 7 yrs 0 mths DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY). DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.	

Item No.	Description of Item	Authority
N1-53-96-04-0047	<p style="text-align: center;"><i>REG II</i></p> <p>REGISTERED ACCOUNTS SYSTEM-50000: REGISTERED TREASURY SECURITY OWNERS THIS SYSTEM MAINTAINS ACCOUNTS OF REGISTERED TREASURY SECURITY OWNERS AND INITIATES SEMIANNUAL INTEREST AND SOME REDEMPTION PAYMENTS WHEN DUE TO ACCOUNT HOLDERS. IT MAINTAINS ACCOUNT, SECURITIES TRANSACTION AND PAYMENT HISTORY INFORMATION. THE MAJOR FUNCTIONS ARE ACCOUNT MAINTENANCE, SECURITIES TRANSACTIONS, SEMIANNUAL INTEREST PAYMENTS, EXCEPTION PAYMENTS, LOAN MAINTENANCE, MISCELLANEOUS REPORTS AND SYSTEM MAINTENANCE. INPUT: NEW YORK ISSUES MAG TAPE, TREASURY DIRECT CHECK OFFICE RETURNED CHECK FILE (BULK DATA FROM FRB PHILADELPHIA); PARS; AND (DATA CONTINUES ON NEXT PAGE) Form No: ER-185-RR Series No: Org. Abbrev: OSAS/DSS Retain: 59 yrs 0 mths</p>	NEW 321

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
N1-53-96-04-0048	<p>COUPON AUDIT (CA)-50000: RECONCILING COUPONS FACILITATES THE RECONCILIATION OF INTEREST COUPON RETIRED FEDERAL RESERVE BANKS AND WITH THE COUPON SHIPMENTS RECEIVED AT BPD FOR AUDIT, RETIREMENT AND DESTRUCTION. THE MAJOR FUNCTION IS DAILY PROOF LISTING, ON-LINE EDIT, EDIT REPORTS, AND MONTHLY REPORT. INPUT: PARS (LID) AND MANUAL ENTRY. OUTPUTS: PARS. PLATFORM: MAINFRAME. SOFTWARE: BPD PROPRIETARY.</p>	NEW 316

Form No: ER-196-CA Series No: Org. Abbrev: OSAS/DSS
 Retain: 3 yrs 0 mths
 DESTROY 3 YRS AFTER RECEIPT.

Item No.	Description of Item	Authority
.N1-53-96-04-0847	REGISTERED ACCOUNTS SYSTEM-50000: REGISTERED TREASURY SECURITY OWNERS	NEW 321

- ▣ THIS SYSTEM MAINTAINS ACCOUNTS OF REGISTERED TREASURY SECURITY OWNERS AND
- ▣ INITIATES SEMIANNUAL INTEREST AND SOME REDEMPTION PAYMENTS WHEN DUE TO
- ▣ ACCOUNT HOLDERS. IT MAINTAINS ACCOUNT, SECURITIES TRANSACTION AND PAYMENT
- ▣ HISTORY INFORMATION. THE MAJOR FUNCTIONS ARE ACCOUNT MAINTENANCE,
- ▣ SECURITIES TRANSACTIONS, SEMIANNUAL INTEREST PAYMENTS, EXCEPTION PAYMENTS,
- ▣ LOAN MAINTENANCE, MISCELLANEOUS REPORTS AND SYSTEM MAINTENANCE.
- ▣
- ▣
- ▣ INPUT: NEW YORK ISSUES MAG TAPE, TREASURY DIRECT CHECK OFFICE RETURNED
- ▣ CHECK FILE (BULK DATA FROM FRB PHILADELPHIA); PARS; AND (DATA CONTINUES ON
- ▣ NEXT PAGE) ON-LINE ENTRY.
- ▣ OUTPUT: PRIMARY AND SUPPLEMENTAL PAYMENT FILES VIA BULK DATA TO TREASURY
- ▣ DIRECT CHECK OFFICE AT FRB PHILADELPHIS, MATURED UNREDEEMED TREASURY
- ▣ SECURITIES (MURTS) FILES FOR DOWN LOAD TO THE MURTS PC SYSTEM, REGII'S
- ▣ IMS DATABASES.
- ▣
- ▣ RETENTION D: INDEFINITE.
- ▣ PLATFORM: MAINFRAME, MVS, IMS.
- ▣ SOFTWARE: REGII.
- ▣
- ▣
- ▣
- ▣
- ▣

#####Y

Item No.
N1-53-96-04-0049

Description of Item
AUTO DESTRUCT SYSTEM-50000: RECONCILING PARS W/SHIPMENTS
THIS SYSTEM RECONCILES THE TOTALS OF SECURITY RETIREMENTS AS ENTERED INTO PARS WITH DETAILS OF THE SHIPMENTS OF THE SECURITIES RECEIVED IN OSAS FOR RETIREMENT AND DESTRUCTION. THE FUNCTION IS TO MATCH TOTALS RECORDED ON PARS WITH TOTALS ENTERED MANUALLY INTO AUTO DESTRUCT AND IDENTIFIES DIFFERENCES. WHEN FILES MATCH IT GENERATES A HARDCOPY DESTRUCTION SCHEDULE FOR THE FILE. INPUT: PARS & MANUAL. OUTPUT: NONE - (PAPER ONLY). PLATFORM: MAINFRAME. SOFTWARE: BPD PROPRIETARY.

Authority
[REDACTED]

Form No: ER-198-DA Series No: Org. Abbrev: OSAS/DSS
Retain: 0 yrs 0 mths
NO ELECTRONIC FILES ARE RETAINED.

Item No.
N1-53-96-04-0050

Description of Item
COUPON AUDIT VERIFICATION SYSTEM (CAVS)-50000:
MAINTAINS RECORDS OF SERIAL NUMBERS OF COUPONS OF \$1,000 OR MORE. COUPONS RECEIVED ARE ENTERED IN AND THE SYSTEM EDITS FOR DUPLICATE SERIAL NUMBERS. THE FUNCTION IS TO EDIT THE SERIAL NUMBER FILES. INPUT: MANUAL. OUTPUT: MASTER SERIAL NUMBER FILE. PLATFORM: MAINFRAME. SOFTWARE: BPD PROPRIETARY.

Authority
NEW 322

Form No: ER-199-CV Series No: Org. Abbrev: OSAS/DSS
Retain: ~~0 yrs~~ 0 mths
~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY)~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Request For Record Disposition Authority

Page: 26

Item No.	Description of Item	Authority
1N1-53-96-04-0051	<p>INTERNAL REVENUE INFORMATION SYSTEM-50000: MAINTAINS RECORDS OF INTEREST EARNED AND WITHHELD FOR FOREIGN INVESTORS WITH ACCOUNTS ON REGII AND TREASURY DIRECT AND GENERATES IRS FORMS 1042S FOR THE INVESTORS AND AN ELECTRONIC FILE FOR SUBMISSION TO IRS. THE FUNCTION IS TO RECEIVE FOREIGN INVESTOR ACCOUNT AND PAYMENT INFORMATION FILES FROM REGII AND TREASURY DIRECT; ALLOWS EDITING OF THE INFORMATION; PRODUCE INVESTOR STATEMENTS AND MAGNETIC FILES. INPUT: TREASURY DIRECT, REGII. OUTPUT: DISKETT SENT TO IRS, HISTORY FILE. PLATFORM: PC CLIENT-SERVER. SOFTWARE: VISUAL BASIC/BPD PROPRIETARY.</p> <p>Form No: ER-IRIS Series No: Org. Abbrev: OSAS/DSS</p> <p>Retain: 7 yrs 0 mths</p> <p>RETAIN 7 YRS AFTER CLOSE OF CALENDAR YR.</p>	NEW 315

Item No.	Description of Item	Authority
1N1-53-96-04-0052	<p>CHECK METHOD OF PAYMENT-IS AN ACH PAYMENT CLAIM TRACKING SYSTEM THIS SYSTEM TRACKS THE REJECTED ACH PAYMENTS REPORTED FROM THE TREASURY DIRECT SYSTEM. FRBs HAVE THE FIRST 30 DAYS TO RESOLVE THESE PAYMENTS. THEN CMoP PICKS-UP AND TRACKS THE CASE. INPUTS: TREASURY DIRECT. OUTPUTS: NONE. RETENTION D: CLOSED CASES ARE DELETED FROM THE SYSTEM ONCE A MONTH. THE MASTERFILE IS CONTINUALLY UPDATED WITH NO RETAINED HISTORY FILE. PLATFORM: PC. SOFTWARE: DEVELOPED BY FRB PHILADELPHIA & BPD STAFF.</p> <p>Form No: ER-CMOP Series No: Org. Abbrev: OSAS/DCS</p> <p>Retain: 30 0 mths</p> <p>DESTROY WHEN NO LONGER NEEDED. PAPER REFERENCE IS GRS-23, 08.</p>	GRS-20, 03, 08

Request For Record Disposition Authority

Page: 27

Item No.	Description of Item	Authority
1N1-53-96-04-0053	CASE TRACKING AUTOMATED SYSTEM FOR DCS: THIS SYSTEM TRACKS THE VARIOUS TYPES OF CASES FOR MARKETABLE SECURITIES. INCLUDING INQUIRIES, CLAIMS FOR INCORRECT PAYMENTS, CHANGE OF NAME/ADDRESS, OR LOST SECURITIES. INPUTS: GLOBAL CASE TRACKING SYSTEM BY SBOO. OUTPUTS: DAILY BACKUP TAPES - RETAINED 30 DAYS, HISTORY FILES - RETAINED 7 YEARS. PLATFORM: PC. SOFTWARE: INTERNALLY DEVELOPED.	NEW 329 <i>TEMPORARY</i> <i>11-17-97</i> <i>TS</i>

Form No: ER-DCATS Series No: Org. Abbrev: OSAS/DCS
Retain: 7 yrs 0 mths
RETAIN HISTORY TAPES FOR 7 YEARS AFTER CREATED. HOLD CLOSED
CASES IN MASTERFILE FOR 2 YRS BEFORE DOWNLOADING TO HISTORY FILE.

Item No.	Description of Item	Authority
1N1-53-96-04-0054	CERTIFICATE OF INDEBTEDNESS (C OF I) DEBT CEILING SYSTEM THIS SYSTEM IS USED TO PROCESS SLG DEMAND DEPOSIT SECURITIES DURING A DEBT CEILING. THE FUNCTION INCLUDES THE SAME ACTIONS AS THE SLG DEMAND DEPOSIT SYSTEM. INPUT: SLG DEMAND DEPOSIT SYSTEM, FORM PD F 4087-3 OUTPUT: MASTERFILE RETENTION D: BECAUSE OF THE LIMITED ACCOUNTS THESE ARE MAINTAINED ON THE MASTERFILE. NO PROVISIONS ARE MADE TO DELETE RECORDS AT THIS TIME. PLATFORM: MAINFRAME SOFTWARE: COBOL	NEW 378

Form No: ER-COI Series No: Org. Abbrev: OSAS/DSI
Retain: 0 mths
MICROFILM IS THE RECORD COPY. THIS FILE IS CONTINUOUSLY UPDATED.
FILM RETENTION=NC1-53-82-02, 111.

Item No.	Description of Item	Authority
N1-53-96-04-0055	REFCOR DEMAND DEPOSIT AUTOMATED SYSTEM THIS SYSTEM IS USED TO HOLD FUNDS FOR THE SAVINGS & LOAN BAILOUT. THE FUNCTION IS TO MAINTAIN ACCOUNTS FOR THE DEMAND DEPOSIT SYSTEM. INPUT: MANUAL OUPUT: MASTERFILE RETENTION D: PLATFORM: MAINFRAME SOFTWARE: COBOL	NEW 377

Form No: ER-RECORDD Series No: Org. Abbrev: OSAS/DSI
Retain: ~~99 yrs~~ ~~0 mths~~ *7 years* Re: *Public Debt Bob Kony June, 1997.*
MINCROFILM IS THE RECORD COPY. THE FILE IS CONTINUOUSLY UPDATED.
FILM AUTHORITY - N1-53-86-01, 55 A

13

Request For Record Disposition Authority

Page: 29

Item No.	Description of Item	Authority
N1-53-96-04-0056	REFCOR TIME DEPOSIT AUTOMATED SYSTEM: THIS SYSTEM WAS ESTABLISHED TO HOLD FUNDS FOR THE SAVINGS & LOAN BAILOUT. THE FUNCTION IS TO MAINTAIN THE ACCOUNT PROCESSING INCLUDING TRANSMITTAL OF PAYMENTS, CALCULATION OF PAYMENTS AND INTEREST. INPUT: MANUAL OUTPUT: MASTERFILE RETENTION D: THIS IS A CONTINUOUSLY UPDATED SYSTEM. THE LIMITED NUMBER OF ACCOUNTS HAS NOT REQUIRED ANY FUNCTION TO DELETE OR ARCHIVE FILES. PLATFORM: MAINFRAME SOFTWARE: COBOL	NEW 376

Form No: ER-RECORDD Series No: Org. Abbrev: OSAS/DSI
Retain: 7 yrs 0 mths
MICROFILM IS THE RECORD COPY. MASTERFILE IS COUNTINUOUSLY
UPDATED WITH PROVISIONS TO ARCHIVE OR DELETE ACCOUNTS.

Item No.	Description of Item	Authority
N1-53-96-04-0057	SLG AUTOMATED DEMAND DEPOSIT SYSTEM THIS SYSTEM MAINTAINS THE PAYMENT FUNCTION FOR THE DEMAND DEPOSIT SECURITIES. THE FUNCTION IS TO RECORD ACCOUNTS, TRANSMITT ACH PAYMENTS, CALULATE REDEMPTIONS, AND INTEREST PAYMENTS.	GRS-20, 08B

~~Form No: ER-SLGDD Series No: Org. Abbrev: OSAS/DSI
Retain: 7 yrs 0 mths
MICROFILM IS THE RECORD COPY. BACKUP TAPES RETAINED FOR 30 DAYS.~~

Request For Record Disposition Authority

Page: 29A

Item No.	Description of Item	Authority
1N1-53-96-04-0057	SLG AUTOMATED DEMAND DEPOSIT SYSTEM THIS SYSTEM MAINTAINS THE PAYMENT FUNCTION FOR THE DEMAND DEPOSIT SECURITIES. THE FUNCTION IS TO RECORD ACCOUNTS, TRANSMITT ACH PAYMENTS, CALCULATE REDEMPTIONS, AND INTEREST PAYMENTS.	CRS 120, 100

Form No: ER-SLGDD Series No: Org. Abbrev: OSAS/DSI
Retain: 0 yrs 1 mths
MICROFILM IS THE RECORD COPY AND RETAINED FOR 7 YRS.
BACKUP TAPES RETAINED FOR 30 DAYS. PAPER REF. NC1-53-82-02, 26F

Item No.	Description of Item	Authority
1N1-53-96-04-0058	SLG AND REA DEPOSITARY AUTOMATED SYSTEM (TIME DEPOSIT)-50000: THE STATE & LOCAL GOVERNMENT (SLG), RURAL ELECTRIFICATION AUTHORITY SECURITIES (REA) AND 5% DEPOSITARIES MAINTAIN THE PAYMENT FUNCTIONS FOR TIME AND ZERO SECURITIES. THE FUNCTION IS TO RECORD ACCOUNTS, TRANSMITT ACH PAYMENTS, CALCULATE EARLY REDEMPTIONS, INTEREST CALCULATIONS, RECORD PAYMENT. INPUT: MANUAL FROM FORM PD F 4144, AUTHORITY = N1-53-86-01, 114. OUTPUT: MASTERFILE, DAILY, WEEKLY, MONTHLY, & YRLY IMAGE COPIES. RETENTION: THIS IS A CONTINUOUS UPDATED FILE WITH IMAGES OF PERIODS FOR AUDITS. PLATFORM: MAINFRAME SOFTWARE: COBOL	NEW 375

~~Form No: ER-SLGTD Series No: Org. Abbrev: OSAS/DSI
Retain: 37 yrs 0 mths
DAILY IMAGES RETAINED FOR 30 DAYS, WEEKLY IMAGED RETAINED 7 YRS,
MONTHLY IMAGE RETAINED RETAINED 7 YRS, YRLY IMAGED RETAINED 37 YR~~

Item No.	Description of Item	Authority
N1-53-96-04-0058	<p>SLG AND REA DEPOSITARY AUTOMATED SYSTEM (TIME DEPOSIT)-50000: THE STATE & LOCAL GOVERNMENT (SLG), RURAL ELECTRIFICATION AUTHORITY SECURITIES (REA) AND 5% DEPOSITARIES MAINTAIN THE PAYMENT FUNCTIONS FOR TIME AND ZERO SECURITIES. THE FUNCTION IS TO RECORD ACCOUNTS, TRANSMITT ACH PAYMENTS, CALCULATE EARLY REDEMPTIONS, INTEREST CALULATIONS, RECORD PAYMENT. INPUT: MANUAL OUTPUT: MASTERFILE, DAILY, WEEKLY, MONTHLY, & YRLY IMAGE COPIES. RETENTION D: THIS IS A CONTINUOUS UPDATED FILE WITH IMAGES OF PERIODS FOR AUDITS. PLATFORM: MAINFRAME SOFTWARE: COBOL</p> <p>Form No: ER-SLGTD Series No: Org. Abbrev: OSAS/DSI Retain: 37 yrs 0 mths DAILY IMAGES RETAINED FOR 30 DAYS, WEEKLY IMAGED RETAINED 7 YRS, MONTHLY IMAGE RETAINED RETAINED 7 YRS, YRLY IMAGED RETAINED 37 YR</p>	NEW 375

Item No.	Description of Item	Authority
N1-53-96-04-0059	<p>CASC TENDER ENTRY SYSTEM (CHICAGO SYSTEM)-50000: THIS SYSTEM IS USED TO RECORD INFORMATION ABOUT TREASURY SECURITIES OFFERED FOR SALE. SUBSEQUENTLY, RECORDED IS TENDER AND PAYMENT INFORMATION FROM BIDS BY INVESTORS TO PURCHASE TREASURY SECURITIES SUBMITTED TO CASC. THE MAJOR FUNCTION IS TO RECORD INFORMATION ABOUT TREASURY SECURITIES OFFERED FOR SALE. RECORD INFORMATION ABOUT TENDERS AND PAYMENTS SUBMITTED BY INVESTORS TO PURCHASE TREASURY SECURITIES. REVIEW AND VERIFY INFORMATION ABOUT TENDERS AND PAYMENTS FOR TREASURY SECURITIES SUBMITTED TO CASC. INPUT: INFORMATION ABOUT TREASURY SECURITIES (DATA CONTINUES ON NEXT PAGE)</p> <p>Form No: ER-CASC Series No: Org. Abbrev: OSAS/CASC Retain: 1 yrs 0 mths <i>after the Fiscal year ends,</i> AFTER SALE OF SECURITY.</p>	NEW 373

Public Debt
 Re: Bob Kang E-mail
 10-17-97
 TS

Request For Record Disposition Authority

Page: 31

~~CAS 23, 08~~ ~~CAS 20, 8362~~

Item No.
N1-53-96-04-0060

Description of Item
MAIL TRACKING-50000:

Authority
NEW 374

THIS SYSTEM IS USED TO DOCUMENT CORRESPONDENCE SUBMITTED TO CASC. (CONTROL NUMBER, CASE NAME, TYPE OF CORRESPONDENCE, DATE RECEIVED AND IF APPLICABLE THE TREASURY DIRECT ACCOUNT NUMBER ARE ALL RECORDED.) THE MAJOR FUNCTION IS TO DOCUMENT CORRESPONDENCE RECEIVED IN CASC. INPUT: MAIL DELIVERED TO CASC. OUTPUT: INTERNAL SYSTEM ON PC ONLY. PLATFORM: PC. SOFTWARE: DATA FLEX..

TEMPORARY
11-17-97
TS

Paper - NCI-53-82-02, Item 32

Form No: ER-MAIL Series No:

Org. Abbrev: OSAS/CASC

Retain: 1 yrs ~~6 mths~~

DESTROY 1 YR. ~~6~~ MO. AFTER RECEIVED *the Fiscal year ends.*

*Re: Public Debt 10-17-97
Bob Konz TS*

Item No.
N1-53-96-04-0061

Description of Item
PRIMARY CRV SYSTEM: REDEMPTION VALUES FOR E/EE

Authority
NEW 339

THIS SYSTEM SERVES AS THE PRIMARY SOURCE OF SAVINGS BOND CURRENT REDEMPTION VALUES, CRVs, FOR THE PAYMENT OF SERIES E/EE AND SAVINGS NOTES. IT'S FUNCTION IS TO PRODUCE REDEMPTION VALUE INFORMATION IN HARDCOPY AND ELECTRONIC FORM FOR USE BY SBOO OPERATIONS, FRBs, 45,000 FINANCIAL INSTITUTIONS, AND THE GENERAL PUBLIC. INPUTS: CRV VERIFICATION SYSTEM ~~BY~~ ~~DAR~~. OUTPUTS: FRB S.B. REDEMPTION SYS UPDATE - 10YR; EARNINGS REPORT TO AOL - 1YR; INVESTMENT YIELD TABLES - 1 YR; PAYING AGENT CRV TABLE FILE - NONRECORD; PUBLIC USE CRV FILE - NONRECORD; (DATA CONTINUES ON NEXT PAGE)

Form No: ER-CRV Series No:

Org. Abbrev: SBOO/DSS

Retain: 30 yrs 0 mths

RETAIN BACKUP COPIES FOR 30 YRS. SEE MEMO FIELD FOR OTHER RETENTION PERIODS

*Changes made
Re: Public Debt
Bob Konz
9.10-97*

Request For Record Disposition Authority

INSERT
Page: ~~31~~ 31B

Item No.	Description of Item	Authority
N1-53-96-04-0061	PRIMARY CRV SYSTEM: REDEMPTION VALUES FOR E/EE THIS SYSTEM SERVES AS THE PRIMARY SOURCE OF SAVINGS BOND CURRENT REDEMPTION VALUES, CRVs, FOR THE PAYMENT OF SERIES E/EE AND SAVINGS NOTES. IT'S FUNCTION IS TO PRODUCE REDEMPTION VALUE INFORMATION IN HARDCOPY AND ELECTRONIC FORM FOR USE BY SBOO OPERATIONS, FRBs, 45,000 FINANCIAL INSTITUTIONS, AND THE GENERAL PUBLIC. INPUTS: CRV VERIFICATION SYSTEM BY DAR. OUTPUTS: FRB S.B. REDEMPTION SYS UPDATE - 10YR; EARNINGS REPORT TO AOL - 1YR; INVESTMENT YIELD TABLES - 1 YR; PAYING AGENT CRV TABLE FILE - NONRECORD; PUBLIC USE CRV FILE - NONRECORD; (DATA CONTINUES ON NEXT PAGE) Form No: ER-CRV Series No: Org. Abbrev: SBOO/DSS Retain: 30 yrs 0 mths RETAIN BACKUP COPIES FOR 30 YRS. SEE MEMO FIELD FOR OTHER RETENTION PERIODS	NEW 339

Item No.	Description of Item	Authority
N1-53-96-04-0062	SAVINGS BONDS DEMOGRAPHICS SYSTEM: STATISTICAL ANALYSIS OF SALES THIS SYSTEM IS USED FOR MARKETING AND OPERATIONAL STATISTICAL ANALYSIS. SALES ARE COMPILED BY GEOGRAPHIC REGION AND COMPARED AGAINST CENSUS BUREAU DEMOGRAPHIC DATA. THE FUNCTION IS TO IDENTIFY SALES PERFORMANCE AND MARKETING OPPORTUNITIES. INPUTS: CENUS BUREAU TAPE FILE 3B; MAINFRAME DATA FILES IN OA.* AREA; EZ.CENSUS.DATA.OC(0); EZ.CENSUS.DATA.PR(0) OUTPUTS: SALES.BMP (GRAPHIC)- 1 YEAR; SALES.SAS (DATA) - PERMANENT. PLATFORM: MAINFRAME & PC. SOFTWARE: SAS.	NEW 340

Form No: ER-SBD Series No: Org. Abbrev: SBOO/DSS
Retain: ~~30 yrs~~ 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Request For Record Disposition Authority

Page: 32

~~Item No. Description of Item Authority
N1-53-96-04-0062 SAVINGS BONDS DEMOGRAPHICS SYSTEM: STATISTICAL ANALYSIS OF SALES NEW 340
THIS SYSTEM IS USED FOR MARKETING AND OPERATIONAL STATISTICAL ANALYSIS.
SALES ARE COMPILED BY GEOGRAPHIC REGION AND COMPARED AGAINST CENSUS BUREAU
DEMOGRAPHIC DATA. THE FUNCTION IS TO IDENTIFY SALES PERFORMANCE AND
MARKETING OPPORTUNITIES. INPUTS: CENUS BUREAU TAPE FILE 3B; MAINFRAME DATA
FILES IN OA.* AREA; EZ.CENSUS.DATA.OC(0); EZ.CENSUS.DATA.PR(0) OUTPUTS:
SALES.BMP (GRAPHIC)- 1 YEAR; SALES.SAS (DATA) - PERMANENT. PLATFORM:
MAINFRAME & PC. SOFTWARE: SAS.~~

~~Form No: ER-SBD Series No: Org. Abbrev: SBOO/DSS
Retain: 99 yrs 0 mths
PERMANENT. NOT TO BE TRANSFERED TO NARA~~

SEE INSERT PAGE 31B

Re: Bob KUNZ
10-27-97
TS

Item No. Description of Item Authority
N1-53-96-04-0063 SAVINGS BOND STOCK ORDERING SYSTEM-60000: NEW 341
THIS SYSTEM UTILIZED LOTUS TO RECORD AND CREATE BOND STOCK ORDERS FOR
SERIES E/EE, H/HH, DUMMY STOCK AND SPECIMEN STOCK. THE SYSTEM ALSO MONITORS
AND ASSIGNS SERIAL NUMBERS FOR ALL BOND STOCK. THE MAJOR FUNCTION OF THIS
SYSTEM CREATES SAVINGS BOND STOCK ORDERS. ASSIGNS SERIAL NUMBERS TO BOND
STOCK. MAINTAINS STOCK USAGE HISTORY AND PITTSBURGH VAULT INVENTORY LEVELS.
PREPARES HIGH BOND SERIAL NUMBER MEMO. PREPARES BUDGET AUTHORIZATION MEMO.
INPUT: MANUAL. OUTPUT: MASTERFILE. PLATFORM: PC. SOFTWARE: LOTUS.

Form No: ER-SBSOS Series No: Org. Abbrev: SBOO/DSS
Retain: 3 yrs 0 mths
FILES ARE CUT OFF AT THE END OF THE FY & RETAINED ON THE SYSTEM
FOR 3 YEARS.

Request For Record Disposition Authority

Page: 33

Item No.
..N1-53-96-04-0064

Description of Item
SAVINGS BOND WIZARD-60000: INVENTORY OF SAVINGS BONDS
THIS SYSTEM MAINTAINS INVENTORIES OF SAVINGS BONDS. ANALYSES THE VALUE OF THE BONDS. THE MAJOR FUNCTION IS TO MAINTAIN INVENTORIES OF SAVINGS BONDS. ANALYSIS THE VVALUE OF THE BONDS. INPUT: MANUAL. OUTPUT: PRINTOUTS OF BOND INVENTORY, DATAFILE OF BOND INVENTORIES. PLATFORM: PC. SOFTWARE: VISUAL BASIC.

Authority *TEMPORARY*
NEW 342 ~~ERS 20 03 05~~

Paper scheduled on Job # NCI-53.78.04, Item 25 c.

Form No: ER-SBW Series No: Org. Abbrev: SBOO/DSS
Retain: ~~99 mths~~ 0 mths
RETAIN FILE UNTIL SUPERSEDED. THE SYSTEM WORKS LIKE A WORD PROCESSOR WHERE FILES ARE UPDATED AND SAVED IN THE SAME FILE.

Item No.
.N1-53-96-04-0064.001

Description of Item
3062 CLAIM PROCESSING SYSTEM-60000:
THIS SYSTEM IS FOR PROCESSING CLAIMS FOR THE NONRECEIPT OF UNITED STATES SAVINGS BONDS. BASED ON OPERATOR RESPONSES TO QUERIES OF EACT THE SYSTEM DETERMINES AND PREPARES A VARIETY OF APPROPRIATE OUTPUTS INCLUDING LETTERS, FORMS AND ELECTRONIC FILES. THE MAJOR FUNCTION IS FOR CASE FILE DETERMINATIONS, PREPARATION OF CORRESPONDENCE, ELECTRONIC SEARCHES, AND BOND ISSUANCE AUTHORIZATIONS, INPUT: NONE. OUTPUT: NRMVSFLE, PRL FILES CONTAINING ALPHA AND NUMERIC SEARCHES, AND CAVEATS FOR UPLOADING TO THE BUREAU MAINFRAME. NRMVSFLE.??? FILES ON (DATA CONTINUES ON NEXT PAGE)

Authority
NEW 400

Form No: ER-3062 Series No: Org. Abbrev: SBOO/DSS
Retain: 0 yrs 1 mths

*9-10-97 Re: Public Debts Bob Kong.
This item withdrawn from schedule. Records are in paper format. No electronic system.*

TS

Item No.	Description of Item	Authority
N1-53-96-04-0064.001	3062 CLAIM PROCESSING SYSTEM-60000:	NEW 400

THIS SYSTEM IS FOR PROCESSING CLAIMS FOR THE NONRECEIPT OF UNITED STATES SAVINGS BONDS. BASED ON OPERATOR RESPONSES TO QUERIES OF FACT THE SYSTEM DETERMINES AND PREPARES A VARIETY OF APPROPRIATE OUTPUTS INCLUDING LETTERS, FORMS AND ELECTRONIC FILES. THE MAJOR FUNCTION IS FOR CASE FILE DETERMINATIONS, PREPARATION OF CORRESPONDENCE, ELECTRONIC SEARCHES, AND BOND ISSUANCE AUTHORIZATIONS.

INPUT: NONE.

OUTPUT: NRMVSFLE, PRL FILES CONTAINING ALPHA AND NUMERIC SEARCHES, AND CAVEATS FOR UPLOADING TO THE BUREAU MAINFRAME. NRMVSFLE.??? FILES ON (DATA CONTINUES ON NEXT PAGE) WORKSTATION DISKETTE AS BACKUP TO THE ABOVE.

RETENTION DESCRIPTION: NRMVSFLE.PRL FILES - 1 WEEK.
NRMVSFLE.??? FILES - 30 WORKDAYS.

PLATFORM: PERSONAL COMPUTER WITH 3270 EMULATION COMMUNICATION ACROSS THE NETWORK TO THE MAINFRAME.

SOFTWARE: THE PROGRAM IS WRITTEN CA-CLIPPER, SUPPORTED BY BLINKER WITH AN ELECTRONIC INTERFACE TO WP5.1.

Item No.	Description of Item	Authority
N1-53-96-04-0065	RDS AND FORMS ORDERING SYSTEM-60000:	[REDACTED] GRS-13, 02(B)

THIS SYSTEM IS UTILIZED TO PREPARE AND RECORD QUARTERLY FORMS SURVEY INFORMATION AND TO PREPARE THE SUBSEQUENT ORDERS. THE MAJOR FUNCTION IS TO PREPARE ORDERS FOR EACH FRB SURVEYED FOR RDS FORMS AND FORMS STOCKED BY PUBLIC DEBT. INPUT: MANUAL. OUTPUT: MASTERFILE. PLATFORM: PC. SOFTWARE: LOTUS.

Form No: ER-RDS

Series No:

Org. Abbrev: SBOO/DSS

Retain: 3 yrs 0 mths

QUARTERLY THE FILES ARE RETAINED FOR 3 YRS

Request For Record Disposition Authority

Page: 34

Item No.	Description of Item	Authority
N1-53-96-04-0066	PAYING AGENT REDEMPTION TABLES-60000: THIS SYSTEM PRODUCES POSTSCRIPT FILES FROM WHICH THE CAMERA-READY COPY OF SEMIANNUAL TABLES OF SAVINGS BOND REDEMPTION VALUES ARE CREATED. INPUTS: CRVMMYY.TXT. OUTPUTS: 3600MMYY.EPF ECYCMMYY.EPF MATMMYY.EPF - 1YR; NCYMYE.EPF SCYCMMYY.EPF - 1YR. PLATFORM: PC. SOFTWARE: LOTUS.	GRS-20, 15

Form No: ER-PART Series No: Org. Abbrev: SBOO/DSS
Retain: 1 yrs 0 mths
DELETE WHEN NO LONGER NEEDED TO PRODUCE HARD COPY.

Item No.	Description of Item	Authority
N1-53-96-04-0067	SAVINGS BONDS COST EFFECTIVENESS MODEL: BORROWING COMPARRISONS THIS SYSTEM ESTIMATES THE ALTERNATIVE COST OF THE GOVERNMENT BORROWING SAVINGS BONDS VERSUS MARKETABLE SECURITIES. THE FUNCTION IS TO DETERMIN THE COST EFFECTIVENESS OF SAVINGS BONDS. INPUTS: MANUAL. OUTPUTS: HARD COPY. PLATFORM: PC. SOFTWARE: LOTUS.	GRS-20, 15A

Form No: ER-CEM Series No: Org. Abbrev: SBOO/DSS
Retain: 0 yrs 0 mths
DELETE AFTER HARD COPY IS GENERATED.

Item No. Description of Item Authority
N1-53-96-04-0068 ABETS, ABETSPR, ABETSEUPD, ABETSFFS, ABETSFTE SYSTEM-60000: [REDACTED] GRS-23, 08
THESE SYSTEM ARE USED TO TRACK THE BUDGET FOR EQUIPMENT, SUPPLIES, TRAVEL,
AND FULL TIME EQUIVALENT EMPLOYEES. THE MAJOR FUNCTION IS FOR THE ENTRY OF
BUDGET DATA, VIEWING OF BUDGET DATA, REPORTING ON BUDGET DATA, MAKE
PROJECTIONS FOR FULL TIME EQUIVALENT EMPLOYEES BY USING A "WHAT IF"
SCENARIO. INPUT: ABETSPR, ABETSUPD, ABETSFTE - MANUAL DATA ENTRY. ABETSFFS-
DATA IS DOWNLOADED FROM THE FEDERAL FINANCIAL SYSTEM (FFS) ON THE
MAINFRAME. ABETS - USED TO VIEW ABETSPR AND ABETSFFS DATA. OUTPUT:
ABETS.DAT, ABETSFFS.DAT, CCOC.DAT, (DATA CONTINUES ON NEXT PAGE)
Form No: ER-ABETS Series No: Org. Abbrev: SBOO/DSS
Retain: [REDACTED] 0 mths
DESTROY OR DELETE WHEN NO LONGER NEEDED.

Item No. Description of Item Authority
N1-53-96-04-0069 CRV VERIFICATION SYSTEM-60000: NEW 100A
THIS SYSTEM PRODUCES SAVINGS BOND VALUES WHICH THEY PRIMARY CRV PROGRAM
USES FOR VERIFICATION. THE MAJOR FUNCTION OF THIS SYSTEM IS TO PRODUCE
SAVINGS BOND VALUES WHICH THE PRIMARY CRV PROGRAM USES FOR VERIFICATION.
INPUT: SEMIANNUAL INTEREST VALUES ENTERED MANUALLY. OUTPUT: ASCII FILE TO
PRIMARY CRV. PLATFORM: PC. SOFTWARE: CLARION.
Form No: ER-CRV-VERI Series No: Org. Abbrev: SBOO/DSS
Retain: 2 yrs 0 mths
ASCII FILES CREATED SEMIANNUALLY ARE RETAINED FOR 2 YRS

Request For Record Disposition Authority

Page: 36

Item No.	Description of Item	Authority
IN1-53-96-04-0070	CRV-60000: A VIEW ONLY OF BOND PRICE AND INTEREST. THIS SYSTEM PRICES SAVINGS BONDS AT REDEMPTION TIME. THE MAJOR FUNCTION IS TO PRICE SAVINGS BONDS AT REDEMPTION TIME. THE SYSTEM WILL DISPLAY 200 BONDS ON SCREEN AND PRINT A HARD COPY. WHEN EXITING THOSE ENTRIES ARE GONE. INPUT: MANUAL; OUTPUT: AGENT REPORT (SUMMARY OF BOND VALUES) CUSTOMER REPORT (DETAIL OF BOND VALUES); PLATFORM: PC; SOFTWARE: CLARION	NON-RECORD

Form No: ER-CRV Series No: Org. Abbrev: SBOO/DSS
Retain: 0 yrs 0 mths
CRV CANNOT STORE DATA FILES. IT IS A REFERENCE SCREEN LOOK-UP ONLY.

Item No.	Description of Item	Authority
IN1-53-96-04-0071	CHECKS PROGRAM SYSTEM-60000: THIS SYSTEM CONTROLS ALL CHECKS RECEIVED BY THE BUREAU OF THE PUBLIC DEBT AND PROVIDES THE STATUS AND HISTORY OF EACH CHECK TRANSACTION. THE MAJOR FUNCTION IS THAT FOR EACH CHECK ENTERED INTO THE SYSTEM, SPECIFIC FORMS, LETTERS, AND MEMOS ARE GENERATED AND THEN ROUTED TO THE APPROPRIATE DESTINATION FOR DEPOSIT AND/OR FURTHER PROCESSING. INPUT: MANUAL. OUTPUT: MASTERFILE. PLATFORM: PC (THROUGH DSS SERVER). SOFTWARE: CLARION.	NEW 365

Form No: ER-CHECKS Series No: Org. Abbrev: SBOO/DDS
Retain: 1 yrs 0 mths *after the Fiscal year ends.*
TRANSFER TO HISTORY FILE 30 DAYS AFTER RECEIVED & DESTROY 1 YR LATER.

*Re: Public Debts
Bob Kong E. Mail
10-17-97
TS*

Item No. Description of Item Authority
N1-53-96-04-0072 CLARION/COUPONS-60000: NEW 366
THIS SYSTEM IS A COUPON PROGRAM FOR ELECTRONICALLY AUDITING COUPONS. THE PROGRAM PROVIDES A MEANS FOR INPUTING INFORMATION NECESSARY FOR AUDITING COUPONS THAT HAVE BEEN REDEEMED AT FRBS. ONCE ALL INFORMATION HAS BEEN VERIFIED, A PERM RELEASE DATE IS ASSIGNED AFTER WHICH FRBS MAY BE REIMBURSED. THE MAJOR FUNCTION IS THAT COUPONS PROVIDES A MEANS FOR INPUTING/VERIFYING INFORMATION NECESSARY FOR AUDITING COUPONS. INPUT: MANUAL. OUTPUT: COUPON.DAT, ARCHCOUP.DAT, BANKNAME.DAT. RETENTION DESCRIPTION: A BACK UP OF COUPONS IS UPDATED (DATA CONTINUES ON NEXT PAGE)
Form No: ER-CLARCOUP Series No: Org. Abbrev: SBOO/DDS
Retain: 3 yrs 0 mths
A BACK UP OF COUPONS IS UPDATED ON A WEEKLY BASIS. THIS DATA IS ARCHIVED ON DISKETTE AND STORED OFF SITE FOR 3 YRS.

Item No. Description of Item Authority
N1-53-96-04-0073 CLARION/CUBES-60000: NEW 367
THIS SYSTEM IS FOR CUBES RECEIVING AND AUDITING COUPONS WHICH DEPOSITORY INSTITUTION CONVERT INTO BOOK ENTRY FORM. COUPONS BEING CONVERTED TO BOOK ENTRY WILL BE SENT TO THE BUREAU OF THE PUBLIC DEBT FROM THE FEDERAL RESERVE BANK OF NEW YORK. THE COUPONS WILL BE FLAGGED WITH A RECEIPT DATE, AUDITED, ADJUSTED AS NEEDED, AND ASSIGNED PERMANENT RELEASE DATES. THE MAJOR FUNCTION IS TO PROVIDE A MEANS FOR INPUTING INFORMATION NECESSARY FOR AUDITING COUPONS BEING CONVERTED TO BOOK ENTRY FORM. INPUT: MANUAL. OUTPUT: CUBE.DAT, ARCHCUBE.DAT. RETENTION DESCRIPTION: (DATA CONTINUES ON NEXT PAGE)
Form No: ER-CLARCUBE Series No: Org. Abbrev: SBOO/DDS
Retain: ~~3 yrs~~ 0 mths
~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR
OPERATIONS

Item No.	Description of Item	Authority
N1-53-96-04-0072	CLARION/COUPONS-60000:	NEW 366
	▣ THIS SYSTEM IS A COUPON PROGRAM FOR ELECTRONICALLY AUDITING COUPONS. THE	▣
	▣ PROGRAM PROVIDES A MEANS FOR INPUTING INFORMATION NECESSARY FOR AUDITING	▣
	▣ COUPONS THAT HAVE BEEN REDEEMED AT FRBS. ONCE ALL INFORMATION HAS BEEN	▣
	▣ VERIFIED, A PERM RELEASE DATE IS ASSIGNED AFTER WHICH FRBS MAY BE	▣
	▣ REIMBURSED. THE MAJOR FUNCTION IS THAT COUPONS PROVIDES A MEANS FOR.	▣
	▣ INPUTING/VERIFYING INFORMATION NECESSARY FOR AUDITING COUPONS.	▣
	▣	▣
	▣ INPUT: MANUAL.	▣
	▣ OUTPUT: COUPON.DAT, ARCHCOUP.DAT, BANKNAME.DAT.	▣
	▣	▣
	▣ RETENTION DESCRIPTION: A BACK UP OF COUPONS IS UPDATED (DATA CONTINUES	▣
	▣ ON NEXT PAGE) ON A WEEKLY BASIS AND IS ARCHIVED ON DISKETTE AND STORED OFF	▣
	▣ SITE.	▣
	▣ PLATFORM: PC.	▣
	▣ SOFTWARE: CLARION DATABASE DEVELOPER.	▣
	▣	▣
	▣	▣
	▣	▣

Item No.	Description of Item	Authority
N1-53-96-04-0073	CLARION/CUBES-60000:	NEW 367
	▣ THIS SYSTEM IS FOR CUBES RECEIVING AND AUDITING COUPONS WHICH DEPOSITORY	▣
	▣ INSTITUTION CONVERT INTO BOOK ENTRY FORM. COUPONS BEING CONVERTED TO BOOK	▣
	▣ ENTRY WILL BE SENT TO THE BUREAU OF THE PUBLIC DEBT FROM THE FEDERAL	▣
	▣ RESERVE BANK OF NEW YORK. THE COUPONS WILL BE FLAGGED WITH A RECEIPT	▣
	▣ DATE, AUDITED, ADJUSTED AS NEEDED, AND ASSIGNED PERMANENT RELEASE DATES.	▣
	▣ THE MAJOR FUNCTION IS TO PROVIDE A MEANS FOR INPUTING INFORMATION	▣
	▣ NECESSARY FOR AUDITING COUPONS BEING CONVERTED TO BOOK ENTRY FORM.	▣
	▣	▣
	▣ INPUT: MANUAL.	▣
	▣ OUTPUT: CUBE.DAT, ARCHCUBE.DAT.	▣
	▣	▣
	▣ RETENTION DESCRIPTION:(DATA CONTINUES ON NEXT PAGE) A BACK UP OF CUBES IS	▣
	▣ UPDATED) ON A WEEKLY BASIS. THE DATA IS ARCHIVED ON DISKETTE AND STORED OFF	▣
	▣ SITE. THE RETENTION ON THIS DATA IS FOREVER.	▣
	▣	▣
	▣ PLATFORM: PC.	▣
	▣ SOFTWARE: CLARION DATABASE DEVELOPER.	▣
	▣	▣
	▣	▣

Request For Record Disposition Authority

Page: 38

Item No.	Description of Item	Authority
N1-53-96-04-0074	GLOBAL CASE FILE TRACKING SYSTEM-60000: THIS SYSTEM IS USED TO MAINTAIN CASE DATA OR INQUIRE CASE STATUS ON THE GLOBAL CASE TRACKING FILE. THE MAJOR FUNCTION ALLOWS INFORMATION TO BE ENTERED FOR CREATING NEW CASE FILES AND MAINTENANCE OF EXISTING CASE FILES. CASE FILES ARE ASSIGNED TO THE APPROPRIATE OFFICES FOR FURTHER PROCESSING. INPUT: MANUAL OUTPUT: G CASE.DAT HISTORY.DAT PLATFORM: PC SOFTWARE: CLARION RETENTION: THE SYSTEM IS BACKED UP DAILY AND BACKUP TAPES ARE STORED OFFSITE.	NEW 402

Form No: ER-GCFTS Series No: Org. Abbrev: SBOO/DDS
Retain: ~~99 mths~~ 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER
NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
N1-53-96-04-0075	INACTIVE CASE FILE TRACKING SYSTEM-60000: THIS SYSTEM TRACKS THE LOCATION AND PURGING OF THE SAVINGS BOND OPERATIONS OFFICE CASE FILES (DATED 1992 OR EARLIER) STORED OFF-SITE. THE MAJOR FUNCTION IS TO TRACK THE LOCATION AND PURGING OF THE SAVINGS BOND OPERATIONS OFFICE CASE FILES (DATED 1992 OR EARLIER) STORED OFF-SITE. INPUT: MANUAL. OUTPUT: MASTERFILE. PLATFORM: PC. SOFTWARE: CLARION.	NEW 401

Form No: ER-INACTIVE Series No: Org. Abbrev: SBOO/DDS
Retain: ~~99 mths~~ 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER
NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Request For Record Disposition Authority

Page: 39

Item No.	Description of Item	Authority
1N1-53-96-04-0076	<p>LIVE BOND TRACKING SYSTEM-60000: THIS SYSTEM IS DESIGNED TO STREAMLINE THE CONTROL AND TRACKING OF LIVE UNITED STATES SAVINGS BONDS AND TREASURY SECURITIES. THE MAJOR FUNCTION OF THIS SYSTEM IS BOND INFORMATION IS ENTERED INTO THE SYSTEM. A REPORT IS GENERATED THAT IS USED TO DETERMINE WHETHER A CASE FILE EXISTS OR ONE HAS TO BE CREATED. THE CASE FILE IS THEN ROUTED TO THE APPROPRIATE DESTINATION FOR FURTHER PROCESSING. INPUT: MANUAL. OUTPUT: MASTERFILE. RETENTION DESCRIPTION: THE OUTPUT SOURCE IS IN A CONSTANT STATE OF CHANGE. TABLES ARE UPDATED WITH NO PROVISIONS FOR DELETION. (DATA CONTINUES ON NEXT PAGE)</p>	NEW 344
	Form No: ER-LBTP Series No:	Org. Abbrev: SBOO/DDS
	Retain: 1 yrs 1 mths	

Item No.	Description of Item	Authority
1N1-53-96-04-0077	<p>MAIL COST TRACKING SYSTEM-60000: THIS SYSTEM COMPUTES COSTS AND PREPARES BUDGET REPORTS BASED ON THE INPUT OF FEDERAL EXPRESS, UNITED PARCEL SERVICE, AND ROADWAY PACKAGE SYSTEM INVOICES. THE MAJOR FUNCTION PROVIDES A MEANS OF ENTERING THE CHARGES FOR MAIL SERVICES ON A DAILY BASIS. THE SYSTEM ALLOWS THE FUNDS TO BE MONITORED IN ORDER TO DETERMINE WHETNER AN INCREASE OF FUNDS IS REQUIRED FOR THE CURRENT MONTH. BY ENTERING THE MONTHLY CHARGES INTO THE SYSTEM, THIS RECORD OF CHARGES IS USED TO RECONCILE INVOICES. INPUT: MANUAL. OUTPUT: MASTERFILE. RETENTION DESCRIPTION: A BACK UP (DATA CONTINUES ON NEXT PAGE)</p>	NEW 344
	Form No: ER-MCTS Series No:	Org. Abbrev: SBOO/DDS
	Retain: 1 yrs 0 mths	

PAPER REFERENCE IS GRS-12, 06D.

Item No.	Description of Item	Authority
N1-53-96-04-0076	LIVE BOND TRACKING SYSTEM-60000:	NEW 344
	❑ THIS SYSTEM IS DESIGNED TO STREAMLINE THE CONTROL AND TRACKING OF LIVE	❑
	❑ UNITED STATES SAVINGS BONDS AND TREASURY SECURITIES. THE MAJOR FUNCTION	❑
	❑ OF THIS SYSTEM IS BOND INFORMATION IS ENTERED INTO THE SYSTEM. A REPORT	❑
	❑ IS GENERATED THAT IS USED TO DETERMINE WHETHER A CASE FILE EXISTS OR ONE	❑
	❑ HAS TO BE CREATED. THE CASE FILE IS THEN ROUTED TO THE APPROPRIATE	❑
	❑ DESTINATION FOR FURTHER PROCESSING.	❑
	❑	❑
	❑ INPUT: MANUAL.	❑
	❑ OUTPUT: MASTERFILE.	❑
	❑ RETENTION DESCRIPTION: THE OUTPUT SOURCE IS IN A CONSTANT STATE OF	❑
	❑ CHANGE. TABLES ARE UPDATED WITH NO PROVISIONS FOR DELETION. (DATA	❑
	❑ CONTINUES ON NEXT PAGE) HISTORICAL DATA IS HELD FOR 13 MONTHS.	❑
	❑	❑
	❑ PLATFORM: PC (THROUGH DSS SERVER).	❑
	❑ SOFTWARE: MICROSOFT WINDOWS/VISUAL BASIC.	❑
	❑	❑
	❑	❑
	❑	❑

Item No.	Description of Item	Authority
N1-53-96-04-0077	MAIL COST TRACKING SYSTEM-60000:	NEW 363
	❑ THIS SYSTEM COMPUTES COSTS AND PREPARES BUDGET REPORTS BASED ON THE INPUT	❑
	❑ OF FEDERAL EXPRESS, UNITED PARCEL SERVICE, AND ROADWAY PACKAGE SYSTEM	❑
	❑ INVOICES. THE MAJOR FUNCTION PROVIDES A MEANS OF ENTERING THE CHARGES FOR	❑
	❑ MAIL SERVICES ON A DAILY BASIS. THE SYSTEM ALLOWS THE FUNDS TO BE	❑
	❑ MONITORED IN ORDER TO DETERMINE WHETHER AN INCREASE OF FUNDS IS REQUIRED	❑
	❑ FOR THE CURRENT MONTH. BY ENTERING THE MONTHLY CHARGES INTO THE SYSTEM,	❑
	❑ THIS RECORD OF CHARGES IS USED TO RECONCILE INVOICES.	❑
	❑	❑
	❑ INPUT: MANUAL.	❑
	❑ OUTPUT: MASTERFILE.	❑
	❑ RETENTION DESCRIPTION: A BACK UP (DATA CONTINUES ON NEXT PAGE) OF THE	❑
	❑ MAIL COST TRACKING SYSTEM IS UPDATED ON A WEEKLY BASIS AND IS ACCUMULATED	❑
	❑ IN A HISTORY FILE FOR A RETENTION PERIOD OF ONE YEAR.	❑
	❑	❑
	❑ PLATFORM: PC.	❑
	❑ SOFTWARE: CLARION (DOS).	❑
	❑	❑
	❑	❑
	❑	❑

Item No.	Description of Item	Authority
1N1-53-96-04-0078	<p>MAIL DISTRIBUTION SYSTEM-60000: THIS SYSTEM PROVIDES AN EFFICIENT AND RELIABLE MEANS OF GENERATING LABELS FOR LARGE DISTRIBUTIONS OF PRINTED MATERIAL FOR ALL OFFICES WITHIN THE BUREAU OF THE PUBLIC DEBT. THE SYSTEM ALSO INCLUDES THE HOME ADDRESSES OF RETIRED PUBLIC DEBT EMPLOYEES IN ORDER FOR NOTICES AND INFORMATION MAY BE SENT. THE MAJOR FUNCTION IS TO PROVIDE AN UP-TO-DATE LISTING OF THE EMPLOYEES AND THEIR LOCATION. THIS INFORMATION IS USED TO DELIVER MAIL AND PROVIDE AN ACCURATE COUNT FOR DISTRIBUTIN DOCUMENTS TO ALL EMPLOYEES. A SEPARATE COUNT OF SUPERVISORS IS ALSO (DATA CONTINUES ON NEXT PAGE)</p> <p>Form No: ER-MDS Series No: Org. Abbrev: SBOO/DDS Retain: 2 yrs 0 mths</p> <p>PAPER REFERENCE IS GRS-13, 04</p>	NEW 343

Item No.	Description of Item	Authority
1N1-53-96-04-0079	<p>OFFICIAL MAIL ACCOUNTING SYSTEM-60000: OMAS THE UNITED STATES POSTAL SERVICE HAS ESTABLISHED THE OFFICIAL MAIL REIMBURSEMENT PROGRAM TO ASSESS, COLLECT AND ACCOUNT FOR OFFICIAL MAIL. THE PROGRAM IS ADMINISTERED BY THE OFFICIAL AND INTERNATIONAL MAIL ACCOUNTING DIVISION AND CONSISTS OF THE REGULATIONS, SYSTEMS AND PROCEDURES USED TO DETERMINE EQUIVALENT POSTAGE AND COLLECT AND ACCOUNT FOR AMOUNTS DUE FROM EACH FEDERAL AGENCY. THE MAJOR FUNCTION OF THIS SYSTEM ALONG WITH THE PRODUCTION OF THESE STATEMENTS, IS THE GENERATION OF A SET OF FILES ON MAGNETIC TAPE. EACH TAPE INCLUDES ALL (DATA CONTINUES ON NEXT PAGE)</p> <p>Form No: ER-MO Series No: Org. Abbrev: SBOO/DDS Retain: 2 yrs 0 mths</p>	NEW 343

Item No.
N1-53-96-04-0078

Description of Item
MAIL DISTRIBUTION SYSTEM-60000:

Authority
NEW 364

- ✎ THIS SYSTEM PROVIDES AN EFFICIENT AND RELIABLE MEANS OF GENERATING LABELS
- ✎ FOR LARGE DISTRIBUTIONS OF PRINTED MATERIAL FOR ALL OFFICES WITHIN THE
- ✎ BUREAU OF THE PUBLIC DEBT. THE SYSTEM ALSO INCLUDES THE HOME ADDRESSES OF
- ✎ RETIRED PUBLIC DEBT EMPLOYEES IN ORDER FOR NOTICES AND INFORMATION MAY BE
- ✎ SENT. THE MAJOR FUNCTION IS TO PROVIDE AN UP-TO-DATE LISTING OF THE
- ✎ EMPLOYEES AND THEIR LOCATION. THIS INFORMATION IS USED TO DELIVER MAIL
- ✎ AND PROVIDE AN ACCURATE COUNT FOR DISTRIBUTIN DOCUMENTS TO ALL EMPLOYEES.
- ✎ A SEPARATE COUNT OF SUPERVISORS IS ALSO (DATA CONTINUES ON NEXT
- ✎ PAGE) PROVIDED FOR DISTRIBUTION OF DOCUMENTS PROVIDED FOR ALL SUPERVISORS.
- ✎
- ✎ INPUT: MANUAL.
- ✎ OUTPUT: MASTERFILE.
- ✎ RETENTION DESCRIPTION: A BACK UP OF THE MAIL DISTRIBUTION SYSTEM IS
- ✎ UPDATED ON A WEEKLY BASIS AND IS ARCHIVE TO DISKETTE AND SENT OFF SITE
- ✎ FOR STORAGE.
- ✎
- ✎ PLATFORM: PC.
- ✎ SOFTWARE: DBASE IV.
- ✎
- ✎

Item No.
N1-53-96-04-0079

Description of Item
OFFICIAL MAIL ACCOUNTING SYSTEM-60000:

Authority
NEW 343

- ✎ THE UNITED STATES POSTAL SERVICE HAS ESTABLISHED THE OFFICIAL MAIL
- ✎ REIMBURSEMENT PROGRAM TO ASSESS, COLLECT AND ACCOUNT FOR OFFICIAL MAIL.
- ✎ THE PROGRAM IS ADMINISTERED BY THE OFFICIAL AND INTERNATIONAL MAIL
- ✎ ACCOUNTING DIVISION AND CONSISTS OF THE REGULATIONS, SYSTEMS AND
- ✎ PROCEDURES USED TO DETERMINE EQUIVALENT POSTAGE AND COLLECT AND ACCOUNT
- ✎ FOR AMOUNTS DUE FROM EACH FEDERAL AGENCY. THE MAJOR FUNCTION OF THIS
- ✎ SYSTEM ALONG WITH THE PRODUCTION OF THESE STATEMENTS, IS THE GENERATION OF
- ✎ A SET OF FILES ON MAGNETIC TAPE. EACH TAPE INCLUDES ALL (DATA
- ✎ CONTINUES ON NEXT PAGE) TRANSACTIONS REPORTED BY OMAS FOR A PARTICULAR
- ✎ AGENCY DURING THE LAST POSTAL QUARTER. IN ADDITION, A "COUNT" RECORD IS
- ✎ INCLUDED FOR EACH LICENSE, PERMIT AND AUTHORIZATION FOR THE BUREAU OF THE
- ✎ PUBLIC DEBT. THIS OMAS TAPE PROFILE REPORT THAT IS GENERATED FROM THESE
- ✎ TAPES IS USED PRIMARILY TO RECONCILE INVOICES FROM THE UNITED STATES
- ✎ POSTAL SERVICE AND FOR HISTORICAL REFERENCE.
- ✎
- ✎ INPUT: OMAS GOVERNMENT AGENCY TAPES.
- ✎ OUTPUT: GENERATION DATASET.
- ✎
- ✎ PLATFORM: MVS/ESA.
- ✎ SOFTWARE: COBOL II.

Item No.
1N1-53-96-04-0080

Description of Item
PRIORITY MAIL SYSTEM-60000:

Authority
GRS-24, 07A

THIS SYSTEM KEEPS A RECORD OF ITEMS THAT ARE SENT TO THE BUREAU OF PUBLIC DEBT THROUGH A PRIORITY MAIL SERVICE. THESE RECORDS WILL REMAIN ACTIVE FOR SIX MONTHS. THE MAJOR FUNCTION IS DATA ENTRY, VIEWING AND MAINTENANCE OF THE RECORD OF ITEMS SHIPPED BY A PRIORITY MAIL SERVICE. INPUT: MANUAL. OUTPUT: MATSERFILE. PLATFORM: PC (THROUGH THE DDS SERVER). SOFTWARE: MICROSOFT WINDOWS/VISUAL BASIC WITH SQL SERVER DATABASE.

Form No: ER-PMS Series No: Org. Abbrev: SBOO/DDS
Retain: 0 yrs 6 mths
RECORDS ARE ACTIVE FOR SIX MONTHS THEN DELETED.
PAPER REFERENCE IS GRS-12, 06(F).

Item No.
1N1-53-96-04-0081

Description of Item
NON-CASE CORRESPONDENCE SYSTEM-60000:

Authority
GRS-20, 03A

THIS SYSTEM TRACKS ALL CORRESPONDENCE TRANSACTIONS THAT ARE NOT CASE RELATED. THIS SYSTEM IS USED TO AUTOMATE AND CENTRALIZE THE MAILING OF FORMS AND BROCHURES REQUESTED BY THE PUBLIC. THE MAJOR FUNCTION ALLOW A USER TO ENTER A REQUEST FOR NON-CASE RELATED DOCUMENTS AND THE ADDRESS OF THE INDIVIDUAL REQUESTING THE DOCUMENTS. THE SYSTEM WILL TRACK THE TYPE AND NUMBER OF FORMS MAILED PER DAY AS WELL AS THE NUMBER OF CORRESPONDENCE REQUESTS RECEIVED BY THE BUREAU. THE SYSTEM WILL BE CAPABLE OF PRINTING ADDRESS LABELS OR PACKING SLIPS. ENTRY OF THE (DATA CONTINUES ON NEXT PAGE)
Form No: ER-NCCS Series No: Org. Abbrev: SBOO/DDS
Retain: ~~0 yrs~~ 0 mths
DELETE WHEN NO LONGER NEEDED.
PAPER REFERENCE IS GRS-23, 08.

Item No.	Description of Item	Authority
N1-53-96-04-0082	<p>BATCHING AND ENCODING SYSTEM FOR ISSUES-60000: THIS SYSTEM IS INFORMATION THAT IS ENCODED AND VERIFIED TO PROVIDE NECESSARY INFORMATION FOR THE ISSUANCE OF SERIES E/EE BONDS. PRODUCES REQUIRED REPORTS, BLOTTERS AND BULK DATA FILE FOR ISSUE WORK TO BE RELEASED. THE MAJOR FUNCTION OF THIS SYSTEM IS TO CREATE AN ELECTRONIC FILE WHICH IS USED BY THE PITTSBURGH BRANCH OF THE FRB OF CLEVELAND TO PRINT REISSUED SAVINGS BONDS AND REPLACEMENTS FOR BONDS THAT ARE LOST, STOLEN, DESTROYED OR NEVER RECEIVED. INPUT: MANUAL OUTPUT: EI.BESI.ISSUE, EIRO401R, EIRO402R, EI.BESI.CAVEATS PLATFORM: (DATA CONTINUES ON NEXT PAGE) MAINFRAME</p> <p>Form No: ER-BESI Series No: Org. Abbrev: SBOO/DTR</p> <p>Retain: 5 yrs 0 mths</p>	SECRET

PAPER REFERENCE IS NCI-53-78-04, 25A

Item No.	Description of Item	Authority
N1-53-96-04-0083	<p>CASE FILE CONTROL SYSTEM-60000: THIS SYSTEM IS AN AUTOMATED TRACKING SYSTEM FOR CASE FILES BEING WORKED IN THE DIV. OF TRANSACTIONS AND RULINGS. THE DATABASE PROVIDES THE LOCATION, BOTH CURRENT AND HISTORICAL, OF WHERE FILES ARE OR HAVE BEEN IN DTR. THE MAJOR FUNCTION IS TO TRACK CASE FILES AND PROVIDE INFORMATION CONCERNING HOW WELL DTR IS MEETING CUSTOMER SERVICE GOALS, ANALYSIS OF CASE TYPES, ETC. INPUT: MANUAL OUTPUT: CASE.DAT. HISTORY.DAT RETENTION DESCRIPTION: CONTINUOUSLY UPDATED. PLATFORM: PC BASED FILE SERVER SOFTWARE: CLARION</p> <p>Form No: ER-CFCS Series No: Org. Abbrev: SBOO/DTR</p> <p>Retain: 1 yrs 0 mths</p>	NEW 376

~~DESTROY WITH THE AGENCY DETERMINES THAT RECORD IS NO LONGER NEEDED FOR OPERATIONS. (RETAIN FOR 1 YR AFTER FILES ARE CLOSED)~~

Item No.	Description of Item	Authority
N1-53-96-04-0084	DTR 55 ACCOUNT-60000: THIS SYSTEM IS A SUSPENSE ACCOUNT OF FUNDS DEPOSITED AND WITHDRAWN TO PROCESS SAVINGS BONDS TRANSACTIONS. THE MAJOR FUNCTION IS TO MAINTAIN ACCOUNT DETAIL AND ACTIVITY. INPUT: MANUAL OUTPUT: CONTROL LOG, MISC. LEDGER, A-K LEDGER, L-Z LEDGER, BALANCE RETENTION DESCRIPTION: THE OUTPUT IS IN A CONSTANT STATE OF CHANGE AND IS UPDATED DAILY WITH NEW RECORDS. PLATFORM: PC SOFTWARE: LOTUS 1-2-3	NEW 377

Form No: ER-DTR 55 Series No: Org. Abbrev: SBOO/DTR
Retain: 6 yrs 3 mths

Item No.	Description of Item	Authority
N1-53-96-04-0085	DTR 70 ACCOUNT-60000: THIS SYSTEM IS A SUSPENSE ACCOUNT OF FUNDS DEPOSITED AND WITHDRAWN TO PROCESS SAVINGS BONDS TRANSACTIONS. THE MAJOR FUNCTION IS TO MAINTAIN ACCOUNT DETAIL AND ACTIVITY. INPUT: MANUAL OUTPUT: CONTROL LOG RETENTION DESCRIPTION: THE OUTPUT IS IN A CONSTANT STATE OF CHANGE AND IS UPDATED DAILY WITH NEW RECORDS. PLATFORM: PC SOFTWARE: LOTUS 1-2-3	NEW 378

Form No: ER-DTR 70 Series No: Org. Abbrev: SBOO/DTR
Retain: 6 yrs 3 mths

Item No.
N1-53-96-04-0086

Description of Item
ANCILLARY CAVET SYSTEM-60000:
THIS SYSTEM IS A SUPPLEMENTARY INFORMATION RECORD OF CAVEAT ENTRY,
CANCELLATION AND REMOVAL. THE MAJOR FUNCTION IS TO MAINTAIN ELECTRONIC FILE
NOTATIONS FOR FUTURE INQUIRIES AND INVESTIGATIONS. ALSO CREATES AND SENDS
OUTPUT ON STOLEN SAVINGS BONDS WHICH IS SENT TO THE SECRET SERVICE TO
UPDATE THE NCIC DATABASE. INPUT: MANUAL OUTPUT: DSN-HE.ANCAVTR.T160
RETENTION DESCRIPTION: THE FILE IS IN A CONSTANT STATE OF CHANGE WITH DAILY
UPDATES TO ADD, REMOVE AND CANCEL RECORDS. THE FILE IS SECURED DAILY FOR
OFFSITE STORAGE AND THE SECURED COPY IS (DATA CONTINUES ON NEXT PAGE)
Form No: ER-HE Series No: Org. Abbrev: SBOO/DTR
Retain: ~~50 yrs~~ 0 mths

Authority
NEW 381

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER
NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY)~~
DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.
N1-53-96-04-0087

Description of Item
IRS MAILOUT PROJECT-60000:
THIS SYSTEM IS USED TO PROVIDE A MAILOUT SERVICE TO APPROVED FEDERAL, STATE
AND LOCAL AGENCIES, AS WELL AS PRIVATE CONCERNS SUCH AS BANKS, BROKERAGE
HOUSES, ETC., ON A REIMBURSABLE BASIS. THE MAJOR FUNCTION IS TO LOCATE
OWNERS OF BONDS RECEIVED BY THIS DIVISION (DTR) AND RETIRED AS
UNDELIVERABLE. ONCE A YEAR ALL BONDS RETIRED AS UNDELIVERABLE DURING A
SPECIFIED PERIOD OF TIME ARE EXTRACTED AND COMPILED INTO AN UNDELIVERABLE
MAILOUT FILE. THIS FILE IS THEN RAN AGAINST THE NUMERIC MASTERFILE TO
REMOVE ANY BONDS THAT HAVE BEEN SUBSEQUENTLY (DATA CONTINUES ON NEXT PAGE)
Form No: ER-IRS MAIL Series No: Org. Abbrev: SBOO/DTR
Retain: 1 yrs 0 mths

Authority
NEW 379

Item No.
'N1-53-96-04-0086

Description of Item	Authority
ANCILLARY CAVET SYSTEM-60000:	NEW 381
❑ THIS SYSTEM IS A SUPPLEMENTARY INFORMATION RECORD OF CAVEAT ENTRY,	❑
❑ CANCELLATION AND REMOVAL. THE MAJOR FUNCTION IS TO MAINTAIN ELECTRONIC	❑
❑ FILE NOTATIONS FOR FUTURE INQUIRIES AND INVESTIGATIONS. ALSO CREATES AND	❑
❑ SENDS OUTPUT ON STOLEN SAVINGS BONDS WHICH IS SENT TO THE SECRET SERVICE	❑
❑ TO UPDATE THE NCIC DATABASE.	❑
❑	❑
❑ INPUT: MANUAL	❑
❑ OUTPUT: DSN-HE.ANCAVTR.T160	❑
❑	❑
❑ RETENTION DESCRIPTION: THE FILE IS IN A CONSTANT STATE OF CHANGE WITH	❑
❑ DAILY UPDATES TO ADD, REMOVE AND CANCEL RECORDS. THE FILE IS SECURED	❑
❑ DAILY FOR OFFSITE STORAGE AND THE SECURED COPY IS (DATA CONTINUES	❑
❑ ON NEXT PAGE) RECYCLED ON A PERIODIC BASIS. THERE IS NO HISTORY MAINTAINED	❑
❑ FOR DELETED OR REMOVED CAVETS.	❑
❑ PLATFORM: MAINFRAME	❑
❑ SOFTWARE: COBOL	❑
❑	❑
❑	❑

Item No.
.N1-53-96-04-0087

Description of Item	Authority
IRS MAILOUT PROJECT-60000:	NEW 379
❑ THIS SYSTEM IS USED TO PROVIDE A MAILOUT SERVICE TO APPROVED FEDERAL,	❑
❑ STATE AND LOCAL AGENCIES, AS WELL AS PRIVATE CONCERNS SUCH AS BANKS,	❑
❑ BROKERAGE HOUSES, ETC., ON A REIMBURSABLE BASIS. THE MAJOR FUNCTION IS TO	❑
❑ LOCATE OWNERS OF BONDS RECEIVED BY THIS DIVISION (DTR) AND RETIRED AS	❑
❑ UNDELIVERABLE. ONCE A YEAR ALL BONDS RETIRED AS UNDELIVERABLE DURING A	❑
❑ SPECIFIED PERIOD OF TIME ARE EXTRACTED AND COMPILED INTO AN UNDELIVERABLE	❑
❑ MAILOUT FILE. THIS FILE IS THEN RAN AGAINST THE NUMERIC MASTERFILE TO	❑
❑ REMOVE ANY BONDS THAT HAVE BEEN SUBSEQUENTLY (DATA CONTINUES ON NEXT	❑
❑ PAGE) BEEN REPLACED. THEN THIS FILE IS THEN SENT TO THE IRS ALONG WITH	❑
❑ LETTERS THAT ARE MAILED BY THE IRS TO BOND OWNERS ADVISING THAT BONDS HAVE	❑
❑ BEEN RETURNED TO THE BUREAU OF THE PUBLIC DEBT.	❑
❑	❑
❑ INPUT: SS MASTERFILES, NUMERIC MASTERFILES, ENCODED TAPES, AND NUMERIC	❑
❑ INDEX FILE.	❑
❑ OUTPUT: MASTER FILE SCHEDULE REPORT, INQUIRY LIST REPORT, INQUIRY	❑
❑ CARTRIDGES, HITS CARTRIDGES, SS CARTRIDGES, NUMERIC SS CARTRIDGES, SS TAPE	❑
❑	❑
❑ PLATFORM: MAINFRAME	❑
❑ SOFTWARE: COBOL	❑

Item No.
N1-53-96-04-0088

Description of Item
ORIGINAL ISSUE SYSTEM (OI'S)-60000:
THIS SYSTEM IS A PROGRAM THAT ALLOWS ENTRY OF BOND REGISTRATION INFORMATION, DENOMINATION AND ISSUE DATE FOR ORIGINAL ISSUE BONDS. THE MAJOR FUNCTION IS OF ORIGINAL ISSUE OF BONDS. INPUT: MANUAL OUTPUT: DISKETTE (HARD COPY-FILMED AND RETAINED) THAT IS SHIPPED TO FRB PITTSBURGH BRANCH FOR PRINTING OF BONDS. PLATFORM: PC SOFTWARE: PCS BOS

Authority
NEW 375

Form No: ER-OI Series No: Org. Abbrev: SBOO/DTR
Retain: 00 yrs 0 mths

~~WHEN DATA IS SUPERSEDED
DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS
(TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

RE: Public DEBTS
BOB KONE
10-15-97

Item No.
N1-53-96-04-0089

Description of Item
SABRS-SAVINGS BONDS REDEMPTION SYSTEM-60000:
THIS SYSTEM IS USED INDEPENDENTLY BY DTR AND THE FIVE FRB PROCESSING SITES TO ISSUE REDEMPTION CHECKS AND TAX STATEMENTS THROUGH TREASURY DIRECT FOR THE REDEMPTION OF ACCRUAL TYPE SAVINGS BONDS. THE MAJOR FUNCTION IS TO CREATE DAILY CHECK FILES AND ACCUMULATES TAX DATA FOR YEARLY PREPARATION AND REPORTING OF TAX STATEMENTS. INPUT: MANUAL OUTPUT: SEIASO.DAT, SETDCHO.DAT, ER.SEP11.SE.REDEMPT.CHECK, ER.SEP11.SEPP15ON.TD.TAX RETENTION DESCRIPTION: ER.SEP11.SEPP15ON.TD.TAX HAS A 7 YEAR RETENTION. THE OUTPUT IS IN A CONSTANT STATE OF CHANGE. THE TABLE IS (DATA CONTINUES ON NEXT PAGE)

Authority
NEW 380

Form No: ER-OS Series No: Org. Abbrev: SBOO/DTR
Retain: 00 yrs 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS
(TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
.N1-53-96-04-0089	SAVINGS BONDS REDEMPTION SYSTEM-60000:	NEW 380

❑ THIS SYSTEM IS USED INDEPENDENTLY BY DTR AND THE FIVE FRB PROCESSING SITES	❑
❑ TO ISSUE REDEMPTION CHECKS AND TAX STATEMENTS THROUGH TREASURY DIRECT FOR	❑
❑ THE REDEMPTION OF ACCRUAL TYPE SAVINGS BONDS. THE MAJOR FUNCTION IS TO	❑
❑ CREATE DAILY CHECK FILES AND ACCUMULATES TAX DATA FOR YEARLY PREPARATION	❑
❑ AND REPORTING OF TAX STATEMENTS.	❑
❑	❑
❑ INPUT: MANUAL	❑
❑ OUTPUT: SEIASO.DAT, SETDCHO.DAT, ER.SEP11.SE.REDEMPT.CHECK,	❑
❑ ER.SEP11.SEPP15ON.TD.TAX	❑
❑	❑
❑ RETENTION DESCRIPTION: ER.SEP11.SEPP15ON.TD.TAX HAS A 7 YEAR RETENTION.	❑
❑ THE OUTPUT IS IN A CONSTANT STATE OF CHANGE. THE TABLE IS (DATA	❑
❑ CONTINUES ON NEXT PAGE) BEING UPDATED DAILY WITH NEW RECORDS.	❑
❑	❑
❑ PLATFORM: PC CLIENT SERVER	❑
❑ SOFTWARE: POWER BUILDER	❑
❑	❑
❑	❑
❑	❑
❑	❑
❑	❑
❑	❑
❑	❑
#####	

Item No.
1N1-53-96-04-0090

Description of Item
CONGRESSIONAL TRACKING SYSTEM-60000:
THIS SYSTEM IS A NETWORK PC APPLICATION THAT TRACKS AND MONITORS CONGRESSIONAL/SPECIALS INQUIRIES. THE MAJOR FUNCTION IS TO TRACK AND MONITOR OF CONGRESSIONAL/SPECIAL INQUIRIES. INPUT: MANUAL OUTPUT: CLSD CON.DBF RETENTION DESCRIPTION: THE OUTPUT SOURCE IS IN A CONSTANT STATE OF CHANGE. THE TABLE IS BEING UPDATED ADDING NEW INQUIRIES AND ARCHIVING CLOSED INQUIRIES. THE TABLE IS SECURED DAILY FOR OFFSITE STORAGE AND THE SECURED COPY IS RECYCLED ON A PERIODIC BASIS. PLATFORM: PC NETWORK SOFTWARE: DBASE

Authority

~~GRS-23, 08~~

Form No: ER-CONGRESS Series No:

Org. Abbrev: SBOO/DTR

Retain: ~~10 yrs~~ 0 mths

~~DESTROY OR DELETE WHEN NO LONGER NEEDED.~~ DELETE WHEN NO LONGER NEEDED.
~~NOT TRANSFERRED TO NARA.~~ PAPER REFERENCE IS GRS-23, 08.

Item No.
1N1-53-96-04-0091

Description of Item
FFS/ACCOUNTS RECEIVABLE SYSTEM-60000:
THIS SYSTEM CONSISTS OF THE ACCOUNTS RECEIVABLE AND GENERAL LEDGER MODULES OF THE FEDERAL FINANCIAL SYSTEM AND VARIOUS PROGRAMS DEVELOPED BY THE OFFICE OF AUTOMATED INFORMATION SYSTEMS (OASIS). THE PURPOSE OF THE SYSTEM IS TO ESTABLISH AND MAINTAIN RECEIVABLES OWED TO THE UNITED STATES AND ACCOUNT FOR ALL RELATED TRANSACTIONS. THE MAJOR FUNCTION OF THIS SYTEM PROVIDES CIBB THE ON-LINE CAPABILTY OF ENTERING ACCOUNTS RECEIVABLE INFORMATION AND TRACKING THE LIFE OF THE RECEIVABLE FROM RECEIPT TO FINAL PAYMENT OR WRITE-OFF. INPUT: (DATA CONTINUES ON NEXT PAGE) SEE INVENTORY

Authority

NEW 421

Form No: ER-HF

Series No:

Org. Abbrev: SBOO/DAR

Retain: 10 yrs 0 mths

Hold ledgers accounts for 10 yrs plus current yrs. All other files are held 1 year plus the current.

Item No.	Description of Item	Authority
N1-53-96-04-0091	FFS/ACCOUNTS RECEIVABLE SYSTEM-60000:	GRS-07, 02
	<p> <input type="checkbox"/> THIS SYSTEM CONSISTS OF THE ACCOUNTS RECEIVABLE AND GENERAL LEDGER MODULES <input type="checkbox"/> OF THE FEDERAL FINANCIAL SYSTEM AND VARIOUS PROGRAMS DEVELOPED BY THE <input type="checkbox"/> OFFICE OF AUTOMATED INFORMATION SYSTEMS (OASIS). THE PURPOSE OF THE SYSTEM <input type="checkbox"/> IS TO ESTABLISH AND MAINTAIN RECEIVABLES OWED TO THE UNITED STATES AND <input type="checkbox"/> ACCOUNT FOR ALL RELATED TRANSACTIONS. THE MAJOR FUNCTION OF THIS SYTEM <input type="checkbox"/> PROVIDES CIBB THE ON-LINE CAPABILILTY OF ENTERING ACCOUNTS RECEIVABLE <input type="checkbox"/> INFORMATION AND TRACKING THE LIFE OF THE RECEIVABLE FROM RECEIPT TO FINAL <input type="checkbox"/> PAYMENT OR WRITE-OFF. </p>	
	<p> <input type="checkbox"/> INPUT: (DATA CONTINUES ON NEXT PAGE) SEE INVENTORY SHEET. <input type="checkbox"/> OUTPUT: SEE INVENTORY SHEET. </p>	
	<p> <input type="checkbox"/> RETENTION DESCRIPTION: ALL OUTPUT FILES ARE LIVING FILES THAT ARE IN <input type="checkbox"/> CONSTANT STATE OF CHANGE. THEY EXIST UNTIL THEY ARE OVERLAID WITH NEW <input type="checkbox"/> INFORMATION OR NEW CYCLES OR GENERATIONS OF THE DATASETS ARE CREATED. <input type="checkbox"/> IMAGE COPIES OF THE FFS DB2 TABLES ARE TAKEN BEFORE AND AFTER THE NIGHTLY <input type="checkbox"/> BATCH CYCLE. ONE COPY IS STORED ON-SITE AND ONE OFF-SITE FOR A MINIMUM <input type="checkbox"/> OF FIFTEEN DAYS. DATA IS PURGED FROM THE TABLES AFTER THE STATUE OF <input type="checkbox"/> LIMITATIONS HAS EXPIRED. </p>	
	<p> <input type="checkbox"/> PLATFORM: IMS, DB2. <input type="checkbox"/> SOFTWARE: AMERICAN MANAGEMENT SYSTEMS AND IN HOUSE DEVELOPED COBOL <input type="checkbox"/> PROGRAMS. </p>	
	<p>#####</p>	

Item No.
1N1-53-96-04-0092

Description of Item
REISSUE LOG SYSTEM-60000:
THIS SYSTEM TRACKS REISSUES RECEIVED INTO ADJUSTMENTS THRU COMPLETION BY
TECHNICIAN. THE MAJOR FUNCTION IS TO TRACK REISSUE RUNS AND PROVIDE
INFORMATION FOR USE IN MANAGING THE WORK FLOW. INPUT: MANUAL. OUTPUT:
REPORTS, MASTERFILE. PLATFORM: LOCAL PC. SOFTWARE: DBASE.

Authority

GRS-20, 14E

Form No: ER-REISSUE Series No: Org. Abbrev: SBOO/DAR
Retain: 5 yrs 0 mths

PAPER REFERENCE IS GRS-16, 14E.

Item No.
1N1-53-96-04-0093

Description of Item
SEGMENT REPORTS SYSTEM-60000:
THIS SYSTEM TRACKS COMPLETIONS AND PIECES RECEIVED INTO THE ADJUSTMENT
SECTION. THE MAJOR FUNCTIONS IS TO KEEP TRACK OF PIECES COMPLETED BY
TIDITAPE TECHNICIANS. INPUT: MANUAL. OUTPUT: REPORTS, MASTERFILE. PLATFORM:
LOCAL PC. SOFTWARE: DBASE. PLATFORM: LOCAL PC. SOFTWARE: DBASE.

Authority

GRS-20, 14E

Form No: ER-SEGMENT Series No: Org. Abbrev: SBOO/DAR
Retain: 3 yrs 0 mths

PAPER REFERENCE IS GRS-16, 14E.

Item No.
1N1-53-96-04-0094

Description of Item

O BONDS LOOKUP SYSTEM-60000:

THIS SYSTEM TRACKS ALL "O" BONDS THAT HAVE BEEN SUBMITTED. THE MAJOR FUNCTION OF THIS SYSTEM ENABLES YOU TO CLARIFY UNREPORTED SALES BY USING AN "O" BOND FOR THE SAME AGENT CODE. INPUT: MANUAL. OUTPUT: NONE. RETENTION DESCRIPTION: PLATFORM: LAN. SOFTWARE: DBASE.

Authority

GRS-20, 02A

Form No: ER-"O"BONDS Series No:
Retain: 5 yrs 0 mths
DESTROY 5 YRS AFTER CLARIFICATION.
PAPER REFERENCE IS GRS-16, 14E.

Org. Abbrev: SBOO/DAR

Item No.
1N1-53-96-04-0095

Description of Item

TIDITAPE LOG SYSTEM-60000:

THIS SYSTEM TRACKS DISCREPANCY RUNS RECEIVED INTO THE ADJUSTMENT SECTION THROUGH COMPLETION BY TECHNICIANS. THE MAJOR FUNCTION IS TO TRACK DISCREPANCIES AND PROVIDE INFORMATION FOR USE IN MANAGING THE WORK FLOW. INPUT: MANUAL. OUTPUT: REPORTS, MASTERFILE. PLATFORM: LOCAL PC. SOFTWARE: DBASE.

Authority

GRS-10, 01A

Form No: ER-TIDITAPE Series No:
Retain: 2 yrs 0 mths
DESTROY 2 YEARS AFTER CLOSE OF FISCAL YEAR.
PAPER REFERENCE IS GRS-16, 14E.

Org. Abbrev: SBOO/DAR

Item No.	Description of Item	Authority
1N1-53-96-04-0096	TOA CORRESPONDENCE SYSTEM-60000: THIS SYSTEM TRACKS RETIREMENTS WITHOUT SALES. THE MAJOR FUNCTION IS TO UPDATE THE PCI-6 LISTING. EDIT BANK, AGENT CODE, AND ISSUE DATES OF THE UNREPORTED SALES. PRINT STATEMENTS TO SEND OUT TO THE FRB TO INFORM THEM OF THEIR AGENTS' UNREPORTED SALES. INPUT: MANUAL. OUTPUT: REPORTS AND MEMOS IN WP51, MASTERFILE. PLATFORM: LAN. SOFTWARE: DBASE.	GRS-20, 03/8/12

Form No: ER-TOA Series No: Org. Abbrev: SBOO/DAR
Retain: 2 yrs 0 mths

PAPER REFERENCE IS GRS-16, 14E.

Item No.	Description of Item	Authority
1N1-53-96-04-0097	RE-ENTRY CORRECTION APPLICATION FOR EE/E-60000: THIS SYSTEM PROVIDES BOTH ON-LINE CORRECTIONS TO DISCREPANCIES RESIDING ON A DATABASE AND BATCH CORRECTIONS THROUGH THE USE OF AN ENCODER TAPE. THE MAJOR FUNCTION OF THIS SYSTEM PROVIDES THE CAPABILITY TO CORRECT DISCREPANCIES TO THE NUMERIC, ALPHABETIC, AND SOCIAL SECURITY MASTERFILES. A DL/I BATCH JOB IS PERFORMED WEEKLY BY PP&C TO EXTRACT ON-LINE CORRECTIONS, GENERATE MULTIPLE TRANSACTIONS, PRODUCE REPORTS AND OPTIONALLY CREATE MICROFILM. INPUT: MISASSEMBLIES (FROM IOT SYSTEM), CORRECTIONS (FROM ADJUSTMENTS). OUTPUT: REENTRY CORRECTIONS TO (DATA CONTINUES ON NEXT PAGE)	GRS-20, 03/8/12

Form No: ER-EJ Series No: Org. Abbrev: SBOO/DAR
Retain: 4 yrs 0 mths
DESTROY WHEN 4 YEARS OLD.

Item No.
N1-53-96-04-0097

Description of Item
RE-ENTRY CORRECTION APPLICATION FOR EE/E-60000:

Authority
OPS-29, 01B121

THIS SYSTEM PROVIDES BOTH ON-LINE CORRECTIONS TO DISCREPANCIES RESIDING ON
A DATABASE AND BATCH CORRECTIONS THROUGH THE USE OF AN ENCODER TAPE. THE
MAJOR FUNCTION OF THIS SYSTEM PROVIDES THE CAPABILITY TO CORRECT
DISCREPANCIES TO THE NUMERIC, ALPHABETIC, AND SOCIAL SECURITY MASTERFILES.
A DL/I BATCH JOB IS PERFORMED WEEKLY BY PP&C TO EXTRACT ON-LINE
CORRECTIONS, GENERATE MULTIPLE TRANSACTIONS, PRODUCE REPORTS AND
OPTIONALLY CREATE MICROFILM.

INPUT: MISASSEMBLIES (FROM IOT SYSTEM), CORRECTIONS (FROM ADJUSTMENTS).
OUTPUT: REENTRY CORRECTIONS TO (DATA CONTINUES ON NEXT PAGE) PAPER BOND,
NUMERIC, ALPHA, AND SOCIAL SECURITY SYSTEMS.

RETENTION DESCRIPTION: BASED ON N1-53-96-02-412.00A AND NC1-53-78-04, 10.

PLATFORM: MAINFRAME.
SOFTWARE: COBOL.

#####

Item No.
N1-53-96-04-0098

Description of Item

Authority

INPUT INQUIRY APPLICATION FOR EE/E-60000:
THIS SYSTEM PROVIDES INQUIRY TRANSACTIONS WHICH ARE SEARCH AGAINST THE
NUMERIC, ALPHABETIC, AND SOCIAL SECURITY MASTERFILES. THE MAJOR FUNCTION
OF THIS SYSTEM CREATES CORRECTION FILES TO RE-ENTER DATA TO THOSE FILES AND
CLOSING RANGES OF UNUSED STOCK ON THE MASTERFILE. INPUT: INQUIRIES, (ALPHA,
SOCIAL SECURITY, EXPERT SYSTEMS). OUPUT: RPB TRANSACTIONS; NUMERIC
INQUIRIES, ALPHA, SSN, PAPER AND CAVEAT INQUIRIES. RETENTION DESCRIPTION:
BASED ON N1-53-78-04, 23. PLATFORM: MAINFRAME. SOFTWARE: COBOL.

Form No: ER-EY Series No:
Retain: 0 yrs 3 mths
DESTROY WHEN 3 MONTHS OLD.

Org. Abbrev: SBOO/DAR

Item No.
N1-53-96-04-0099

Description of Item

Authority

TREASURY CHECK RECERTIFICATION DATABASE-60000:
THIS SYSTEM IS USED TO MAINTAIN A DATABASE OF ALL CLAIMS AGAINST TREASURY
CHECKS. THE SYSTEM CONTAINS THE SERIAL NUMBER OF THE CHECK AND INFORMATION
RELATED TO THE CURRENT STATUS AND FINAL DISPOSITION OF THE CLAIM. THE MAJOR
FUNCTION IS TO AUTOMATE THE PROCESS OF INVESTIGATING CLAIMS ON TREASURY
CHECKS. INPUT: MANUAL OUTPUT: REPORT RETENTION DESCRIPTION: THIS REFERS TO
N1-53-82-02, 104C. PLATFORM: STAND-ALONE PC SOFTWARE: DBASE IV

Form No: ER-TCRD Series No:
Retain: 6 yrs 0 mths

Org. Abbrev: SBOO/DAR

Item No.
1N1-53-96-04-0100

Description of Item

Authority

TREASURY DIRECT LOGS-60000:
THIS SYSTEM CONSISTS OF THE TERMINAL ACCESS LOG AND THE DOCUMENT AUTHORITY LOG. THE TERMINAL ACCESS LOG IS USED TO RECORD ALL DAILY INQUIRIES MADE TO THE TREASURY DIRECT SYSTEM BY CURRENT INCOME BOND BRANCH EMPLOYEES. DATA FOR EACH INQUIRY INCLUDES THE ACCOUNT NUMBER INQUIRED, THE DATE OF THE INQUIRY, AND IDENTIFIES THE CIB EMPLOYEE WHO ACCESSED THE INFORMATION ON TREASURY DIRECT. THE DOCUMENT AUTHORITY LOG TRACKS TREASURY DIRECT ACTIONS INITIATED BY CIB EMPLOYEES. THE LOG CONTAINS THE DOCUMENT AUTHORITY NUMBER, ACTIVITY DATE, ACCOUNT IDENTIFICATION DATA, (DATA CONTINUES ON NEXT PAGE)
Form No: ER-TDL Series No: Org. Abbrev: SBOO/DAR
Retain: ~~03/01/00~~ 0 mths
DESTROY WHEN NO LONGER NEEDED.

~~GRS-23, 08~~

Item No.
1N1-53-96-04-0101

Description of Item

Authority

PROGRAM REQUEST LOG SYSTEM-60000:
THIS SYSTEM TRACKS PROGRAM REQUESTS; WHAT IS THE REQUEST, WHO REQUESTED CHANGES, WHEN IT WAS REQUESTED, AND WHAT MODULES. THE MAJOR FUNCTION IS TO TRACK PROGRAMS REQUESTS SO PRIORITY CAN BE GIVEN TO THE MOST CRITICAL AND COMPLETED IN A TIMELY MANNER. INPUT: MANUAL. OUTPUT: REPORTS. RETENTION DESCRIPTION: PLATFORM: LOCAL PC. SOFTWARE: CLARION.

~~GRS-23, 08~~

Form No: ER-PROGRAM Series No:
Retain: ~~03/01/00~~ 0 mths
DESTROY WHEN NO LONGER NEEDED.
PAPER REFERENCE IS GRS-23, 08

Org. Abbrev: SBOO/DAR

Item No.
1N1-53-96-04-0102

Description of Item

THEFT DETAIL-60000:

THIS SYSTEM TRACKS BONDS REQUESTED FROM PITTSBURGH AS THEFT BONDS. THE MAJOR FUNCTION IS TO TRACK BONDS FOR SIX MONTHS AS POTENTIAL THEFT CASES THAT MAY NEED TO BE REFERRED TO SECRET SERVICE. INPUT: MANUAL. OUTPUT: REPORTS. RETENTION DESCRIPTION: PLATFORM: LAN. SOFTWARE: DBASE.

Authority

GRS-23, 08

Form No: ER-THEFT DE Series No:
Retain: 3 yrs 0 mths
DESTROY 3 YRS AFTER INITIAL REPORT.
PAPER REFERENCE IS GRS-23, 08.

Org. Abbrev: SBOO/DAR

Item No.
1N1-53-96-04-0103

Description of Item

REFERRAL TRACKING SYSTEM-60000:

THIS SYSTEM TRACKS REFERRALS FROM BANK CONSULTANTS AND TIDITAPE TECHS. TO VERIFY THAT DATA SEARCH RECEIVES THEM. THE MAJOR FUNCTION IS TO TRACK REFERRALS TO DATA SEARCH. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LAN. SOFTWARE: DBASE.

Authority

GRS-23, 08

Form No: ER-REFERRAL Series No:
Retain: 3 yrs 0 mths

Org. Abbrev: SBOO/DAR

PAPER REFERENCE IS GRS-23, 08.

Item No.
N1-53-96-04-0104

Description of Item
ABB CORRESPONDENCE SYSTEM-60000:
THIS SYSTEM CONSISTS OF MENUS, WORDPERFECT 5.1 MACRONS, AND STANDARD PARAGRAPHS UNSED TO PREPARE AND PRINT CORRESPONDENCE TO BOND OWNERS. THE MAJOR FUNCTION IS TO AUTOMATE THE PREPARATION AND PRINTING OF LETTERS AND FORMS THROUGHT THE USE OF MACROS AND STANDARD PARAGRAPHS. INPUT: MANUAL. OUTPUT: LETTERS AND FORMS. RETENTION DESCRIPTION: RECORD COPY IS RETAINED ON PAPER. PLATFORM: LAN. SOFTWARE: WORDPERFECT 5.1 MACROS.

Authority
~~ERS-20, 13~~

Form No: ER-ABB Series No: Org. Abbrev: SBOO/DAR
Retain: ~~0 mths~~ 0 mths
DESTROY WHEN NO LONGER NEEDED.

Item No.
N1-53-96-04-0105

Description of Item
ACCOUNTS RECEIVABLE 30/60-DAY LETTERS-60000:
THIS SYSTEM TRANSFORMS FLAT ASCII FILES INTO SECONDARY MERGE FILES AND PRINT CORRESPONDENCE TO RECIPIENTS OF INTEREST, BOND PROCEEDS, OR TREASURY SECURITIES TO WHICH THEY WERE NOT ENTITLED. THE MAJOR FUNCTION OF THIS SYSTEM AUTOMATES THE PROCESS OF PREPARING LETTERS ON A DAILY BASIS TO RECOVER ERRONEOUS PAYMENTS. INPUT: FFS SYSTEM OF CICS. OUTPUT: LETTERS. PLATFORM: LAN. SOFTWARE: VISUAL BASIC AND WORDPERFECT 5.1.

Authority
~~ERS-20, 13~~

Form No: ER-ACCT REC Series No: Org. Abbrev: SBOO/DAR
Retain: ~~0 mths~~ 0 mths
DELETE FROM THE WORD PROCESSING SYSTEM WHEN NO LONGER NEEDED FOR UPDATING OR REVISION.

Item No.
1N1-53-96-04-0106

Description of Item
DIRECTOR'S OFFICE/INVENTORY TRACKING-60000:
THIS SYSTEM TRACKS TO PC INVENTORY. THE MAJOR FUNCTION TRACKS THE SYSTEMS,
HARDWARE AND SOFTWARE FOR EACH PC IN THE DIRECTOR'S OFFICE. INPUT: MANUAL.
OUTPUT: REPORTS. PLATFORM: LAN. SOFTWARE: CLARION.

Authority
GRS-20, 03A

Form No: ER-DIRECTOR Series No: Org. Abbrev: SBOO/DAR
Retain: 2 yrs 0 mths
DESTROY WHEN 2 YRS OLD OR NO LONGER NEEDED.
PAPER REFERENCE IS: GRS-23, 01

Item No.
1N1-53-96-04-0107

Description of Item
DIR PROJECTS-60000:
THIS SYSTEM IS A PROJECT TICKLER FILE THAT MAINTAINS DUE DATES OF PROJECTS
AND WHO THEY WERE ASSIGNED TO. THE MAJOR FUNCTIONS IS TO TRACK PROJECT DUE
DATES. INPUT: MANUAL. OUTPUT: REPORTS - MASTERFILE. RETENTION DESCRIPTION:
COMPLETED PROJECTS ARE MANUALLY DELETED 5 YEARS AFTER COMPLETION.
PLATFORMa: LAN. SOFTWARE: DBASE IV.

Authority
GRS-20, 03A

Form No: ER-DIR Series No: Org. Abbrev: SBOO/DAR
Retain: 5 yrs 0 mths
DESTROY OR DELETE WHEN NO LONGER NEEDED.
PAPER REFERENCE IS GRS-23, 08.

Item No.	Description of Item	Authority
.N1-53-96-04-0108	<p>CIB HARDWARE/SOFTWARE INVENTORIES-60000: THIS SYSTEM CONTAINS DESCRIPTIVE AND IDENTIFYING INFORMATION AND THE CURRENT LOCATION OF ALL PC HARDWARE AND SOFTWARE LOCATED IN THE CURRENT INCOME BOND BRANCH. THE MAJOR FUNCTION OF THIS SYSTEM IS TO TRACK THE HARDWARE AND SOFTWARE LOCATED IN THE BRANCH AND PROVIDE INFORMATION FOR PROPERTY ACCOUNTABILITY, DISASTAR, AND BUDGET ESTIMATES. INPUT: MANUAL. OUTPUT: REPORTS, MASTERFILE. RETENTION DESCRIPTION: INDIVIDUAL RECORDS ARE ADDED AND DELETED FROM THE MASTERFILE AS PROPERTY TRANSFERS ARE COMPLETED. PLATFORM: LAN. SOFTWARE: DBASE IV.</p> <p>Form No: ER-CIB Series No: Org. Abbrev: SBOO/DAR Retain: 99 yrs 0 mths DESTROY WHEN NO LONGER NEEDED. PAPER REFERENCE IS GRS-23, 08.</p>	GRS-23, 08

Item No.	Description of Item	Authority
.N1-53-96-04-0109	<p>CIB SEARCH AND CORRESPONDENCE DISTRIBUTION SYSTEM-60000: THIS SYSTEM IS USED TO TRACK THE MOVEMENT OF CASE FILES AND OTHER WORK UNITS FROM RECEIPT IN THE CURRENT INCOME BOND BRANCH THROUGH COMPLETION AND RELEASE BY THE BRANCH. THE MAJOR FUNCTION IS TO TRACK CASE FILES AND PROVIDE INFORMATION FOR USE IN MANAGING THE WORK FLOW. INPUT: MANUAL. OUTPUT: REPORTS, ACTIVE FILE, INACTIVE FILE. RETENTION DESCRIPTION: ACTIVE FILE - PERMANENT, INACTIVE FILE - 6 MONTHS EVERY 3 MONTHS COMPLETED FILES ARE MOVED TO AN INACTIVE FILE AND THESE RECORDS ARE HELD 3 MONTHS IN THE INACTIVE FILE BEFORE BEING DELETED. PLATFORM: LAN. SOFTWARE: DBASE IV.</p> <p>Form No: ER-CIB Series No: Org. Abbrev: SBOO/DAR Retain: 99 yrs 6 mths</p> <p>DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY).</p> <p>DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.</p>	GRS-20, 08

Item No.
1N1-53-96-04-0110

Description of Item
CIB CORRESPONDENCE SYSTEM-60000:
THIS IS A SYSTEM OF MENUS, WORDPERFECT 5.1 MACROS, AND STANDARD PARAGRAPHS
USED TO PREPARE AND PRINT CORRESPONDENCE TO BOND OWNERS. THE MAJOR FUNCTION
OF THIS SYSTEM IS TO AUTOMATE THE PREPARATION AND PRINTING OF APPROXIMATELY
500 DIFFERENT LETTERS AND FORMS THROUGH THE USE OF MACROS AND STANDARD
PARAGRAPHS. INPUT: MANULA. OUTPUT: LETTERS AND FORMS. PLATFORM: LAN.
SOFTWARE: WORDPERFECT 5.1 MACROS.

Authority
GRS-20, 13

Form No: ER-CIBCS Series No: Org. Abbrev: SBOO/DAR
Retain: 0 mths
DELETE FROM THE WORD PROCESSING SYSTEM WHEN NO LONGER NEEDED FOR
UPDATING OR REVISION.

Item No.
1N1-53-96-04-0111

Description of Item
AUDIT LOG SYSTEM-60000:
THIS SYSTEM LOGS WORK OUT AND COMPLETES WORK FOR AUDITORS. THE MAJOR
FUNCTION TRACKS WORK FOR CLASSIFICATION AND REPORTING AUDITORS. INPUT:
MANUAL. OUTPUT: REPORTS, MASTERFILE. PLATFORM: LAN. SOFTWARE: DBASE.

Authority
GRS-20, 08

Form No: ER-AUDITLOG Series No: Org. Abbrev: SBOO/DAR
Retain: 5 yrs 0 mths
PAPER REFERENCE IS GRS-23, 08.

Item No.
1N1-53-96-04-0112

Description of Item

Authority
~~GRS-23, 08~~

ARG DISTRIBUTION SYSTEM-60000:
THIS SYSTEM IS USED TO TRACK THE MOVEMENT ON CASE FILES IN THE ACCOUNTS RECEIVABLE GROUP OF CURRENT INCOME BOND BRANCH. THE MAJOR FUNCTION IS TO IDENTIFY THE CURRENT LOCATION OF CASE FILES THAT ARE LOCATED IN THE ACCOUNTS RECEIVABLE GROUP. INPUT: MANUAL. OUTPUT: ON-SCREEN SEARCH RESULTS. PLATFORM: LAN. SOFTWARE: DBASE IV.

Form No: ER-ARG Series No:
Retain: ~~0~~ 0 mths
DESTROY WHEN NO LONGER NEEDED.
PAPER REFERENCE IS GRS-23, 08.

Org. Abbrev: SBOO/DAR

Item No.
1N1-53-96-04-0113

Description of Item

Authority
~~GRS-23, 08~~

ABB HARDWARE/SOFTWARE INVENTORIES-60000:
THE SYSTEM IS A DATABASE SYSTEM CONTAINING DESCRIPTIVE AND IDENTIFYING INFORMATION AND THE CURRENT LOCATION OF ALL PC HARDWARE AND SOFTWARE LOCATED IN THE ACCRUAL BOND BRANCH. THE MAJOR FUNCTIONS IS TO TRACK THE HARDWARE AND SOFTWARE LOCATED IN THE BRANCH AND PROVIDE INFORMATION FOR PROPERTY ACCOUNTABILITY, DISASTAR, AND BUDGET ESTIMATES. INPUT: MANUAL. OUTPUT: REPORTS, MASTERFILE. RETENTION DESCRIPTION: INDIVIDUAL RECORDS ARE ADDED OR DELETED FROM MASTERFILE AS PROPERTY TRANSFERS ARE COMPLETE. PLATFORM: LAN. SOFTWARE: DBASE IV.

Form No: ER-ABB HARD Series No:
Retain: ~~0~~ 0 mths
DESTROY OR DELETE WHEN NO LONGER NEEDED.
PAPER REFERENCE IS GRS-23, 08.

Org. Abbrev: SBOO/DAR

Item No.	Description of Item	Authority
N1-53-96-04-0114	DAR FILING PROGRAM-60000: THIS SYSTEM TRACKS THE CORRESPONDENCE FILED IN THE DIRECTOR'S OFFICE. THE USER ENTERS THE DATE, TO, FROM AND THE FILE LOCATION. THE MAJOR FUNCTION IS TO TRACK CORRESPONDENCE THAT COMES IN AND OUT OF THE DIRECTOR'S OFFICE. INPUT: MANUAL. OUTPUT: REPORTS, MASTERFILE. RETENTION DESCRIPTION: CORRESPONDENCES ARE DELETED FROM THE MASTERFILE 5 YEARS AFTER DATE RECEIVED OR SENT. PLATFORM: LAN. SOFTWARE: DBASE IV.	GRS 16, 14E

TS
11-17-97

TEMPORARY
Form No: ER-DAR FILE Series No: Org. Abbrev: SBOO/DAR
Retain: 5 yrs 0 mths
5 YEARS AFTER DATE RECEIVED.

Item No.	Description of Item	Authority
N1-53-96-04-0115	IRS TAX OFFSET DATABASE SYSTEM-60000: THIS SYSTEM IS A DATABASE USED FOR UNPAID RECEIVABLES OVER \$25 SUBJECT TO ATTACHMENT OF FEDERAL TAX REFUNDS. INPUT: MANUAL. OUTPUT: DATA IS SENT BY MODEM TO THE MARTINSBURG COMPUTER CENTER. PLATFORM: PC. SOFTWARE: REMIT - FEDERAL TAX REFUND OFFSET PROGRAM VER. 2.41 DEPARTMENT OF TREASURY/FMS.	GRS 02, 18

TS
11-17-97

TEMPORARY
Form No: ER-IRS TAX Series No: Org. Abbrev: SBOO/DAR
Retain: 3 yrs 0 mths

Item No.
1N1-53-96-04-0116

Description of Item
MASTERFILE UPDATE LOG SYSTEM-60000:
THIS SYSTEM TRACKS THE MASTERFILE UPDATE RUNS RECEIVED FROM COB TO THE
ADJUSTMENT SECTION. THE MAJOR FUNCTION IS THE BALANCE MASTERFILE RUNS FROM
COB TO CLASSIFI ATION AND REPORTING PIECE COUNTS OF STUB AND BOND
CLASSIFICATIONS. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LAN. SOFTWARE:
DBASE.

Authority
GRS-20, 08

Form No: ER-MASTER Series No: Org. Abbrev: SBOO/DAR
Retain: 5 yrs 0 mths

PAPER REFERENCE IS GRS-23, 08.

Item No.
1N1-53-96-04-0117

Description of Item
MISSASSEMBLY LOG SYSTEM-60000:
THIS IS A SYSTEM THAT TRACKS THE INSCRIPTIONS ON THE SALE AND BOND OF SAME
SERIAL NUMBER THAT DO NO MATCH. IT ALSO TRACKS ERRORS ON THE STUB AND/OR
BOND WHEN IT WAS PRINTED OR PUNCHED. THE MAJOR FUNCTION IS TO TRACK ERRORS
AND THE ACTIONS TAKEN TO CORRECT THEM. INPUT: MANUAL. OUTPUT: REPORTS.
RETENTION DESCRIPTION: INDEFINITE OR UNTIL ALL ITEMS ARE RETURNED.
PLATFORM: LAN. SOFTWARE: DBASE.

Authority
GRS-20, 08

Form No: ER-MISSASSE Series No: Org. Abbrev: SBOO/DAR
Retain: ~~5 yrs~~ 0 mths
DESTROY WHEN NO LONGER NEEDED.
PAPER REFERENCE IS GRS-23, 08.

Item No.
1N1-53-96-04-0118

Description of Item
IOT LOG DESK SYSTEM-60000:

Authority
GRS-23, 08

THIS SYSTEM TRACKS TAPES AND RELATED DOCUMENTS FROM ISSUING AGENTS. IOT CLERKS THEN PREPARE NECESSARY RUN REQUESTS AND FORWARDS THE FORM, AUDIT, AND TAPE TO COB FOR PROCESSING. THE MAJOR FUNCTION IS TO PROCESS TAPES RECEIVED FROM ISSUING AGENTS. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LOCAL PC. SOFTWARE: DBASE.

Form No: ER-IOT LOG Series No:
Retain: 3 yrs 0 mths

Org. Abbrev: SBOO/DAR

PAPER REFERENCE IS GRS-23, 08

Item No.
1N1-53-96-04-0119

Description of Item
FOREIGN DATABASE-60000:

Authority
NEW 356

THIS SYSTEM IS USED TO ACCUMULATE AND ORGANIZE INFORMATION RELATED TO ACCOUNTS OF BOND OWNERS LIVING ABROAD. THE MAJOR FUNCTION IS TO MAINTAIN INFORMATION THAT WILL ENSURE THAT INTEREST IS PROPERLY DISBURSED AND THAT TAX INFORMATION IS BEING ACCURATELY REPORTED TO THE BOND OWNER AND TO THE INTERNAL REVENUE SERVICE. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LAN. SOFTWARE: DBASE IV.

Form No: ER-FOREIGN Series No:
Retain: 7 yrs 0 mths

Org. Abbrev: SBOO/DAR

ARCHIVE FILES EACH CALENDAR YR. DESTROY 7 YRS LATER.

Item No.	Description of Item	Authority
N1-53-96-04-0120	<p>GOVERNMENT EMPLOYEE SALARY OFFSET DATABASE SYSTEM-60000: THIS SYSTEM IS A DATABASE SYSTEM USED TO RECORD THE STATUS OF BOND ACCOUNTS OF GOVERNMENT EMPLOYEE DEBTORS WHO HAVE BEEN NOTIFIED THAT A SALARY OFFSET MAY BE OR HAS BEEN PROCESSED TO RECOVER FUNDS TO WHICH THEY WERE NOT ENTITLED. THE MAJOR FUNCTION IS TO PROVIDE A RECORD OF ACCOUNT STATUS AND ACTIVITY. PROVIDE MONTHLY FY-TO-DATE REPORT SHOWING THE NUMBER AND DOLLAR AMOUNTS OF ACCOUNTS MATCHED ACCOUNTS RESOLVED, AND TOTAL COLLECTIONS BY MONTH. INPUT: MANUAL. OUTPUTS: REPORTS. RETENTION: REFERENCE = GRS-02, 18; 3 YRS. PLATFORM: LAN. SOFTWARE: DBASE IV. Form No: ER-GESOD Series No: Org. Abbrev: SBOO/DAR Retain: 7 yrs 0 mths TRANSFER ZERO BALANCED ACCOUNTS TO INACTIVE FILE AT END OF YR. DESTROY INACTIVE FILE 7 YRS AFTER CUT OFF.</p>	NEW 359

Item No.	Description of Item	Authority
N1-53-96-04-0121	<p>SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 0-E/EE PRICING MODULE-60000: THIS SYSTEM IS AN INTEGRATED SET OF ONLINE AND BATCH PROGRAMS AND DATABASES WHICH PROVIDE THE ABILITY TO PRICE SERIES EE/E SAVINGS BONDS AND SAVINGS NOTES FOR REDEMPTION. THE PROCEEDS OF THESE BONDS ARE PLACED IN A TRANSACTION AND EXCHANGED TO ISSUE SERIES HH SAVINGS BONDS. FINANCIAL REPORTING IS DONE TO REPORT THE EFFECT OF THE TRANSACTIONS ON THE APPROPRIATE PUBLIC DEBT ACCOUNTS. THE MAJOR FUNCTION IS TO INITIATE/UPDATE EXCHANGE CASES, CASH TOTALS, PRICE BONDS, REFUND CHECK DATA, 1099-INT INFORMATION, SOURCE NAME AND ADDRESS, DELETE (DTD CONTINUES ON NEXT PAGE) Form No: ER-HH/H-0 Series No: Org. Abbrev: SBOO/DAR Retain: 7 yrs 0 mths DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY). DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.</p>	NEW 345

Item No.	Description of Item	Authority
N1-53-96-04-0121	SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 0-E/EE PRICING MODULE-60000:	NEW 345

X THIS SYSTEM IS AN INTEGRATED SET OF ONLINE AND BATCH PROGRAMS AND	X
X DATABASES WHICH PROVIDE THE ABILITY TO PRICE SERIES EE/E SAVINGS BONDS AND	X
X SAVINGS NOTES FOR REDEMPTION. THE PROCEEDS OF THESE BONDS ARE PLACED IN A	X
X TRANSACTION AND EXCHANGED TO ISSUE SERIES HH SAVINGS BONDS. FINANCIAL	X
X REPORTING IS DONE TO REPORT THE EFFECT OF THE TRANSACTIONS ON THE	X
X APPROPRIATE PUBLIC DEBT ACCOUNTS. THE MAJOR FUNCTION IS TO	X
X INITIATE/UPDATE EXCHANGE CASES, CASH TOTALS, PRICE BONDS, REFUND CHECK	X
X DATA, 1099-INT INFORMATION, SOURCE NAME AND ADDRESS, DELETE (DTD	X
X CONTINUES ON NEXT PAGE) EXCHANGE CASE, INQUIRY DAILY RECAP PROCESSING,	X
X INQUIRY EXCHANGE CASE, ACCRUAL DATA MOVED TO HH/H SYSTEM, EXTRACT CASE	X
X DATA FROM HH/H SYSTEM, END OF DAY PROCESSING, UPDATE COMPLETED EXCHANGE	X
X CASE DATABASE, SHORT FORM CASE REPORT, AGING REPORT,	X
X	X
X INPUT: SEE INVENTORY SHEET	X
X OUTPUT: SEE INVENTORY SHEET	X
X	X
X RETENTION DESCRIPTION: DATABASE RECORDS ARE CONSTANTLY CHANGING. SOME	X
X DATASETS ARE OVERWRITTEN OTHERS ARE CATALOGED WITH A NEW COPY EACH DAY.	X
X SOME TAPES ARE RETAINED FOREVER, OTHERS HAVE A NEW COPY EACH TIME THE RUN	X
X IS RUN, AND STILL OTHERS ARE RE-WRITTEN. THE NORMAL RETENTION FOR DATA IS	X
X THREE YEARS AND CURRENT. HOWEVER, RETENTION MAY BE SHORTER OR LONGER	X
X DEPENDING ON THE INDIVIDUAL TAPE OR DATASET.	X
X PLATFORM: IMS	X
X	X
X	X
X	X
X	X
X	X
X	X
X	X
X	X
X	X
X	X
X	X
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X	X

Item No.	Description of Item	Authority
N1-53-96-04-0122	SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 1-ISSUE AND RETIREMENT-60000: THIS SYSTEM IS AN INTEGRATED SET OF ONLINE AND BATCH PROGRAMS AND DATABASES WHICH PROVIDE THE ABILITY TO PROCESS ISSUE AND RETIREMENT TRANSACTIONS INVOLVING SERIES HH/H,F,G,J,K SAVINGS BONDS. THE MAJOR FUNCTION PROVIDES FOR THE PROCESSING OF APPLICATIONS RECEIVED FROM BOND OWNERS REQUESTING THE ISSUANCE AND/OR REDEMPTION OF CURRENT INCOME BONDS. THE APPLICATION DATA IS ENTERED ON-LINE BY AUTHORIZED FRB'S AND THE DIV. OF TRANSACTIONS AND RULINGS. THE DATA IS PROCESSED THROUGH THE ESTABLISHMENT AND CONTROL OF TRANSACTIONS ON THE PENDING TRANSACTION (DATA CONTINUES ON NEXT PAGE) Form No: ER-HH/H-1 Series No: Org. Abbrev: SBOO/DAR Retain: 99 yrs 0 mths	NEW 346

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
N1-53-96-04-0123	SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 2-CLASSIFICATION-60000: THIS SYSTEM PROVIDES FOR THE BALANCING, AUDITING, CLASSIFYING, AND REPORTING OF ISSUE AND RETIREMENT TRANSACTIONS RELEVANT TO CURRENT INCOME BONDS PROCESSED BY THE FRBS AND DIV. OF TRANSACTIONS AND RULINGS. THE MAJOR FUNCTION ARE CLASSIFICATION/REPORTING PROCESS, LOAN CODE MAINTENANCE PROCESS, BOND ISSUANCE PROCESS, DATABASE UPDATE PROCESS, CLASSIFIED CASH AND SECURITY ADJUSTMENT PROCESS, RETIRED BOND AUDIT PROCESS, MONTHLY REPORTING PROCESS, CASH AND SECURITY PURGE (YEARLY), OBSOLETE STOCK UPDATE. INPUT: SEE INVENTORY SHEET. OUTPUT: (DATA CONTINUES ON NEXT PAGE) SEE Form No: ER-HH/H-2 Series No: Org. Abbrev: SBOO/DAR Retain: 99 yrs 0 mths	NEW 347

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
N1-53-96-04-0122	SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 1-ISSUE AND RETIREMENT-60000:	NEW 346
	❑ THIS SYSTEM IS AN INTEGRATED SET OF ONLINE AND BATCH PROGRAMS AND	❑
	❑ DATABASES WHICH PROVIDE THE ABILITY TO PROCESS ISSUE AND RETIREMENT	❑
	❑ TRANSACTIONS INVOLVING SERIES HH/H,F,G,J,K SAVINGS BONDS. THE MAJOR	❑
	❑ FUNCTION PROVIDES FOR THE PROCESSING OF APPLICATIONS RECEIVED FROM BOND	❑
	❑ OWNERS REQUESTING THE ISSUANCE AND/OR REDEMPTION OF CURRENT INCOME BONDS.	❑
	❑ THE APPLICATION DATA IS ENTERED ON-LINE BY AUTHORIZED FRB'S AND THE DIV.	❑
	❑ OF TRANSACTIONS AND RULINGS. THE DATA IS PROCESSED THROUGH THE	❑
	❑ ESTABLISHMENT AND CONTROL OF TRANSACTIONS ON THE PENDING TRANSACTION	❑
	❑ (DATA CONTINUES ON NEXT PAGE) DATABASE.	❑
	❑	❑
	❑ INPUT: SEE INVENTORY SHEETS.	❑
	❑ OUTPUT: SEE INVENTORY SHEETS.	❑
	❑	❑
	❑ RETENTION DESCRIPTION: DATABASE RECORDS ARE CONSTANTLY CHANGING. SOME	❑
	❑ DATASETS ARE OVERWRITTEN OTHERS ARE CATALOGED WITH A NEW COPY EACH DAY.	❑
	❑ SOME TAPES ARE RETAINED FOREVER, OTHERS HAVE A NEW COPY EACH TIME THE RUN	❑
	❑ IS RUN, AND STILL OTHERS ARE RE-WRITTEN. THE NORMAL RETENTION FOR DATA IS	❑
	❑ THREE YEARS AND CURRENT. HOWEVER, RETENTION MAY BE SHORTER OR LONGER	❑
	❑ DEPENDING ON THE INDIVIDUAL TAPE OR DATASET. SYSTEM BACKUP RUN OUTPUT ARE	❑
	❑ SENT OFFSITE EACH NIGHT. EACH YAER THE FUNCTION 0 DATABASES ARE PURGES TO	❑
	❑ HOLD ONLY THE LAST THREE YEARS PLUS CURRENT.	❑
	❑ PLATFORM: IMS.	❑
	❑ SOFTWARE: IN HOUSE DEVELOPED AND MAINTAINED COBOL PROGRAMS/DATABASES.	❑
	#####V	

Item No.
N1-53-96-04-0123

Description of Item	Authority
❑ THIS SYSTEM PROVIDES FOR THE BALANCING, AUDITING, CLASSIFYING, AND ❑ REPORTING OF ISSUE AND RETIREMENT TRANSACTIONS RELEVANT TO CURRENT INCOME ❑ BONDS PROCESSED BY THE FRBS AND DIV. OF TRANSACTIONS AND RULINGS. THE ❑ MAJOR FUNCTION ARE CLASSIFICATION/REPORTING PROCESS, LOAN CODE MAINTENANCE ❑ PROCESS, BOND ISSUANCE PROCESS, DATABASE UPDATE PROCESS, CLASSIFIED CASH ❑ AND SECURITY ADJUSTMENT PROCESS, RETIRED BOND AUDIT PROCESS, MONTHLY ❑ REPORTING PROCESS, CASH AND SECURITY PURGE (YEARLY), OBSOLETE STOCK ❑ UPDATE. ❑	❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑
❑ INPUT: SEE INVENTORY SHEET. ❑ OUTPUT: (DATA CONTINUES ON NEXT PAGE) SEE INVENTORY SHEET. ❑	❑ ❑ ❑
❑ RETENTION DESCRIPTION: ALL OUTPUT FILES ARE LIVING FILES THAT ARE IN ❑ CONSTANT STATE OF CHANGE. THEY EXIST UNTIL THEY ARE OVERLAID WITH NEW ❑ INFORMATION. COPIES OF THE NIGHTLY SERIES HH/H SYSTEM IMAGE RUNS ARE SENT ❑ OFF-SITE ON A ROTATIONAL SCHEDULE WITH THE THIRD OLDEST COPY STORED AT ❑ PARK CENTER. ALSO EACH YEAR ALL SYSTEM INFORMATION OLDER THAN THREE YEARS ❑ IS PURGED TO HISTORICAL FILES THAT ARE PERMANENTLY RETAINED. ❑	❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑
❑ PLATFORM: IMS. ❑ SOFTWARE: IN HOUSE DEVELOPED COBOL PROGRAMS/DATABASES. ❑ ❑	❑ ❑ ❑ ❑ ❑
aaY	

Item No.	Description of Item	Authority
N1-53-96-04-0124	<p>SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 3-ACCOUNT MAINTENANCE-60000: THIS SYSTEM PROVIDES FOR THE MAINTENANCE OF BOND OWNER ACCOUNT INFORMATION ON THE PRIMARY DATABASE. THIS INCLUDES THE MAINTENANCE OF ACCOUNT INSCRIPTION ADDRESSES, CORRESPONDENCE ADDRESSES, AND ACH INFORMATION ASSOCIATED WITH A BOND OWNER'S HOLDINGS. THE MAJOR FUNCTION IS ENTERING NEW ACCOUNTS, UPDATING THE ACCOUNT INSCRIPTION OR ADDRESS; ADDING OR UPDATING A CORRESPONDENCE ADDRESS; MOVING BONDS FROM ONE ACCOUNT TO ANOTHER; ADDING, CHANGING OR REMOVING ACH DATA; ADDING BONDS, ADJUSTING BOND STATUS RECORDS. INPUT: SEE INVENTORY SHEETS. OUTPUT: (DATA CONTINUES ON NEXT PAGE) SEE</p> <p>Form No: ER-HH/H-3 Series No: Org. Abbrev: SBOO/DAR Retain: 99 mths 0 mths</p> <p>DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY).</p> <p>DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.</p>	NEW 348

N1-53-96-04-0125	<p>SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 4-PRIMARY INTEREST-60000: THIS SYSTEM PROVIDES FOR THE GENERATION AND MAINTENANCE OF SERIES HH/H INTEREST PAYMENT INFORMATION. THE MONTHLY INTEREST PAYMENTS TO BOND OWNERS ARE BASED UPON DATA RETAINED ON THE PRIMARY DATABASE. THE MAJOR FUNCTION PROVIDES STATE/COUNTRY UPDATE, INTEREST RATE MAINTENANCE, PRIMARY INTEREST PAYMENT PROCESS, PRIMARY INTEREST VOUCHER LOG INQUIRY, TAX ADJUSTMENTS/IRS REPORTING. INPUT: SEE INVENTORY SHEET. OUTPUT: SEE INVENTORY SHEET. RETENTION DESCRIPTION: THE OUTPUT SOURCE FILES EXIST UNTIL THEY ARE OVERLAID WITH NEW INFORMATION. COPIES OF THE NIGHTLY SERIES HH/H SYSTEM</p> <p>Form No: ER-HH/H-4 Series No: Org. Abbrev: SBOO/DAR Retain: 99 mths 0 mths</p> <p>DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY).</p> <p>DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.</p>	NEW 349
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Item No.	Description of Item	Authority
N1-53-96-04-0126	<p>SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 5-DEPOSIT/TRANSFER-60000: THIS SYSTEM PROVIDES CIBB WITH THE CAPABILITY TO DEPOSIT HELD FUNDS TO ACCOUNTS ON THE PRIMARY AND NON-H DATABASE BASED UPON THE RETURN OF INTEREST OR REDEMPTION PAYMENTS. ALSO PROVIDES FOR THE TRANSFER OF HELD INTEREST TO THE APPROPRIATE ACCOUNT. ALSO PROVIDES FOR THE REVIEW OF STALE DATED CHECK DEPOSITS BY PAYMENT DATE AND THE CAPABILITY TO GENERATE FILES TO UTILIZE THE LETTER FORWARDING SERVICES PROVIDED BY THE IRS IN ORDER TO LOCATE BONDOWNERS WHOSE ACCOUNTS REFLECT HELD INTEREST. THE MAJOR FUNCTION PROVIDES LEDGER ACCOUNT ENTRY, PRIMARY INTEREST DEPOSITS, ACH INTEREST</p> <p>Form No: ER-HH/H-5 Series No: Org. Abbrev: SBOO/DAR Retain: 29 yrs 0 mths</p> <p>DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY) DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.</p>	NEW 350

Item No.	Description of Item	Authority
N1-53-96-04-0127	<p>SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 6-SUPPLEMENTAL INTEREST-60000 THIS SYSTEM PROVIDES FOR THE PAYMENT OF INTEREST ON RETROACTIVE ISSUES, DISBURSEMENT OF HELD INTEREST, REFUNDS, AND MISCELLANEOUS CHECK PAYMENTS. CHECK PAYMENTS ARE DISBURSED THROUGH THE TREASURY DIRECT SYSTEM. THIS FUNCTION ALSO PROVIDES FOR THE UPDATING OF ALL LEDGER ACCOUNTS WITH DAILY TRANSACTIONS BY USE OF TRANSACTION CODES. THE MAJOR FUNCTION PROVIDES CIBB WITH ON-LINE CAPABILITY TO ESTABLISH AND UPDATE DISBURSEMENT INFORMATION AND THE ASSOCIATED BONDOWNER ACCOUNT INFORMATION ON THE PRIMARY DATABASE. INPUT: SEE INVENTORY SHEET. OUTPUT: (DATA CONTINUES ON NEXT PAGE) SEE</p> <p>Form No: ER-HH/H-6 Series No: Org. Abbrev: SBOO/DAR Retain: 29 yrs 0 mths</p> <p>DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATION. (TO BE RETAINED BY BPD INDEFINITELY) DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.</p>	NEW 351

Item No.	Description of Item	Authority
.N1-53-96-04-0127	SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 6--SUPPLEMENTAL INTEREST-60000	NEW 351
	<ul style="list-style-type: none"> ⌘ THIS SYSTEM PROVIDES FOR THE PAYMENT OF INTEREST ON RETROACTIVE ISSUES, ⌘ DISBURSEMENT OF HELD INTEREST, REFUNDS, AND MISCELLANEOUS CHECK PAYMENTS. ⌘ CHECK PAYMENTS ARE DISBURSED THROUGH THE TREASURY DIRECT SYSTEM. THIS ⌘ FUNCTION ALSO PROVIDES FOR THE UPDATING OF ALL LEDGER ACCOUNTS WITH DAILY ⌘ TRANSACTIONS BY USE OF TRANSACTION CODES. THE MAJOR FUNCTION PROVIDES ⌘ CIBB WITH ON-LINE CAPABILITY TO ESTABLISH AND UPDATE DISBURSEMENT ⌘ INFORMATION AND THE ASSOCIATED BONDOWNER ACCOUNT INFORMATION ON THE ⌘ PRIMARY DATABASE. 	<ul style="list-style-type: none"> ⌘ ⌘ ⌘ ⌘ ⌘ ⌘ ⌘
	⌘	⌘
	⌘ INPUT: SEE INVENTORY SHEET.	⌘
	⌘ OUTPUT: (DATA CONTINUES ON NEXT PAGE) SEE INVENTORY SHEET.	⌘
	⌘	⌘
	<ul style="list-style-type: none"> ⌘ RETENTION DESCRIPTION: ALL OUTPUT FILES ARE LIVING FILES THAT ARE IN A ⌘ CONSTANT STATE OF CHANGE. THEY EXIST UNTIL THEY ARE OVERLAID WITH NEW ⌘ INFORMATION OR NEW CYCLES OR GENERATIONS OF THE DATASETS ARE CREATED. ⌘ COPIES OF THE NIGHTLY SERIES HH/H SYSTEM IMAGE RUNS ARE SENT OFF-SITE ON A ⌘ ROTATIONAL SCHEDULE WITH THE THIRD OLDEST COPY STORED AT PARK CENTER. ⌘ ALSO, EACH YEAR THE HH/H SYSTEM INFORMATION OLDER THAN THREE YEARS IS ⌘ PURGED TO HISTORICAL FILES THAT ARE PERMANENTLY RETAINED. 	<ul style="list-style-type: none"> ⌘ ⌘ ⌘ ⌘ ⌘ ⌘
	⌘	⌘
	⌘ PLATFORM: IMS.	⌘
	⌘ SOFTWARE: IN HOUSE DEVELOPED COBOL PROGRAMS/DATABASES.	⌘
	⌘	⌘
	⌘	⌘

Item No. Description of Item Authority
N1-53-96-04-0128 SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 7-INQUIRY AND HISTORY-60000: NEW 352
THIS SYSTEM PROVIDES FOR ON-LINE INQUIRY CAPABILITY OF INFORMATION
CONTAINED WITHIN BOND OWNER ACCOUNTS ON THE PRIMARY DATABASE; BATCH INQUIRY
CAPABILITY OF BOND OWNER ACCOUNTS MAINTAINED ON THE PRIMARY DATABASE; THE
GENERATION OF TAXPAYER CERTIFICATION NOTICES AND IDENTIFICATION NUMBER. THE
MAJOR FUNCTION OF THIS SYSTEM PROVIDES ON-LINE AND/OR BATCH INQUIRY
CAPABILITY TO INFORMATION CONTAINED WITHIN BOND OWNER ACCOUNTS. INPUT: SEE
INVENTORY SHEET. OUTPUT: SEE INVENTORY SHEET. RETENTION DESCRIPTION: THE
OUTPUT SOURCE FILE EXISTS UNTIL IT IS (DATA CONTINUES ON NEXT PAGE)
Form No: ER-HH/H-7 Series No: Org. Abbrev: SBOO/DAR
Retain: 0 mths
~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER
NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY)~~
DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No. Description of Item Authority
N1-53-96-04-0129 SERIES HH/H SAVINGS BOND SYSTEM FUNCTION 8-MANAGEMENT INFORMATION-6000 NEW 353
THIS SYSTEM PROVIDES FOR THE COLLECTION OF INFORMATION RELATING TO ACTIVITY
IN THE SERIES HH/H SYSTEM. ON-LINE PROGRAMS IN THE SERIES HH/H SYSTEM WILL
CAPTURE SPECIFIC INFORMATION GENERATED IN THE PROCESSING OF ON-LINE
TRANSACTIONS. THE MAJOR FUNCTION IS TO PROCESS LOAD AND/OR PURGE JOBS FOR
HR DB2 TABLES. THROUGH DB2 QUERIES PROVIDES STATISTICAL INFORMATION
REGARDING TRANSACTIONS PROCESSED BY DTR, THE FEDERAL RESERVE BANKS AND
CIBB. INPUT: SEE INVENTORY SHEET. OUTPUT: SEE INVENTORY SHEET. RETENTION
DESCRIPTION: ALL OUTPUT (DATA CONTINUES ON NEXT PAGE) FILES ARE LIVING
Form No: ER-HH/H-8 Series No: Org. Abbrev: SBOO/DAR
Retain: 0 mths
~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER
NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY)~~
DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
N1-53-96-04-0130	IOT/SSAN LOG APPLICATION-60000: THE SYSTEM TRACKS CORRESPONDENCE BETWEEN THE BUREAU AND AGENTS CONCERNING CORRECTIONS TO SSAN'S. THE MAJOR FUNCTION IS TO TRACK CORRESPONDENCE AND CORRECTIONS OF SOCIAL SECURTY AND TAX PAYER IDENTIFICATION NUMBERS. INPUT: MANUAL. OUTPUT: NONE. RETENTION DESCRIPTION: USE AS REFERENCE NC1-53-78-04, 07. PLATFORM: PC. SOFTWARE: DBASE.	NEW 397

Form No: ER-IOT Series No: Org. Abbrev: SBOO/DAR
 Retain: 2 yrs 0 mths
 DESTROY WHEN 2 YEARS OLD.

Item No.	Description of Item	Authority
N1-53-96-04-0131	ISSUES ON TAPE EE/E-60000: THIS SYSTEM PROCESSES SERIES EE/E BOND ISSUES AND REISSUES DATA RECEIVED ON MAGNETIC TAPE FROM AGENTS. IT REFORMATS THE DATA RECEIVED TO CREATE A STANDARD FORMAT ACCEPTABLE TO THE AUDITING SYSTEM. THE RECEIVED MAGNETIC TAPE OR AGENT TAPES ARE CREATED INTO A PRINT BOND FILE. THIS FILE IS SAVED ON OPTICAL DISK OR COMPUTER OUTPUT TO LASER DISK(COLD) AND IS THE MAIN FILE THAT IS INPUT TO THE AUDITING SYSTEM. THE MAJOR FUNCTION IS TO PROCESS AGENT TAPES. INPUT: AGENT TAPE. OUTPUT: COLD STORAGE, BALANCE-ISSUES, PRINT BONDS-OC/PR COUNTY SALES SYSTEM. PLATFORM: MAINFRAME. SOFTWARE: COBOL, IMS, Form No: ER-IOT-ET Series No: Org. Abbrev: SBOO/DAR Retain: 90 yrs 0 mths DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY)	NEW 398

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
.N1-53-96-04-0132	LOCATOR DATABASE SYSTEM-60000: THIS SYSTEM IS A DATABASE SYSTEM IDENTIFYING OWNERS OF SERIES HH/H BONDS WITH HELD INTEREST. THE MAJOR FUNCTION IS TO TRACK THE STATUS OF ACCOUNTS UNDER INVESTIGATION BY THE LOCATOR GROUP TECHNICIANS. THE ACTIVE FILE IS A CONTINUOUS FILE. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LAN. SOFTWARE: DBASE IV.	NEW 358

Form No: ER-LD Series No: Org. Abbrev: SBOO/DAR
Retain: 7 yrs 0 mths
MOVE ACTIVES FILES TO INACTIVE AT THE END OF CALENDAR YEAR.
RETAIN FOR 7 ADDITIONAL YRS.

Item No.	Description of Item	Authority
N1-53-96-04-0133	PERFORMANCE SYSTEM-60000: THIS SYSTEM TRACKS MONTHLY WORK RECEIVED, PERFORMED, AND RELEASED IN THE BRANCH. THE MAJOR FUNCTION IS THAT MONTHLY WORK PERFORMED IN THE BRANCH TO DETERMINE MANagements PERFORMANCE APPRAISAL RATINGS. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LOCAL PC. SOFTWARE: DBASE	NEW 407

TEMPORARY

11-17-97
TS

Form No: ER-PERFORMA Series No: Org. Abbrev: SBOO/DAR
Retain: 3 yrs 0 mths

Item No.
.N1-53-96-04-0134

Description of Item
RED LIST SYSTEM-60000:
THIS SYSTEM IS THE ORIGINAL BATCH NUMBER, BANK, SERIES, TYPE, BATCH NUMBER
ASSIGNED BY ADJUSTMENT SECTION, AND TRANSFER DATE. THE MAJOR FUNCTION
ENABLES YOU TO VERIFY THAT ALL AFTER CLASSIFICATION BATCHES ARE PROCESSED
AND THE INFORMATION ON THE BLOTTERS AND CODING SHEETS AGREE WITH THE RED
LIST. INPUT: MANUAL. OUTPUT: NONE. PLATFORM: LOCAL PC. SOFTWARE: DBASE..

Authority
NEW 404

Form No: ER-REDLIST Series No:
Retain: 1 yrs 6 mths

Org. Abbrev: SBOO/DAR

Item No.
N1-53-96-04-0135

Description of Item
RETURNED REDEMPTION TABLES-60000:
THIS SYSTEM TRACKS THE MAILINGS OF REDEMPTION TABLES; ENVELOPES RETURNED,
ADDRESSES CORRECTIONS, AND REDEMPTION TABLE CORRECTIONS. THE MAJOR FUNCTION
IS TO TRACK REDEMPTION TABLE MAILINGS AND COSTS. INPUT: MANUAL. OUTPUT:
REPORTS. PLATFORM: LOCAL PC. SOFTWARE: DBASE.

Authority
NEW 409

Form No: ER-RET.REDE Series No:
Retain: 3 yrs 0 mths

Org. Abbrev: SBOO/DAR

Item No.
N1-53-96-04-0136

Description of Item
UNITED STATES SAVINGS BOND SYSTEM-60000:
THIS SYSTEM IS THE MASTER ACCOUNTING PROCESS FOR ALL SAVINGS BOND SECURITIES. ALL SALES, REDEMPTIONS, EXCHANGES OF SAVINGS BONDS AND ACCRUED INTEREST ARE ACCOUNTED FOR IN THIS SYSTEM. THE MAJOR FUNCTION IS TO ACCOUNT FOR ALL U.S. SAVINGS BOND SECURITY TRANSACTIONS. INPUT: CLASSIFICATION SYSTEM, SAD FILE, BOOK ENTRY SYSTEMS, ENCODER TAPES, BULK DATA FILE FROM PITTSBURGH, ACCOUNTS RECEIVABLE SYSTEM AND CHARGE AND CREDIT CLASSIFICATION SYSTEM (HH/H). OUPUT: PARS; COLD. RETENTION DESCRIPTION: THIS FILE IS CONTINUOUSLY UPDATED. PLATFORM: MAINFRAME SOFTWARE: COBOL
Form No: ER-SB Series No: Org. Abbrev: SBOO/DAR
Retain: ~~29 yrs~~ 0 mths

Authority
NEW 387

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY)~~
DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.
N1-53-96-04-0137

Description of Item
STAFFING SYSTEM-60000:
THIS SYSTEM IS MONTHLY TOTALS OF PERMANENT POSITIONS, STAFF YEARS, OVERTIME HOURS AND PIECES RECEIVED, PROCESSED, AND ON HAND. THE MAJOR FUNCTION IS FOR BUDGET PURPOSES. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LOCAL PC. SOFTWARE: DBASE.

Authority
NEW 387

Form No: ER-STAFFING Series No: Org. Abbrev: SBOO/DAR
Retain: 3 yrs 0 mths

PAPER REFERENCE IS GRS-23, 01

Item No.	Description of Item	Authority
1N1-53-96-04-0138	ABB PRODUCTIVITY SYSTEM-60000: THIS SYSTEM CONTAINS INDIVIDUAL EMPLOYEE PRODUCTION INFORMATION FOR ACCRUAL BOND BRANCH EMPLOYEES. THE MAJOR FUNCTION IS TO PROVIDE MONTHLY LISTINGS FOR EACH EMPLOYEE SHOWING AMOUNT OF WORK PROCESSED AND THE EMPLOYEE'S PRODUCTION RATES FOR THE MONTH AND CURRENT APPRAISAL PERIOD. INPUT: MANUAL. OUTPUT: REPORTS, MASTERFILE. PLATFORM: LOCAL PC. SOFTWARE: DBASE.	[REDACTED]

Form No: ER-ABB PROD Series No:
Retain: 3 yrs 0 mths

Org. Abbrev: SBOO/DAR

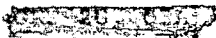
PAPER REFERENCE IS GRS-23, 01

Item No.	Description of Item	Authority
1N1-53-96-04-0139	ADJUSTMENT FILE SYSTEM-60000: THIS SYSTEM MAINTAINS ALL THE DEBITS AND CREDITS THAT ARE CREATED FROM THE PROCESSING OF BONDS AND STUBS FOR EACH TRANSFER DAY. THE MAJOR FUNCTION IS TO BALANCE DAILY TRANSACTIONS THAT ARE RELEASED INTO THE PARS SYSTEM. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LOCAL PC. SOFTWARE: DBASE.	NEW 408

Form No: ER-ADJUST Series No:
Retain: 3 yrs 0 mths

Org. Abbrev: SBOO/DAR

Item No.	Description of Item	Authority
N1-53-96-04-0140	<p>CASE ENHANCEMENT REPORTS-60000: THIS SYSTEM TRACKS ENHANCEMENTS TO THE SERIES HH/H SYSTEM AND ARG FFS SYSTEM. THE SYSTEM MAINTAINS A CURRENT, FUTURE AND COMPLETED DATABASE. THE ENHANCEMENTS ARE ASSIGNED A CONTROL NUMBER FOR TRACKING. THE USER CAN MOVE THE ENHANCEMENTS TO OTHER DATABASE FILES AS NEEDED. THE MAJOR FUNCTION IS A CURRENT, FUTURE AND COMPLETE ENHANCEMENTS TO SERIES HH/H AND ARG FFS SYSTEM. INPUT: MANUAL. OUTPUT: REPORTS, MASTERFILE. RETENTION DESCRIPTION: THIS IS A COMPLETE LISTING OF ALL SOFTWARE ENHANCEMENTS. IT WILL BE RETAINED UNTIL THE SYSTEM IS SUPERSEDED. PLATFORM: LAN. SOFTWARE: DBASE IV. Form No: ER-CASE Series No: Org. Abbrev: SBOO/DAR Retain: 5 yrs 0 mths DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY) DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.</p>	NEW 371
Item No.	<p>Description of Item</p> <p>CIB PERSONNEL ACTIONS SYSTEM-60000: THIS SYSTEM TRACKS CURRENT INCOME BOND BRANCH PERSONNEL ACTIONS. THE MAJOR FUNCTION IS TO STORE INFORMATION FOR REFERENCE PURPOSES. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LOCAL USER'S PC. SOFTWARE: DBASE IV.</p>	Authority
N1-53-96-04-0141	<p>Form No: ER-CIBPA Series No: Org. Abbrev: SBOO/DAR Retain: 1 yrs 0 mths DESTROY 1 YR AFTER THE CLOSE OF THE FISCAL YR OF THE ACTION.</p>	NEW 361

Item No.	Description of Item	Authority
1N1-53-96-04-0142	<p>CIB PRODUCTIVITY SYSTEMS-60000: THIS SYSTEM IS A DATABASE SYSTEM CONTAINING INDIVIDUAL EMPLOYEE PRODUCTION INFORMATION FOR CIB BRANCH EMPLOYEES IN SEARCH AND CORRESPONDENCE AND ACCOUNTS MAINTENANCE AND RECEIVABLES SECTIONS. THE MAJOR FUNCTION IS TO PROVIDE MONTHLY LISTINGS FOR EACH EMPLOYEE SHOWING AMOUNT OF WORK PROCESSED AND THE EMPLOYEE'S PRODUCTION RATES FOR THE MONTH AND CURRENT APPRAISAL PERIOD. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: PC. SOFTWARE: DBASE IV.</p>	
	<p>Form No: ER-CIBPS Series No: Org. Abbrev: SBOO/DAR Retain: 1 yrs 0 mths DESTROY 1 YR AFTER THE CLOSED OF THE FISCAL YR OF THE ACTION. PAPER REFERENCE IS GRS 23, 01.</p>	

Item No.	Description of Item	Authority
1N1-53-96-04-0143	<p>CASH SUBSYSTEM: FOR UNCLASSIFIED BLOTTER TRANSACTIONS THE SYSTEM IS TO CORRECT AND BALANCE UNCLASSIFIED BLOTTER TRANSACTIONS AND CLASSIFIED TRANSACTIONS. THE SYSTEM WILL PRODUCE INFORMATION NEEDED TO VERIFY AND CORRECT DATA ENCODED, PRODUCE ISSUE AND REDEMPTION TITLES, SELECT CASH DATA FOR TRANSMISSION TO WASHINGTON, PRODUCE AUTOMATED SPREADSHEETS FOR DAILY CLASSIFICATION AND ADJUSTMENT CONTROL. INPUT: ENCODE-TAPE, CLASSIFICATION, BOOK ENTRY, AND CASH REMITTANCE SYSTEMS. OUTPUT: CLASSIFICATION SYSTEM; BOOK ENTRY SYSTEM; PARS/FELS. RETENTION DESCRIPTION: USE AS REFERENCE (DATA CONTINUES ON THE NEXT PAGE)</p>	NEW 389
	<p>Form No: ER-CP Series No: Org. Abbrev: SBOO/DAR Retain: 36 yrs 0 mths</p>	

Item No.
1N1-53-96-04-0144

Description of Item
CONTINUING SUPERVISORY DEVELOPMENT-60000:
THIS SYSTEM TRACKS THE TRAINING ATTENDED BY MANAGEMENT AND SUPERVISION TO ENSURE THEY MEET THE SUPERVISORY AND EEO REQUIREMENTS. THE MAJOR FUNCTION IS TO TRACK TRAINING IN THE FOLLOWING CATEGORIES: PERSONNEL MANAGEMENT, OFFICE AUTOMATION, ANALYSTICAL, COMMUNICATION, EEO AND MISCELLANEOUS. INPUT: MANUAL. OUTPUT: REPORT, MASTERFILE. PLATFORM: LAN. SOFTWARE: DBASE IV.

Authority
~~SECRET~~

Form No: ER-CSD Series No: Org. Abbrev: SBOO/DAR

Retain: ~~99 mths~~ 0 mths

~~DELETE WHEN EMPLOYEE LEAVES DIVISION~~ DELETE WHEN EMPLOYEE LEAVES DIVISION
PAPER REFERENCE IS GRS-01, 29B.

Item No.
1N1-53-96-04-0145

Description of Item
DAR TRAINING-60000:
THIS SYSTEM TRACKS THE TRAINING ATTENDED BY THE DIRECTOR'S OFFICE STAFF. THIS IS A COMPLETE LISTING OF TRAINING CLASSES TAKEN BY INDIVIDUALS. THE MAJOR FUNCTION OF THIS SYSTEM TRACKS TRAINING IN THE FOLLOWING CATEGORIES, PERSONNEL MANAGEMENT, OFFICE AUTOMATION, ANALYTICAL, COMMUNICATON, EEO AND MISCELLANEOUS. INPUT: MANUAL. OUTPUT: REPORTS, MASTERFILE. PLATFORM: PC. SOFTWARE: DBASE IV.

Authority
~~SECRET~~

Form No: ER-DAR Series No: Org. Abbrev: SBOO/DAR

Retain: ~~99 mths~~ 0 mths

DELETE WHEN EMPLOYEE LEAVES DIVISION
PAPER REFERENCE IS GRS-01, 29B.

Item No.	Description of Item	Authority
'N1-53-96-04-0146	DFAS UNDELIVERABLE BONDS-60000: THIS IS A DBASE APPLICATION MAINTAINING INFORMATION ON BONDS RETURNED TO THE BUREAU AS UNDELIVERABLE. THE MAJOR FUNCTION IS TO MAINTAIN INFORMATION ON UNDELIVERABLE DFAS BONDS USED BY LOCATORS TO IDENTIFY OWNERS FOR REMAILING OF BONDS. INPUT: VARIOUS DFAS OFFICES. (DEFENSE FINANCIAL ACCOUNTING SYSTEM). OUTPUT: REPORTS. PLATFORM: LAN. SOFTWARE: DBASE IV.	NEW 368

Form No: ER-DFAS Series No: Org. Abbrev: SBOO/DAR

Retain: ~~3~~ 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY)~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
'N1-53-96-04-0147	ALPHA EE/E-60000: THIS SYSTEM IS A FILE THAT CONTAINS THE NAME, LOCATION, AND BOND-RELATED DATA FOR INDIVIDUAL PURCHASES OF SERIES EE/E BONDS. THE MAJOR FUNCTION IS TO MAINTAIN THE SERIES EE/E ALPHABETIC MASTERFILES. THESE ARE THREE MASTERFILES FOR EACH SYSTEM - THE ACTIVE ALPHABETIC MASTERFILE, THE CURRENT INACTIVE ALPHABETIC MASTERFILE, AND THE INACTIVE ALPHABETIC MASTERFILE. INPUT: FILES FROM THE INPUT/INQUIRY SYSTEM, ALPHA DATA, ALPHA CORRECTION, ALPHA FILE INDEX, ALPHA INQUIRIES, CURRENT INACTIVE ALPHA MASTERFILE, INACTIVE ALPHA MASTERFILE, ACTIVE ALPHA (DATA CONTINUES ON NEXT PAGE)	NEW 384

Form No: ER-EA Series No: Org. Abbrev: SBOO/DAR

Retain: ~~3~~ 0 mths

~~DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY)~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
.N1-53-96-04-0147	ALPHA EE/E-60000:	NEW 384

❑ THIS SYSTEM IS A FILE THAT CONTAINS THE NAME, LOCATION, AND BOND-RELATED	❑
❑ DATA FOR INDIVIDUAL PURCHASES OF SERIES EE/E BONDS. THE MAJOR FUNCTION IS	❑
❑ TO MAINTAIN THE SERIES EE/E ALPHABETIC MASTERFILES. THESE ARE THREE	❑
❑ MASTERFILES FOR EACH SYSTEM - THE ACTIVE ALPHABETIC MASTERFILE, THE	❑
❑ CURRENT INACTIVE ALPHABETIC MASTERFILE, AND THE INACTIVE ALPHABETIC	❑
❑ MASTERFILE.	❑
❑	❑
❑ INPUT: FILES FROM THE INPUT/INQUIRY SYSTEM, ALPHA DATA, ALPHA CORRECTION,	❑
❑ ALPHA FILE INDEX, ALPHA INQUIRIES, CURRENT INACTIVE ALPHA MASTERFILE,	❑
❑ INACTIVE ALPHA MASTERFILE, ACTIVE ALPHA (DATA CONTINUES ON NEXT	❑
❑ PAGE) MASTERFILE, ALPHA INQUIRY ANSWERS, MASTERFILE REEL INDEX.	❑
❑ OUPUT:	❑
❑	❑
❑ PLATFORM: MAINFRAME.	❑
❑ SOFTWARE: COBOL	❑
❑	❑
❑	❑
❑	❑
❑	❑
❑	❑
❑	❑
❑	❑
❑	❑
❑	❑
❑	❑
❑	❑
#####Y	

Item No.	Description of Item	Authority
N1-53-96-04-0148	PAPER BOND SYSTEM EE/E-60000: THIS IS A FILE BY SERIAL NUMBER SYSTEM OF ALL PAPER BONDS RETIRED. THESE BONDS WERE ISSUED FROM MAY 1941 TO SEPTEMBER 1957. THE MAJOR FUNCTION IS TO PROVIDE A TRAIL OF ALL RETIRED SERIES 5 PAPER BONDS. INPUT: ON-LINE CICS SCREEN OR ENCODER TAPE = INQUIRIES, BALANCE TAPES SPLIT SEGMENT, NUMERIC ON/OFFS, NUMERIC 5 CORRECTIONS, RCRD FILE. OUTPUT: PAPER MERGE; RCRD INQUIRIES. RETENTION DESCRIPTION: PLATFORM: MAINFRAME. SOFTWARE: COBOL.	NEW 383

Form No: ER-EB Series No: Org. Abbrev: SBOO/DAR

Retain: ~~36 yrs~~ 0 mths

~~DESTROY WHEN THE RECENTLY DETERMINED THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY).~~

DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.

Item No.	Description of Item	Authority
N1-53-96-04-0149	CLASSIFICATION EE/E-60000: THIS SYSTEM CLASSIFIES ISSUE AND RETIREMENT TRANSACTIONS FOR SERIES A THROUGH EE/E BONDS, SAVINGS NOTES, RETIREMENT PLAN, AND INDIVIDUAL RETIREMENT BONDS. THE MAJOR FUNCTION IS TO CLASSIFY ISSUE AND RETIREMENT TRANSACTIONS FOR SERIES A THROUGH EE/E BONDS, SAVINGS NOTES, RETIREMENT PLAN, AND INDIVIDUAL RETIREMENT BONDS. INPUT: CASH SUBSYSTEM, BALANCE-ISSUES, BALANCE-RETIREMENT, BOOK ENTRY, NUMERIC SYSTEM, AGENT FILES, RETIREMENT PLAN BONDS, EE/E UTILITIES. OUTPUT: CASH SUBSYSTEM, CASH REMITTANCE, BOOK ENTRY, U.S. SAVINGS BOND (DATA CONTINUES ON NEXT PAGE)	NEW 390

Form No: ER-EC Series No: Org. Abbrev: SBOO/DAR

Retain: 36 yrs 0 mths

Item No.	Description of Item	Authority
.N1-53-96-04-0149	CLASSIFICATION EE/E-60000:	NEW 390
	✖ THIS SYSTEM CLASSIFIES ISSUE AND RETIREMENT TRANSACTIONS FOR SERIES A ✖ THROUGH EE/E BONDS, SAVINGS NOTES, RETIREMENT PLAN, AND INDIVIDUAL ✖ RETIREMENT BONDS. THE MAJOR FUNCTION IS TO CLASSIFY ISSUE AND RETIREMENT ✖ TRANSACTIONS FOR SERIES A THROUGH EE/E BONDS, SAVINGS NOTES, RETIREMENT ✖ PLAN, AND INDIVIDUAL RETIREMENT BONDS.	✖ ✖ ✖ ✖ ✖
	✖ INPUT: CASH SUBSYSTEM, BALANCE-ISSUES, BALANCE-RETIREMENT, BOOK ENTRY, ✖ NUMERIC SYSTEM, AGENT FILES, RETIREMENT PLAN BONDS, EE/E UTILITIES. ✖ OUTPUT: CASH SUBSYSTEM, CASH REMITTANCE, BOOK ENTRY, U.S. SAVINGS BOND ✖ (DATA CONTINUES ON NEXT PAGE) SYSTEM, SAD FILE TO WASHINGTON, DC.	✖ ✖ ✖ ✖ ✖ ✖
	✖ RETENTION DESCRIPTION: DESTROY 36 YEARS AFTER ISSUE OF SECURITY. USE AS ✖ REFERENCE NCI-53-78-04, 09; 36 YEARS	✖ ✖ ✖
	✖ PLATFORM: MAINFRAME ✖ SOFTWARE: COBOL	✖ ✖
		✖
		✖
		✖
		✖
	AA	

Item No.	Description of Item	Authority
N1-53-96-04-0150	<p>RETIREMENT PLAN BONDS EE/E-60000:</p> <p>THIS SYSTEM MAINTAINS THE SOCIAL SECURITY NUMBER AND NUMERIC MASTERFILES FOR BOTH SERIES 7 (RPB) AND SERIES 8 (IRB). THE MAJOR FUNCTION OF THIS SYSTEM IS TO MAINTAIN INFORMATION IDENTIFYING OWNERS ON THE SOCIAL SECURITY NUMBER MASTERFILE. IT MAINTAINS ISSUE AND RETIREMENT INFORMATION ON THE NUMERIC MASTERFILES AND PROVIDES SPECIAL INQUIRY CAPABILITIES FOR EACH OF THE MASTERFILES. INPUT: ENCODER TAPES, SERIES 7 ISSUE BALANCE FILE, RETIREMENT BALANCE FILE, CAVEATS; SERIES 8 ISSUE BALANCE FILE, RETIREMENT BALANCE FILE. OUTPUT: PLATFORM: MAINFRAME. SOFTWARE: COBOL.</p> <p>Form No: ER-ED Series No: Org. Abbrev: SBOO/DAR</p> <p>Retain: 99 mths 0 mths</p> <p>DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY).</p> <p>DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.</p>	NEW 382

Item No.	Description of Item	Authority
N1-53-96-04-0151	<p>AGENT FILES SYSTEM FOR EE/E-60000:</p> <p>THIS SYSTEM IS USED BY C&R TO MAINTAIN THE ISSUING AGENT FILE, PAYING AGENT FILE AND THE CO-MEMBER FILE. THE MAJOR FUNCTION IS TO MAINTAIN ISSUING AND PAYING AGENT FILES AND THE CO-MEMBER FILE. INPUT: MANUAL. OUTPUT: PAYING AGENT DATABASE, ISSUING AGENT DATABASE, VSAM FILES. RETENTION DESCRIPTION: ISSUING AGENT FILE IS CONTINUOUSLY UPDATED. PAYING AGENT AND VSAM FILES ARE UPDATED MONTHLY. PLATFORM: MAINFRAME. SOFTWARE: SOFTWARE:</p> <p>Form No: ER-EF Series No: Org. Abbrev: SBOO/DAR</p> <p>Retain: 99 mths 0 mths</p> <p>DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY).</p> <p>DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.</p>	NEW 388

Item No.	Description of Item	Authority
N1-53-96-04-0152	BOOK ENTRY EE/E APPLICATION-60000: THIS SYSTEM MAINTAINS BOOK ENTRY ACCOUNTS OF SERIES EE/E BONDS AND NOTES, BY FISCAL AGENT. THE ACCOUNTS ARE CONSOLIDATIONS OF TRUSTEE ACCOUNTS MAINTAINED BY THE FISCAL AGENTS IN THE NAMES OF THE TRUSTEES. THESE ACCOUNTS ARE ESTABLISHED BY AGREEMENTS BETWEEN THE FISCAL AGENTS AND THE TRUSTEES, AND MUST BE APPROVED BY THE COMMISSIONER. PERIODICALLY, DEFINITIVE SECURITIES ARE ISSUED AND DISTRIBUTED TO THE INDIVIDUALS FOR WHOM THE FUNDS HAVE BEEN HELD IN TRUST. THE MAJOR FUNCTION IS TO EDIT AND BALANCE THE BOOK ENTRY TRANSACTIONS, (DATA CONTINUES ON NEXT PAGE) RPRODUCES Form No: ER-EE Series No: Org. Abbrev: SBOO/DAR Retain: 3 yrs 0 mths	NEW 394

Item No.	Description of Item	Authority
N1-53-96-04-0153	INTEREST ASSESSMENT SYSTEM-60000: THIS SYSTEM WAS ESTABLISHED FOR THE PURPOSE OF ASSESSING INTEREST CHARGES TO AGENTS WHO FAIL TO REMIT THE PROCEEDS OF SALES OF SAVINGS BONDS TO TREASURY IN A TIMELY MANER AND ASSESS ON INTEREST PENALTY. THE MAJOR FUNCTION IS TO ASSESS INTEREST CHARGES TO AGENTS WHO FAIL TO REMIT PROCEEDS OF SALES TIMELY. INPUT: ENCODER TAPES, ISSUE AGENT MASTERFILE, ISSUES REPORTED FROM CLASSIFICATION SYSTEM, CASH REMITTANCE MASTER CASH REMITTANCE SYSTEM. OUTPUT: ARCHIVAL REPORTS TO COLD. RETENTION DESCRIPTION: DESTROY 3 YEARS AFTER CREATED. USE AS REFERENCE (DATA CONTINUES ON NEXT PAGE) Form No: ER-EG Series No: Org. Abbrev: SBOO/DAR Retain: 3 yrs 0 mths	NEW 393

Item No.	Description of Item	Authority
.N1-53-96-04-0152	BOOK ENTRY EE/E APPLICATION-60000:	NEW 394
	<ul style="list-style-type: none"> ❑ THIS SYSTEM MAINTAINS BOOK ENTRY ACCOUNTS OF SERIES EE/E BONDS AND NOTES, ❑ ❑ BY FISCAL AGENT. THE ACCOUNTS ARE CONSOLIDATIONS OF TRUSTEE ACCOUNTS ❑ ❑ MAINTAINED BY THE FISCAL AGENTS IN THE NAMES OF THE TRUSTEES. THESE ❑ ❑ ACCOUNTS ARE ESTABLISHED BY AGREEMENTS BETWEEN THE FISCAL AGENTS AND THE ❑ ❑ TRUSTEES, AND MUST BE APPROVED BY THE COMMISSIONER. PERIODICALLY, ❑ ❑ DEFINITIVE SECURITIES ARE ISSUED AND DISTRIBUTED TO THE INDIVIDUALS FOR ❑ ❑ WHOM THE FUNDS HAVE BEEN HELD IN TRUST. THE MAJOR FUNCTION IS TO EDIT AND ❑ ❑ BALANCE THE BOOK ENTRY TRANSACTIONS, (DATA CONTINUES ON NEXT PAGE) ❑ ❑ RPRODUCES PERMANENT RECEIPTS, CASH REISSUE REPORTS, AND MONTHLY STATEMENTS ❑ ❑ OF ACCOUNT. ❑ ❑ INPUT: ENCODER TAPES, CASH SUBSYSTEM (CD). ❑ ❑ OUTPUT: CASH REMITTANCE, CASH SUBSYSTEM, CLASSIFICATION, SAD FILE - USSB. ❑ ❑ ❑ ❑ RETENTION DESCRIPTION: DESTROY 3 YEARS AFTER CREATED. USE AS REFERENCE ❑ ❑ NC1-53-78-04, 03H AND N1-53-06-02, 341. ❑ ❑ ❑ ❑ PLATFORM: MAINFRAME. ❑ ❑ SOFTWARE: COBOL. ❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑ 	
.N1-53-96-04-0153	INTEREST ASSESSMENT SYSTEM-60000:	NEW 393
	<ul style="list-style-type: none"> ❑ THIS SYSTEM WAS ESTABLISHED FOR THE PURPOSE OF ASSESSING INTEREST CHARGES ❑ ❑ TO AGENTS WHO FAIL TO REMIT THE PROCEEDS OF SALES OF SAVINGS BONDS TO ❑ ❑ TREASURY IN A TIMELY MANER AND ASSESS ON INTEREST PENALTY. THE MAJOR ❑ ❑ FUNCTION IS TO ASSESS INTEREST CHARGES TO AGENTS WHO FAIL TO REMIT ❑ ❑ PROCEEDS OF SALES TIMELY. ❑ ❑ ❑ ❑ INPUT: ENCODER TAPES, ISSUE AGENT MASTERFILE, ISSUES REPORTED FROM ❑ ❑ CLASSIFICATION SYSTEM, CASH REMITTANCE MASTER CASH REMITTANCE SYSTEM. ❑ ❑ OUTPUT: ARCHIVAL REPORTS TO COLD. ❑ ❑ ❑ ❑ RETENTION DESCRIPTION: DESTROY 3 YEARS AFTER CREATED. USE AS REFERENCE ❑ ❑ (DATA CONTINUES ON NEXT PAGE) NC1-53-78-04, 09F AND N1-53-96-02-047. ❑ ❑ PLATFORM: MAINFRAME. ❑ ❑ SOFTWARE: COBOL. ❑ ❑ ❑ ❑ ❑ ❑ ❑ 	

Item No.	Description of Item	Authority
.N1-53-96-04-0154	CASH REMITTANCE E/EE APPLICATION-60000: THIS SYSTEM WAS ESTABLISHED FOR THE PURPOSE OF ACCOUNTING FOR CASH RECEIPTS RECEIVED AS PAYMENT FOR PAYROLL AND BOOK-ENTRY SAVINGS BOND SALES. PREVIOUSLY CASH WAS NOT ACCOUNTED FOR UNTIL RECEIPT OF THE SECURITIES CAUSING A DELAY IN AVAILABILITY OF THE FUNDS TO THE TREASURY. THE MAJOR FUNCTION IS TO ACCOUNT FOR CASH RECEIPTS RECEIVED AS PAYMENT FOR PAYROLL AND BOOK-ENTRY SAVINGS BOND SALES. INPUT: ENCODER TAPES, ISSUE AGENT MASTERFILE FROM AGENT FILE SYSTEM. OUTPUT: CASH FILE TO PARKERSBURG CASH SYSTEM, CASH REMITTANCE MASTER TO INTEREST (DATA CONTINUES ON NEXT PAGE) Form No: ER-EH Series No: Org. Abbrev: SBOO/DAR Retain: 3 yrs 0 mths	NEW 395

Item No.	Description of Item	Authority
.N1-53-96-04-0155	BALANCE - ISSUES E/EE-60000: THIS SYSTEM UTILIZES THE BOND REGISTRATION DATA RECORDED ON TAPE OR ENCODED BY THE DATA RECORDING BRANCH FOR ORIGINAL ISSUES AND REISSUES OF SERIES EE/E BONDS, SAVINGS NOTES, RETIREMENT PLAN BONDS, AND INDIVIDUAL RETIREMENT BONDS. THE MAJOR FUNCTION IS TO BALANCE THE BATCHES SUBMITTED BY ISSUING AGENTS THROUGH THE FEDERAL RESERVE BANKS AND BRANCHES. INPUT: IOT FILE, ISSUING AGENT FILE, HIGH BOND FILES, ENCODER TAPES, FRB FILE, CARD IMAGE FILE. OUTPUT: BALANCING ISSUES FILE, BALANCING ISSUES DATABASE, ADVICE FILE, STATISTICAL DATA FILE. RETENTION (DATA CONTINUES ON NEXT PAGE) Form No: ER-EI Series No: Org. Abbrev: SBOO/DAR Retain: 99 yrs 0 mths DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY). DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.	NEW 396

Item No.	Description of Item	Authority
N1-53-96-04-0156	EDUCATIONAL BOND APPLICATION-60000: THIS SYSTEM IS AN INQUIRY FUNCTION WHICH ENABLES THE BOND OWNER TO ACQUIRE INTEREST INFORMATION FOR U.S. SAVINGS BONDS FOR SPECIFIC TAX YEARS THAT QUALIFY FOR EDUCATIONAL BOND PURPOSES. THE MAJOR FUNCTION ENABLES THE BOND OWNER TO ACQUIRE INTEREST INFORMATION FOR BONDS THAT MIGHT QUALIFY FOR EDUCATIONAL BOND PURPOSE. INPUT: MANUAL ENTRY, MAGNETIC TAPE. OUTPUT: MAGNETIC TAPE (CONTAINING INQUIRY ANSWERS) TO IRS. PLATFORM: MAINFRAME. SOFTWARE: FALCON.	NEW 399
	Form No: ER-EK Series No: Retain: 0 mths 0 mths Org. Abbrev: SBOO/DAR REPLACE WHEN DATA IS SUPERSEDED.	

Item No.	Description of Item	Authority
N1-53-96-04-0157	NUMERIC SYSTEM EE/E-60000: THIS SYSTEM MAINTAINS RECORDS OF ALL SAVINGS BONDS ISSUES AND RETIRED. THE MAJOR FUNCTION IS TO UPDATE THE MASTERFILES AND ANSWERS INQUIRIES. ALSO PROVIDES DATA TO VARIOUS SECTIONS WITHIN PUBLIC DEBT SUCH AS CLASSIFICATION AND REPORTING, DATA SEARCH, AND ADJUSTMENT SECTION, IDENTIFIES DISCREPANCY AND CAVEATED ITEMS. INPUT: SEGMENT 1,2,3,4 AND 5 TRANSACTIONS; CURRENT NUMERIC TRANSACTIONS, SERIES 6,9,0 NUMERIC MASTERFILE, CAVEAT FILE, NUMERIC SERIES 6,0,9, TIDITAPE ITEMS. OUTPUT: RETIREMENT ANSWER FILES, EDUCATIONAL BOND, NUMERIC REFERRAL INQUIRIES, SOCIAL (DATA CONTINUES ON NEXT PAGE)	NEW 385
	Form No: ER-EN Series No: Retain: 0 mths 0 mths Org. Abbrev: SBOO/DAR DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS (TO BE RETAINED BY BPD INDEFINITELY). DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.	

Item No.	Description of Item	Authority
N1-53-96-04-0157	NUMERIC SYSTEM EE/E-60000:	NEW 385
	❑ THIS SYSTEM MAINTAINS RECORDS OF ALL SAVINGS BONDS ISSUES AND RETIRED.	❑
	❑ THE MAJOR FUNCTION IS TO UPDATE THE MASTERFILES AND ANSWERS INQUIRIES.	❑
	❑ ALSO PROVIDES DATA TO VARIOUS SECTIONS WITHIN PUBLIC DEBT SUCH AS	❑
	❑ CLASSIFICATION AND REPORTING, DATA SEARCH, AND ADJUSTMENT SECTION,	❑
	❑ IDENTIFIES DISCREPANCY AND CAVEATED ITEMS.	❑
	❑	❑
	❑ INPUT: SEGMENT 1,2,3,4 AND 5 TRANSACTIONS; CURRENT NUMERIC TRANSACTIONS,	❑
	❑ SERIES 6,9,0 NUMERIC MASTERFILE, CAVEAT FILE, NUMERIC SERIES 6,0,9,	❑
	❑ TIDITAPE ITEMS.	❑
	❑ OUTPUT: RETIREMENT ANSWER FILES, EDUCATIONAL BOND, NUMERIC REFERRAL	❑
	❑ INQUIRIES, SOCIAL (DATA CONTINUES ON NEXT PAGE) SECURITY NUMBER FILE (TO	❑
	❑ IRS) NUMERIC FILE STATISTICS.	❑
	❑ RETENTION DESCRIPTION: THIS FILE IS CONTINUOUSLY UPDATED.	❑
	❑	❑
	❑ PLATFORM: MAINFRAME, TARTAN.	❑
	❑ SOFTWARE: COBOL AND TARTAN DATA ENTRY LANGUAGE.	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑
	❑	❑
	AEEY	❑

Item No. N1-53-96-04-0158	Description of Item EE/E EARLY SERIES APPLICATION-60000: THIS SYSTEM IS USED TO PROVIDE A COMPLETE RECORD OF ALL CAVEATS, RETIREMENTS, INQUIRIES, AND CORRECTIONS FOR SERIES A-D, F, G, AND J TRANSACTIONS. THE MAJOR FUNCTION OF THIS SYSTEM IS TO PROCESS OPEN ITEMS AND CREATES HARD COPY LISTINGS OF THE TRANSACTIONS, PRODUCES A HARD COPY LISTING OF SERIES G OPEN ITEMS AND PRODUCES A LISTING OF OPEN SERIES G ACCOUNTS BY ACCOUNT NUMBER. INPUT: ENCODER TAPES, SERIES F, G, J, RETIREMENTS, COAR FILE. OUTPUT: RETENTION DESCRIPTION: PLATFORM: MAINFRAME. SOFTWARE: COBOL. Form No: ER-EO Series No: Org. Abbrev: SBOO/DAR Retain: 0 yrs 0 mths DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS. (TO BE RETAINED BY BPD INDEFINITELY) DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS.	Authority NEW 370
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Item No. N1-53-96-04-0159	Description of Item QUARTERLY FEE EE/E-60000: THIS SYSTEM MERGES THE FILES CONTAINING BATCH INFORMATION WHICH WERE PRODUCED BY THE CLASSIFICATION SYSTEM. THE FILES ARE MERGED ON A WEEKLY BASIS AND WEEKLY FILES ARE MERGED MONTHLY. THE QUARTERLY FEE SYSTEM REPORTS FEE PAYMENTS TO ISSUING AND PAYING AGENTS FOR SERVICES RENDERED WHILE PROCESSING U.S. SAVINGS BONDS AND IS USED TO VERIFY FEE PAYMENTS MADE BY FRB PITTSBURGH. THE MAJOR FUNCTION MERGES FILES CONTAINING BATCH INFORMATION WHICH WERE PRODUCED BY THE CLASSIFICATION SYSTEM. INPUT: ISSUE AGENT MASTERFILE AND PAYING AGENT MASTERFILE (DATA CONTINUES ON NEXT PAGE) Form No: ER-EQ Series No: Org. Abbrev: SBOO/DAR Retain: 3 yrs 0 mths	Authority NEW 392
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Item No.	Description of Item	Authority
.N1-53-96-04-0159	QUARTERLY FEE EE/E-60000:	NEW 392
	❑ THIS SYSTEM MERGES THE FILES CONTAINING BATCH INFORMATION WHICH WERE ❑ PRODUCED BY THE CLASSIFICATION SYSTEM. THE FILES ARE MERGED ON A WEEKLY ❑ BASIS AND WEEKLY FILES ARE MERGED MONTHLY. THE QUARTERLY FEE SYSTEM ❑ REPORTS FEE PAYMENTS TO ISSUING AND PAYING AGENTS FOR SERVICES RENDERED ❑ WHILE PROCESSING U.S. SAVINGS BONDS AND IS USED TO VERIFY FEE PAYMENTS ❑ MADE BY FRB PITTSBURGH. THE MAJOR FUNCTION MERGES FILES CONTAINING BATCH ❑ INFORMATION WHICH WERE PRODUCED BY THE CLASSIFICATION SYSTEM.	❑ ❑ ❑ ❑ ❑ ❑ ❑ ❑
	❑ INPUT: ISSUE AGENT MASTERFILE AND PAYING AGENT MASTERFILE (DATA ❑ CONTINUES ON NEXT PAGE) FROM AGENT FILE SYSTEM, ISSUE FESTACOL, RETIREMENT ❑ FESTACOL, PAPER FESTACOL, SERIES 5 FEE FILE, SERIES 6 FEE FILE. ❑ OUTPUT: ARCHIVAL REPORTS TO COLD.	❑ ❑ ❑ ❑
	❑ RETENTION DESCRIPTION: DESTROY 3 YEARS AFTER CREATED. USE AS REFERENCE ❑ N1-53-78-04, 09F AND N1-53-96-02-047.	❑ ❑
	❑ PLATFORM: MAINFRAME.	❑
	❑ SOFTWARE: COBOL.	❑
	❑	❑
	❑	❑
	❑	❑
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Item No.	Description of Item	Authority
N1-53-96-04-0160	BALANCE - RETIREMENTS-60000: THIS SYSTEM USES DATA RECORDED ON TAPE OR ENCODED BY THE DATA RECORDING BRANCH FOR RETIREMENTS OF SERIES A THROUGH EE/E BONDS, SAVINGS NOTES, RETIREMENT PLAN AND INDIVIDUAL RETIREMENT BONDS. THE MAJOR FUNCTION BALANCES THE BATCHES OF RETIREMENT DATA SUBMITTED BY PAYING AGENTS THROUGH FEDERAL RESERVE BANKS AND BRANCHES. INPUT: ENCODER TAPE, NUMERIC FILES, ACCOUNTS RECEIVABLE FILE, FRB FILE, SABRS CHECK FILE, TAX FILE. OUTPUT: NUMERIC BOND FILES, BALANCING RETIREMENT FILES, NUMERIC RETIREMENT FILES, ADVICE FILE, BALANCING RETIREMENTS DATABASE. (DATA CONTINUES ON NEXT PAGE) Form No: ER-ER Series No: Org. Abbrev: SBOO/DAR Retain: 36 yrs 0 mths	NEW 391

Item No.	Description of Item	Authority
1N1-53-96-04-0161	SOCIAL SECURITY EE/E-60000: THIS SYSTEM MAINTAINS BOND OWNER HOLDINGS DATA BY SOCIAL SECURITY NUMBER. THE MAJOR FUNCTION OF THIS SYSTEM IS, THIS FILE IS ESTABLISHED FROM CARD BOND RECORDS OF ISSUE TO PROVIDE THE SBOO THE MEANS OF IDENTIFYING BOND HOLDINGS WHENEVER AN INQUIRER IS UNABLE TO FURNISH BOND SERIAL NUMBERS. INPUT: ES REENTRY TRANSACTIONS; ES UNSORTED F SERIES TRANSACTIONS, EY UNSORTED INQ.F, SOCIAL SECURITY ADMINISTRATION TAPE. OUTPUT: NUMERIC, UNSORTED INQUIRIES, SOCIAL SECURITY ADMINISTRATION. RETENTION DESCRIPTION: THIS FILE IS CONTINUOUSLY UPDATED. PLATFORM: MAINFRAME SOFTWARE: COBOL Form No: ER-ES Series No: Org. Abbrev: SBOO/DAR Retain: 36 yrs 0 mths DESTROY WHEN THE AGENCY DETERMINES THE RECORDS ARE NO LONGER NEEDED FOR OPERATIONS; (TO BE RETAINED BY BPD INDEFINITELY) DESTROY WHEN NO LONGER NEEDED FOR OPERATIONS	NEW 386

Item No.	Description of Item	Authority
N1-53-96-04-0161.001	THEFT BLOCK SYSTEM-60000: THIS SYSTEM WITHDRAWS A LARGE BLOCK OF CARD BONDS FROM DESTRUCTION FOR USE IN SPECIAL STUDIES OR TESTS. THE MAJOR FUNCTION IS TO TRACK BONDS USED IN SPECIAL STUDIES OR TESTS AND THEN DESTROYED. INPUT: MANUAL. OUTPUT: REPORTS. RETENTION DESCRIPTION: PLATFORM: LAN. SOFTWARE: DBASE.	NEW 403

Form No: ER-THEFT BL Series No:
Retain: 3 yrs 0 mths
AFTER SPECIAL STUDY IS COMPLETE.

Org. Abbrev: SBOO/DAR

Item No.	Description of Item	Authority
N1-53-96-04-0161.002	COUNTY SALES SYSTEM: SAVINGS BOND SALES REPORTING THIS IS A SYSTEM THAT REPORTS THE SALES OF SAVINGS BOND BY MONTH. SALES REPORTS ARE CREATED BY STATE, COUNTY & GEOGRAPHICALLY. INPUT: CLASSIFICATION SYSTEM, AGENT FILE SYSTEM, UNITED STATES SAVINGS BOND SYSTEM. OUTPUT: DATASETS ARE GENERATED FROM EACH RUN. RETENTION DESCRIPTION: FOUR GENERATIONS ARE RETAINED OF DATASETS AND THE LAST ONE IS DELETED. PLATFORM: MAINFRAME. SOFTWARE: COBOL.	NEW 414

Form No: ER-EZ Series No:
Retain: 0 yrs 4 mths
FOUR DATA SETS ARE MAINTAINED AND THE LAST ONE IS DELETED.
NEW DATA SETS ARE CREATED MONTHLY.

Org. Abbrev: SBOO/DAR

Item No. Description of Item Authority
.N1-53-96-04-0162 FEDTAX-60000: ~~XXXXXXXXXX~~ NCI-53-78-04, 08
THIS SYSEM IS AN APPLICATION DEVELOPED BY THE IRS AND FINANCIAL MANAGEMENT SERVICE TO AUTOMATE THE TRANSFER OF FEDERAL AGENCY TAX PAYMENTS AND FORM 941, EMPLOYER'S QUARTERLY FEDERAL TAX RETURNS. ELIMINATE THE PROCESS OF SUBMITTING STANDARD FORM 1166, VOUCHER AND SCHEDULE OF PAYMENT, AND THE SUPPORTING FORM 8109, FEDERAL DEPOSIT COUPON, TO THE REGIONAL FINANCE CENTER FOR ISSUANCE OF A CHECK AND TO THE FEDERAL RESERVE BANK. THE MAJOR FUNCTION IS IT PERMITS ELECTRONIC TRANSFER OF TAX PAYMENTS. INPUT: MANUAL. OUTPUT: DATA TRANSFER TO THE FEDERAL AGENCY (DATA CONTINUES ON NEXT PAGE)
Form No: ER-FEDTAX Series No: Org. Abbrev: SBOO/DAR
Retain: 6 yrs 3 mths
~~REFERS TO GRS-86, 01a~~ - DESTROY 6 YRS. 3 MO. AFTER CLOSE OF THE FISCAL YEAR.

Item No. Description of Item Authority
.N1-53-96-04-0163 FRB CORRESPONDENCE-60000: NCI-53-78-04, 07A
THIS SYSTEM LOGS FRB CORRESPONDENCE IN/OUT AND COMPLETES CORRESPONDENCE TO THE BANK CONSULTANTS IN THE ADJUSTMENT SECTION. THE MAJOR FUNCTION TRACKS FRB CORRESPONDENCE IN THE ADJUSTMENT SECTION. INPUT: MANUAL. SOFTWARE: REPORTS, MASTERFILE. RETENTION DESCRIPTION: DELETE FROM MASTERFILE 2 YRS. 6 MOS. AFTER RECEIVED OR ISSUED. PLATFORM: LAN SOFTWARE: DBASE

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TEMPORARY
Form No: ER-FRB Series No: Org. Abbrev: SBOO/DAR
Retain: 2 yrs 6 mths

Item No.	Description of Item	Authority
N1-53-96-04-0164	INTEREST PAYMENT SYSTEM-60000: THIS SYSTEM IS USED TO RECORD INFORMATION THAT IS NEEDED TO VERIFY THE ACCURACY OF THE MAINFRAME SYSTEM-GENERATED HH/H MONTHLY INTEREST PAYMENT. THE MAJOR FUNCTION IS TO PROVIDE DATA NEEDED TO CERTIFY THE MONTHLY INTEREST PAYMENT AS REQUIRED TO MEET INTERNAL CONTROL GUIDELINES. INPUT: MANUAL. OUTPUT: REPORTS, MASTERFILE. PLATFORM: LAN. SOFTWARE: DBASE IV..	N1-53-96-02, 281.000A

Form No: ER-IPA	Series No:	Org. Abbrev: SBOO/DAR
Retain: 2 yrs	0 mths	

Item No.	Description of Item	Authority
.N1-53-96-04-0165	INTEREST CALCULATIONS SYSTEM-60000: THIS IS A SYSTEM THAT TRACKS ALL INTEREST RATES FROM 9/81 THRU CURRENT DATE. TRACKS ALL DUE DATES FOR FUNDS BASED ON ISSUE DATE. THE MAJOR FUNCTION IS TO CALCULATE INTEREST ASSESSMENTS, USING PAST AND CURRENT RATES. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LAN. SOFTWARE: DBASE.	NON-RECORD

Form No: ER-INTEREST	Series No:	Org. Abbrev: SBOO/DAR
Retain: 0 yrs	0 mths	
NON-RECORD.		

Item No.
.N1-53-96-04-0166

Description of Item Authority
ODD SERIES REDEMPTION TABLES SYSTEM-60000: NON-RECORD
THIS SYSTEM CONTAINS REDEMPTION VALUES FOR RETIREMENT PLAN AND INDIVIDUAL RETIREMENT BONDS. THE MAJOR FUNCTION IS TO VALIDATE THE MAINFRAME VALUES.
INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LOCAL PC. SOFTWARE: DBASE.

PAPER COPY IS MAINTAINED AS RECORD. (Job# N1-53-96-02, Item 154,001a)

Re:
Public Datto
Bob KSN 3
11-17-17
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Form No: ER-ODD SERI Series No: Org. Abbrev: SBOO/DAR
Retain: 0 yrs 0 mths
NON-RECORD.

Item No.
.N1-53-96-04-0167

Description of Item Authority
OPAC-60000: NON-RECORD
THIS IS AN ELECTRONIC FUNDS TRANSFER SYSTEM WHICH WORKS THROUGH THE GOVERNMENT ON-LINE ACCOUNTING LINK SYSTEM (GOALS) TO TRANSMIT AND RECEIVE ACCOUNTING AND FINANCIAL DATA USING A TELECOMMUNICATIONS NETWORK. THE MAJOR FUNCTION OF THIS SYSTEM PERMITS ELECTRONIC TRANSFER OF FUNDS WITHIN THE GOVERNMENT. INPUT: MANUAL - REPORT ON TAX LIABILITY. OUTPUT: DATA TRANSFER TO THE FEDERAL AGENCY TAX DEPOSIT SYSTEM. RETENTION DESCRIPTION: NO ELECTRONIC COPY IS KEPT. HARD COPY IS KEPT AS RECORD. PLATFORM: STAND-ALONE PC. SOFTWARE: OPAC.

Form No: ER-OPAC Series No: Org. Abbrev: SBOO/DAR
Retain: 0 yrs 0 mths
NON-RECORD.

Item No.
1N1-53-96-04-0168

Description of Item
Paying Agent Masterfile System-60000:
THIS SYSTEM IS A MASTERFILE OF PAYING AGENTS RECEIVING REDEMPTION TABLES.
THE MAJOR FUNCTION IS TO ENSURE ALL PAYING AGENTS RECEIVE REDEMPTION TABLES
VIA: MAILINGS. INPUT: MANUAL. OUTPUT: REPORTS. RETENTION DESCRIPTION: NO
ARCHIVE IS KEPT ONLY CURRENT ACTIVE AGENTS. PLATFORM: LAN. SOFTWARE: DBASE.

Authority
~~SECRET~~

Form No: ER-PAYING Series No: Org. Abbrev: SBOO/DAR
Retain: 0 yrs 0 mths
DESTROY WHEN NO LONGER NEEDED. PAPER REFERENCE IS GRS-23, 08.

Item No.
1N1-53-96-04-0169

Description of Item
PC-1099-60000:
THIS SYSTEM IS A COMMERCIAL APPLICATION PACKAGE USED TO STORE INFORMATION
FOR AND PRINT FORMS 1099 AND 1042. THE MAJOR FUNCTION OF THIS SYSTEM
AUTOMATES PRODUCTION OF TAX WITHHOLDING FORMS 1099 AND 1042 AND TRANSMITTAL
DISKETTES FOR IRS. INPUT: MANUAL. OUTPUT: FORMS AND TRANSMITTAL FILES.
RETENTION DESCRIPTION: REFERS TO GRS-06, 01A. PLATFORM: LAN. SOFTWARE:
PC-1099 (GRAVES DATA SYSTEM).

Authority
~~SECRET~~

Form No: ER-PC-1099 Series No: Org. Abbrev: SBOO/DAR
Retain: 6 yrs 3 mths
DESTROY 6YRS 3 MO. AFTER THE CLOSE OF THE FISCAL YEAR.
PAPER REFERENCE NC1-53-78-04, 08.

Item No.	Description of Item	Authority
.N1-53-96-04-0170	CRV VERIFICATION SYSTEM-60000: THIS SYSTEM GENERATES A DATABASE FILE IN EXACTLY THE SAME FORMAT AS THE REDEMPTION FILE THAT IS SENT TO THE FRBS. IT INTERNALLY CALCULATES THE MARKET VALUE, MINIMUM REDEMPTION VALUE, AND THE YIELD FOR EACH ISSUE MONTH, SERIES, AND REDEMPTION MONTHS. THE MAJOR FUNCTION IS TO AUTOMATE VERIFICATION OF EACH VALUE FOR SERIES E, EE, AND SAVINGS NOTES. INPUT: MANUAL. OUTPUT: REPORTS. PLATFORM: LOCAL PC. SOFTWARE: CLARION.	NON-RECORD

Form No: ER-CRV VERI	Series No:	Org. Abbrev: SBOO/DAR
Retain: 0 yrs	0 mths	

Item No.	Description of Item	Authority
.N1-53-96-04-0171	WINPHONE: ELECTRONIC TELEPHONE DIRECTORY THIS SYSTEM IS A WINDOWS-BASES PHONE DIRECTORY LOCATED WITHIN THE PDINFO DIRECTORY. THE FUNCTION IS TO PROVIDE USERS WITH A QUICK REFERENCE LISTING. INPUTS: MANUAL. OUTPUTS: NONE - THIS IS ONLY MONITORED ON SCREEN. PLATFORM: PD LAN. SOFTWARE: VISUAL BASIC.	GRS-20, 09

Form No: ER-WINPHONE	Series No:	Org. Abbrev: OAIS/DOC
Retain: 99 yrs	0 mths	
WHEN SUPERSEDED		

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Item No.
1N1-53-96-04-0172

Description of Item

ELECTRONIC MAIL SYSTEM:

THIS IS A SYSTEM THAT ALLOWS MESSAGES TO BE CREATED, TRANSFERRED AND RECEIVED ELECTRONICALLY. INPUT: TERMINAL ENTRY. OUTPUT: NONE. RETENTION D: ALL RECORDS ARE PRINTED AND FILED WITH HARD COPY RECORDS. PLATFORM: NETWORK SERVER. SOFTWARE: CCMail.

Authority
GRS-20, 1A

Form No: ER-EMAIL Series No: Org. Abbrev: OAIS/DOC
Retain: 0 yrs 0 mths
DELETE ELECTRONIC COPY AFTER RECORDS ARE TRANSFERED TO HARD COPY.

Item No.
1N1-53-96-04-0173

Description of Item

ADP SERVICE REQUEST SYSTEM: TRACKS EACH REQUEST

THIS SYSTEM ALLOWS FOR THE ENTRY, MAINTENANCE, TRACKING, AND STATUS OF APPLICATION SYSTEMS DIVISION SERVICE REQUESTS, EXCLUDING ACTION PLANS. THIS INCLUDES REQUESTS FOR THE DEVELOPMENT OF REQUIREMENTS OR SYSTEMS, AND ANY MAINTENANCE NEEDED ON THESE SYSTEMS. THE FUNCTIONS ARE ENTRY OF NEW REQUESTS, MAINTENANCE OF REQUESTS, ASSIGNMENT OF REQUESTS, REQUEST ESTIMATION, CURRENT STATUS, AND AUTHORIZATION ROUTING AND NOTIFICATION OF ADP SERVICE REQUESTS. INPUTS: MANUAL. OUTPUTS: MASTERFILE. PLATFORM: PC. SOFTWARE: VISUAL BASIC.

Authority
GRS-20, 01A

Form No: ER-ADPSR Series No: Org. Abbrev: OAIS/ASD
Retain: 2 yrs 0 mths
DESTROY 2 YRS AFTER REQUEST IS COMPLETE.
PAPER REFERENCE IS GRS-23, 08.

Item No.
N1-53-96-04-0174

Description of Item
CORRESPONDENCE CONTROL LOG-904: ELECTRONIC SYSTEM
THIS SYSTEM ALLOWS FOR THE ENTRY, MAINTENANCE, TRACKING, AND STATUS OF
CORRESPONDENCE SENT TO AN OFFICE WHICH REQUIRES REVIEW AND OR COMMENTS. THE
FUNCTION IS TO ENTER NEW CORRESPONDENCE, INQUIRY AND MAINTENANCE OF
CORRESPONDENCE, REMAINDER NOTIFICATION STATUS REPORTS. INPUTS: MANUAL.
OUTPUTS: MASTERFILE, & HISTORY FILE. RETENTION D.: RETENTION OF THE TABLES
ARE DEPENDANT UPON THE OPERATORS AREA. RECORDS ARE OPTIONALLY CYCLED FROM
THE PRIMARY TABLE TO THE HISTORY TABLE SIXTY DAYS AFTER COMPLETION. THE
HISTORY TABLE HAS NO DELET FUNCTION. PLATFORM: PC. SOFTWARE: CLIPPER.
Form No: ER-CCL Series No: Org. Abbrev: OAS/ASD
Retain: ~~99 mths~~ 0 mths
DESTROY WHEN NO LONGER NEEDED.

Authority
~~GRS-16, 14E~~

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Item No.
N1-53-96-04-0175

Description of Item
PREMISE PUBLISHER-803: SOFTWARE FROM WEST PUBLISHING COPANY
ALLOWS USER TO CREATE ELECTRONIC BOOKS TO STORE INFORMATION USED FOR
RESEARCH. THESE FILES ARE LIKE WORKING PAPERS WHICH ARE PRINTED AND BECOME
APART OF ANOTHER FILE. INPUT: MANUAL. OUTPUT: MASTERFILE. PLATFORM: PC.
SOFTWARE: PREMISE PUBLISHER - WEST PUBLISHING COMPANY.

Authority
~~GRS-20, 14E~~

Form No: ER-PP Series No: Org. Abbrev: OCC
Retain: ~~99 mths~~ 0 mths
DESTROY THE ELECTRONIC FILE WHEN PRINTED AND INCLUDED INTO
ANOTHER FILE.

Item No. N1-53-96-04-0176	Description of Item LEGAL APPLICATIONS-803: WORKFLOW TRACKING PROGRAM. THIS DBASE WORKFLOW TRACKING PROGRAM WAS WRITTEN FOR THE LEGAL STAFF TO FOLLOW WORK THROUGH THE OFFICE. IT INCLUDES CASES, LITIGATION AND SPECIAL PRODUCTS. THIS SYSTEM IS USED BY BOTH THE WASHINGTON & PARKERSBURG OFFICE. INPUT: MANUAL. OUTPUT: PAPER. PLATFORM: PC. SOFTWARE: CLIPPER.	Authority
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Form No: ER-LA Series No: Org. Abbrev: OCC
 Retain: 0 mths
 ELECTRONIC VERSION OF GRS-23, 08. DESTROY WHEN NO LONGER NEEDED.

Item No. N1-53-96-04-0177	Description of Item SB-133 APPLICATION MARS AND STARS-90000: THIS IS A PERSONAL COMPUTER APPLICATION THAT ENABLES BOND SALES PROMOTIONAL REPRESENTATIVES (BSPRS) TO SUBMIT INFORMATION ABOUT SALES CALLS ELECTRONICALLY TO THE CALL AND PROGRESS SUMMARY (CAPS) SYSTEM. THE MAJOR USERES ARE OFFICE OF PROGRAM DATA MANAGEMENT AND SBMO FIELD STAFF. THE MAJOR FUNCTION OF THIS SYSTEM PROVIDES LIMITED DATABASE FUNCTIONALITY IN THE FORM OF ACCOUNT INFORMATION (COMPANY NAMES, ADDRESSES, SOME SALES RESULTS) MAINTAINED ON EACH BSPR'S LAPTOP COMPUTER. A RELATED APPLICATION GIVES FIELD SUPERVISORS ACCESS TO PERFORMANCE (DATA CONTINUES ON NEXT PAGE) Form No: ER-133-SB Series No: Org. Abbrev: SBMO Retain: 5 yrs 0 mths RETAIN ON MASTERFILE AS ACTIVE FILE THEN ARCHIVED ON DISKETTE AND HOLD FOR 4 ADDITIONAL YRS.	Authority NEW 324
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Item No.	Description of Item	Authority
.N1-53-96-04-0178	CALL AND PROGRESS SUMMARY SYSTEM(CAPS)-90000: THE OBJECTIVE OF CAPS IS TO RECORD AND COMPARE SALES GOALS AND PLANNED ACTIVITES WITH ACTUAL ACHIEVEMENT AT THE INDIVIDUAL, DISTRICT, AND NATIONAL LEVELS. FOUR INPUT REPORTS RESULT IN 10 MONTHLY AND TWO ANNUAL OUTPUT REPORTS. THEY ARE PRODUCED TO PROVIDE FIELD PERSONNEL AND MANAGEMENT WITH A MEANS TO EVALUATE PERFORMANCE AND PLAN FUTURE STRATEGY. THE MAJOR USERS ARE SBMO HEADQUARTERS AND FIELD OFFICES. THE MAJOR FUNCTION OF THIS SYSTEM IS TO TRACK WORK OUTPUT AND PERFORMANCE DATA FOR BOND SALES PROMOTIONAL REPRESENTATIVES AND ORGANIZATIONAL UNITS, AND(DATA CONTINUES ON NEXT PAGE) Form No: ER-CAPS Series No: Org. Abbrev: SBMO Retain: 3 yrs 0 mths DATA IS CURRENT FOR ONE YEAR PERIOD (FISCAL YEAR) AFTER WHICH THE DATA IS ARCHIVED TO TAPE, WHICH IS RETAINED FOR THREE YEARS.	NEW 212B

Item No.	Description of Item	Authority
.N1-53-96-04-0179	PROMOTIONAL MATERIALS DISTRIBUTION SYSTEM(PMDS)-90000: THIS SYSTEM AUTOMATES THE PROCESS OF ORDERING PROMOTIONAL MATERIALS FOR USE IN CONDUCTING SAVINGS BONDS PAYROLL SAVINGS CAMPAIGNS AND OTHER PROMOTIONAL ACTIVITY. THE SYSTEM PROVIDES A MEANS FOR THE CONTRACTING OFFICER'S TECHNICAL REPORESENTATIVE FOR THE DISTRIBUTION CONTRACT TO TRACK BOTH COSTS AND INVENTORY OF PROMOTIONAL MATERIALS. THE MAJOR USERS ARE OFFICE OF PROGRAM DATA MANAGEMENT AND SBMO FIELD OFFICES. THE MAJOR FUNCTIONS OF THIS SYSTEM IS AUTOMATED PREPARATION AND TRANSMISSION OF PROMOTIONAL MATERIALS ORDERS; COSTING OF ORDERS, PRINTING OF ORDERS(DATA CONTINUES ON NEXT PAGE), Form No: ER-PMDS Series No: Org. Abbrev: SBMO Retain: 2 yrs 0 mths DATA IN THE SYSTEM IS MAINTAINED AS CURRENT FOR 2 YEARS AFTER WHICH IT IS ARCHIVED & HELD FOR 2 ADDITIONAL YRS.	NEW 208A

Item No.
N1-53-96-04-0180

Description of Item
PAYROLL SAVINGS PARTICIPATION SYSTEM-90000:
THIS SYSTEM PROVIDES CONSISTENT NATIONWIDE DATA ON PAYROLL SAVINGS PARTICIPATION AND TO PROVIDE A MEANS TO MEASURE SAVINGS BONDS PROGRAM EFFECTIVENESS. THE REPORTS PRODUCED BY THE PSP SYSTEM MEASURE ONGOING EMPLOYMENT AND PARTICIPATION AS REPORTED BY COMPANIES WHILE A SEPARATE SAVINGS BONDS SYSTEM CALLED CAPS MEASURES PROMOTION RESULTS FOR COMPANIES WHICH CONDUCT PROMOTIONS DURING A SELECTED TIME PERIOD. THE MAJOR USERS ARE OFFICE OF PROGRAM DATA MANAGEMENT AND SBMO FIELD OFFICES. THE MAJOR FUNCTIONS OF THIS SYSTEM IS A CENTRALIZED (DATA CONTINUES ON NEXT PAGE)
Form No: ER-PSP Series No: Org. Abbrev: SBMO
Retain: 3 yrs 0 mths
DATA IS CURRENT FOR A ONE YEAR PERIOD (FISCAL YEAR) AFTER WHICH THE DATA IS ARCHIVED TO TAPE, WHICH IS RETAINED FOR THREE YEARS.

Authority
~~GRS-02, 15B~~
NEW AUTHORITY

Re: Public Def'ts
Bob Kong

