

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-053-97-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 1.001 superseded by N1-053-03-003 / 35

Item 1.003 superseded by N1-053-03-003 / 19

Item 2.003 superseded by N1-053-06-005 / 62

Item 2.028 superseded by N1-053-03-003 / 29

Item 3.001 superseded by N1-053-06-005 / 13

Item 3.006 superseded by N1-053-03-003 / 27

Item 3.02 superseded by N1-053-03-003 / 41

Item 5.01 superseded by N1-053-03-003 / 40

Item 5.015 superseded by N1-053-03-003 / 28

Item 6.004 superseded by N1-053-03-003 / 35

Item 6.007 superseded by N1-053-03-003 / 42

Item 6.008 superseded by N1-053-03-003 / 21

<b>REQUEST FOR RECORD POSITION AUTHORITY</b> (See Instructions on reverse)		VE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-53-97-3
1 FROM (Agency or establishment) BUREAU OF THE PUBLIC DEBT		DATE RECEIVED	3-15-97
2 MAJOR SUBDIVISION SAVINGS BOND OPERATION OFFICE		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION FEDERAL RESERVE BANKS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
VICKI S. THORPE	(304) 480-6553	12-15-97	<i>John W. Carl</i>

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

is not required;  <sup>12/18/97</sup> is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/10/97	<i>Vicki S Thorpe</i>	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
	<p><b>All changes to this proposed schedule have been approved by:</b></p> <p><i>M. F. Borom</i> <u>8/1/97</u> <i>Vicki S Thorpe</i> <u>8/7/97</u>  NARA appraiser      date      Agency representative      date</p>		

## Request For Record Disposition Authority

Page: 1

## Item No.

## Description of Item

N1-53-97-03-0001.001 CORRESPONDENCE WITH INDIVIDUALS, BANKS ETC. ~~REDACTED~~ RELATING TO  
 SPECIFIC BOND TRANSACTIONS WITH THE FRB. ~~REDACTED~~

Authority  
 NEW ~~REDACTED~~

Form No:                                Series No: 1                                Org. Abbrev: FRB  
 Retain: 1 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.

## Request For Record Disposition Authority

Page: 2

Item No.	Description of Item	Authority
N1-53-97-03-0001.002	<p>CORRESPONDENCE OF APPLICANTS REJECT LETTERS <del>AS AGENTS</del> AS AGENTS,  <del>THAT ARE INCOMPLETE OR HAVE SHORT TERM VALUE</del> COPIES OF INQUIRY LETTERS SENT TO            THE TREASURY DEPT., COPIES OF NON-RECEIPT CASES OVER FOUR MONTHS OLD SENT            TO TREASURY, AND OTHER ROUTINE MATERIAL RETAINED FOR RESEARCH. <del>AS AGENTS</del>  <del>SERVICE MANUAL, DOD NO. 2953, ITEM NO. 170</del></p>	NEW <del>AS AGENTS</del>

Form No:                          Series No: 1                          Org. Abbrev: FRB  
 Retain: 1 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.003	<p>LEGAL EVIDENCE FOR REDEMPTIONS, REISSUE &amp; EXCHANGE <del>OF SAVINGS BONDS</del> OF SAVINGS BONDS. NEW <del>AS AGENTS</del>  <sup>MAINTAINED</sup> SUPPORTING DOCUMENTS WHEN SAVINGS BONDS ARE REDEMME BY RESERVE BANKS ON            BEHALF OF REGISTERED OWNERS OR OTHER ENTITLED PERSONS. THESE INCLUDE DEATH            CERTIFICATES, ALTERNATE I.D. CERTIFICATES, MARRIAGE LICENSES, BIRTH            NOTICES, CERTICATES OF LEGAL INCOMPETENCY, NOTICE OF WILL, AND EQUIVALENT            DOCUMENTATION.</p>	

Form No:                          Series No: 1                          Org. Abbrev: FRB  
 Retain: 10 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY FILES 10 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.004	CORRESPONDENCE OF USSB REDEMPTIONS BY FRB <del>XXXXXX</del> FORMS AND CORRESPONDENCE RELATING TO THE REDEMPTION OF BONDS (EXCEPT THE ALPHA RECORDS ISSUED TO OWNER) WHEN PAYMENTS WERE MADE BY THE FRB.	NEW <del>XXXX</del>

Form No:                      Series No: 1                      Org. Abbrev: FRB  
Retain: 2 yrs    0 mths  
CUT OFF FILES YEARLY.    DESTROY 2 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.005	CERTIFICATE OF IDENTITY OF OWNER OF SAVINGS/RETIREMENT SECURITIES <del>XXXX</del> <del>THE PURPOSE OF THIS FORM IS TO</del> <sup>186</sup> ENABLE A PERSON WHO HAS NO INTEREST IN A BOND TO CERTIFY REGARDING OWNER'S SIGNATURES ON REGISTERED SECURITIES.	NEW 423

Form No: PD F 385-1    Series No: 1A COPY                      Org. Abbrev: FRB  
Retain: 10 yrs    0 mths  
CUT OFF FILES EACH FISCAL YEAR.    DESTROY 10 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.006 SEE NEXT PAGE	<p><del>REQUEST FOR REISSUE OF U.S. SAVINGS BONDS-60000: UPON CHANGE</del></p> <p><del>--RETENTION: (1) FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE FOR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. (2) FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED (NOT TO EXCEED TWO YEARS) IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED WITH CREATION AND RETENTION. (3) RETAIN COPIES OF SUPPORTING EVIDENCE FOR 10 YEARS. (DATA CONTINUES ON NEXT PAGE)</del></p> <p><del>Form No: PD F 1540      Series No: !                      Org. Abbrev: FRB</del></p> <p><del>Retain: 10 yrs    0 mths</del></p> <p><del>4 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.</del></p>	NEW 427

Item No.	Description of Item	Authority
N1-53-97-03-0001.007	<p>DISCLAIMER AND CONSENT WITH RESPECT TO U.S. SAVINGS BONDS/NOTES <del>XXXXXX</del></p> <p>THE PURPOSE OF THIS FORM IS TO DISCLAIM ANY RIGHT, TITLE OR INTEREST IN SPECIFIC BONDS OR NOTES.</p>	NEW <del>XXX</del>

Form No: PD F 1849      Series No: !                      Org. Abbrev: FRB

Retain: 10 yrs    0 mths

CUT OFF FILES YEARLY. DESTROY 10 YEARS AFTER CUT OFF.

0001 006 Form PD F 1540 Request for reissue of US Savings Bonds upon change of name of, or upon succession to, corporation association, or partnership

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies
- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

Item No.	Description of Item	Authority
N1-53-97-03-0001.008 SEE NEXT PAGE	<p>APPLICATIONS FOR DISPOSITION-60000: U.S. SAVINGS BONDS/NOTES AND/OR            --TITLE: RELATED CHECKS (IN A COMBINED AMOUNT NOT EXCEEDING \$500) OWNED BY            DECEDENT WHOSE ESTATE IS BEING SETTLED WITHOUT ADMINISTRATION. --RETENTION:            (1) FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A            CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S            FILE FOR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN            COPIES. (2) FORWARD SERIES H/HH REISSUE REQUESTS WEEKLY WITH RETIRED BONDS.            MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT            FREQUENCY TO WARRANT THE COSTS ASSOCIATED (DATA CONTINUES ON NEXT PAGE)            Form No: PD F 1946 Series No: ! Org. Abbrev: FRB            Retain: 10 yrs 0 mths            4 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.</p>	NEW 431

Item No.	Description of Item	Authority
N1-53-97-03-0001.009 SEE NEXT PAGE	<p>APPLICATIONS FOR DISPOSITION-60000: U.S. SAVINGS BONDS/NOTES AND/OR            --TITLE: RELATED CHECKS OWNED BY DECEDENT WHOSE ESTATE IS BEING SETTLED            WITHOUT ADMINISTRATION (THIS FORM SHOULD BE USED WHEN THE COMBINED FACE            AMOUNT EXCEEDS \$1,000). FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS            PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER.            RETAIN THE MONTH'S FILE 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO.            DO NOT RETAIN COPIES. FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY WITH            RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH            SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED (DATA CONTINUES ON NEXT PAGE)            Form No: PD F 1946-1 Series No: ! Org. Abbrev: FRB            Retain: 10 yrs 0 mths            4 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.</p>	NEW 432



0001 008 Form PD F 1946 Application for disposition U S Savings Bonds/Notes and/or related checks (in combined amount not exceeding \$1,000) owned by descendent whose estate is being settled without administration

Disposition

- a) File Series EE/E and Savings Note reissue request processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies
- b) Forward Series H/HH reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When requests involve both accrual and current income bonds, retain original with other accrual requests Prepare and submit photocopies with retired current income bonds

0001 009 Form PD F 1946-1 Application for disposition U S Savings Bonds/notes and/or related checks owned by descendent whose estate is being settled without administration (This form should be used when the combined face amount exceeds \$1,000)

Disposition

- a) File Series EE/E and Savings Note reissued requests processed in a calendar month by series in daily chronological order Retain the month's file 2 full calendar months before forwarding to SBOO Do not retain copies
- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When requests involve both accrual and current income bonds, retain original with other accrual requests Prepare and submit photocopies with retired current income bonds

Item No.	Description of Item	Authority
N1-53-97-03-0001.010	APPLICATIONS BY PREFERRED CREDITOR <del>FOR</del> FOR DISPOSITION WITHOUT ADMINISTRATION WHERE DECEASED OWNER'S ESTATE INCLUDES UNITED STATES REGISTERED SECURITIES AND/OR CHECKS IN AN AMOUNT NOT EXCEEDING \$500. THIS FORM IS USED BY A PERSON WHO PAID BURIAL EXPENSES OF A DECEDENT, WHOSE ESTATE HAS NOT BEEN AND SO FAR AS KNOWN, WILL NOT BE ADMINISTERED IN COURT.	NEW <del> </del>

Form No: PD F 2216      Series No: !      Org. Abbrev: FRB  
Retain: 10 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.011	CERTIFICATE OF ENTITLEMENT-60000: UNITED STATES SAVINGS AND RETIREMENT SECURITIES AND CHECKS AFTER ADMINISTRATION OF DECEDENT'S ESTATE. THIS FORM IS TO CERTIFY THAT COURT RECORDS SHOW THE LISTED PERSON ENTITLED TO CERTAIN BONDS OR CHECKS AS DISTRIBUTION FROM A DECEDENT'S ESTATE.	NEW <del> </del>

Form No: PD F 2458      Series No: !      Org. Abbrev: FRB  
Retain: 10 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 10 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.012	CERTIFICATE BY LEGAL REPRESENTATIVE(S) OF DECEDENT'S ESTATE <del>XXXXXX</del> DURING ADMINISTRATION OF AUTHORITY TO ACT AND OF DISPOSITION WHERE ESTATE HOLDS NO MORE THAN \$1,000 (FACE AMOUNT) UNITED STATES SAVINGS AND RETIREMENT SECURITIES, EXCLUDING CHECKS REPRESENTING INTEREST.	NEW <del>XXXX</del>

Form No: PD F 2488-1 Series No: ! Org. Abbrev: FRB  
Retain: 10 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 10 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.013	SPECIAL BOND OF INDEMNITY TO THE UNITED STATES <del>XXXXXX</del> THIS FORM IS USED BY A BOND PURCHASER TO IDEMNIFY THE DEPARTMENT AGAINST LOSS IN A TRANSACTION TO REFUND PURCHASE PRICE OF BONDS OBTAINED THROUGH A CHAIN LETTER SCHEME.	NEW <del>XXXX</del>

Form No: PD F 2966 Series No: ! Org. Abbrev: FRB  
Retain: 0 yrs 1 mths  
FORWARD TO SBOO MONTHLY.

Item No.	Description of Item	Authority
N1-53-97-03-0001.014	APPLICATIONS FOR DISPOSITION <del>FORMS</del> <sup>of</sup> RETIREMENT PLAN AND/OR INDIVIDUAL RETIREMENT BONDS WITHOUT ADMINISTRATION OF DECEASED OWNER'S ESTATE.	NEW <del>FORMS</del>

Form No: PD F 3565      Series No: 1A COPY      Org. Abbrev: FRB  
 Retain: 10 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0001.015	APPLICATIONS AGREEMENT-TO QUALIFY UNDER T.D. CIR.888 (REV) THESE DOCUMENTS DEFINE THE TERMS OF AGREEMENT BETWEEN A FEDERAL RESERVE BANK AS FISCAL AGENT OF U.S. FOR ISSUING AND/OR PAYING AGENT. <del>FORMS</del> INCLUDES <sup>FORMS</sup> PD 3827, 3828, 3880, 3881, 3902, 3903. <del>FORMS</del> <del>MANUAL</del> <del>20</del>	NEW

Form No: ~~FORMS~~      Series No: 1A COPY      Org. Abbrev: FRB  
 Retain: 6 yrs    3 mths  
 DESTROY 6 YRS, 3 MOS AFTER TERMINATION OF AGENT.  
~~RETENTION BASED ON AC 98-01-07, 10.~~

Item No.	Description of Item	Authority
N1-53-97-03-0001.016	NOTICE OF QUALIFICATION UNDER TREASURY DEPT. CIRCULAR NO. 888 <del>210702</del> AN AGREEMENT TO ESTABLISH THE ELIGIBILITY OF A QUALIFIED PAYING AGENT TO HANDLE SAVING BONDS.	NEW

Form No: PD F 3903      Series No: 1B COPY      Org. Abbrev: FRB  
Retain: 6 yrs    3 mths  
HOLD FOR 6 YRS AND 3 MO. AFTER TERMINATION OF PAYING AGENT STATUS  
~~THIS AUTHORITY IS BASED ON N1-53-97-02, 01~~

Item No.	Description of Item	Authority
N1-53-97-03-0001.017	APPLICATIONS FOR PAYMENT OF <del>SURVIVORS</del> <del>NOTES BY AN APPLICATION FOR PAYMENT BY</del> UNITED STATES SAVINGS BONDS/NOTES AND/OR RELATED CHECKS IN AN AMOUNT NOT EXCEEDING \$1,000 BY THE SURVIVOR OF A DECEASED OWNER WHOSE ESTATE IS NOT BEING ADMINISTERED.	NEW

Form No: PD F 4881      Series No: !A1 COPY      Org. Abbrev: FRB  
Retain: 10 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.  
~~THIS AUTHORITY IS BASED ON N1-53-97-02, 01~~

0001 018 Form PD F 5200 Overpayment history

Disposition

- a) If not processed in 120 days, forward to SBOO
- b) If claim disputed within 120 days, forward to SBOO to settle claim
- c) If overpayment is settled, destroy 10 years after settlement

0001 019 Form PD F 5336 Application for disposition - US Savings Bonds/Notes and/or related checks owned by decedent whose estate is being settled without administration

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO You may retain a photocopy for 10 years, but you are not required to do so
- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention
- c) Retain copies of supporting evidence for 10 years

Note When request involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

Item No. Description of Item Authority  
N1-53-97-03-0002.001 CREDIT ADVICES ~~320006~~ COVERING REPLACEMENT BONDS OF LOST, STOLEN, <sup>OR DESTROYED</sup> ~~REISSUED~~ <sup>NEW</sup> BONDS.  
THESE DOCUMENTS AUTHORIZE THE PROCESSING OF SUBSTITUTE OR REPLACEMENT BONDS WHERE THE ORIGINAL HAS BEEN LOST, STOLEN, MUTILATED, OR DESTROYED AND THE EXTENSION OF CREDIT FOR UNISSUED STOCK AND LOST PAID BONDS. PREPARED BY FRB, THE DOCUMENTS ARE SENT TO THE PARKERSBURG OFFICE FOR AUDITING <sup>ING</sup> IN LIEU OF THE ORIGINAL BONDS. ~~(PARKERSBURG MANUAL, PG 295B, ITEM 29)~~

Form No: Series No: Org. Abbrev: FRB  
Retain: 10 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 10 YRS AFTER CUT OFF.  
~~REVIEW FOR DESTRUCTION AND 351-2782, 012~~

Item No. Description of Item Authority  
N1-53-97-03-0002.002 CORRESPONDENCE AND FORMS <sup>RELATING TO THE</sup> CORRECTION/REISSUE OF SAVINGS BONDS NEW  
~~CORRESPONDENCE AND FORMS RELATING TO TRANSACTIONS INVOLVING THE CORRECTION OR REISSUE OF SAVINGS BONDS SENT TO TREASURY FOR ACTION (GENERALLY REFERRED TO AS "FORWARDING ITEMS"). ~~(PARKERSBURG MANUAL, PG NO. 2930, ITEM NO. 29)~~~~  
~~REVIEW FOR DESTRUCTION AND 351-2782, 012~~

Form No: Series No: ! Org. Abbrev: FRB  
Retain: 1 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.  
~~REVIEW FOR DESTRUCTION AND 351-2782, 012~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.003	REISSUE REQUEST FOR SAVINGS BONDS SERIES <del>EE/EE</del> REQUESTS PROCESSED WITHIN A GIVEN CALENDAR MONTH SHOULD BE FILED BY SERIES IN A DAILY CHRONOLOGICAL ORDER WITHOUT ALPHABETIZING OR OTHER FILE ARRANGEMENT. <del>(PAGE SERVICE MANUAL, PG. NO. 952, ITEM NO. 312)</del>	NEW <del>EE</del>

Form No:                                  Series No: 1                                  Org. Abbrev: FRB  
Retain: 0 yrs    2 mths  
CUTOFF FILE EACH MONTH AND HOLD FOR TWO MONTHS THEN FORWARD TO  
SBOO.

Item No.	Description of Item	Authority
N1-53-97-03-0002.004	REISSUE REQUEST FOR SAVINGS BONDS SERIES H/HH- <del>EE/EE</del> , <del>REQUESTS ARE PROCESSED WEEKLY AND SHIPPED IN A 9x12" ENVELOPE CONTAINING BANKCODE, TRANSFER CHARGE DATE, NUMBER OF RETIRED BOND BATCH, SERIES AND NUMBER OF STUD BATCH TO BPD. (PAGE SERVICE MANUAL, PG. NO. 952, ITEM NO. 312)</del>	NEW <del>EE</del>

Form No:                                  Series No: 1                                  Org. Abbrev: FRB  
Retain: 0 yrs    1 mths  
RETAIN FOR 1 WEEK THEN TRANSFER TO SBOO. BANKS MAY WISH TO  
MICROFILM AND RETAIN LONGER AT THEIR EXPENSE.



Item No.	Description of Item	Authority
N1-53-97-03-0002.005	BOOK ENTRY STATEMENT OF ACTIVITY <del>FOR EACH TRUSTEE ACCOUNT.</del> FOR EACH TRUSTEE ACCOUNT, TRANSFER ADVICES, ADJUSTMENT ADVICES, PERMANENT RECEIPTS, BOOK ENTRY REQUESTS, REISSUE REQUESTS AND RELATED CLASSIFICATION LISTINGS <del>FOR EACH TRUSTEE ACCOUNT.</del> <sup>ARE</sup> USED TO REFLECT ALL ADJUSTMENTS TO THE ISSUING AND PAYING AGENT'S ACCOUNTS.	NEW

Form No:                      Series No: 1A COPY                      Org. Abbrev: FRB  
 Retain: 3 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF.  
~~DESTROY 3 YEARS AFTER CUT OFF. FR-100, FR-100, FR-100~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.006	<del>CREDITOR'S CONSENT TO DISPOSITION OF U.S. SECURITIES, SAVINGS BONDS AND RELATED CHECKS WITHOUT ADMINISTRATION OF DECEASED OWNER'S ESTATE. THIS FORM IS FOR CONSENT, BY A CREDITOR, TO DISPOSE OF SAVINGS BONDS AND OTHER SECURITIES IN SETTLEMENT OF A DECEASED OWNER'S ESTATE WITHOUT ADMINISTRATION. CREDITOR'S CONSENT TO DISPOSITION OF UNITED STATES SECURITIES AND RELATED CHECKS WITHOUT ADMINISTRATION OF DECEASED OWNER'S ESTATE.</del> <sup>FORMUSED</sup>	NEW

Form No: PD F 1050                      Series No: 1A1 COPY                      Org. Abbrev: FRB  
 Retain: 10 yrs    0 mths  
 CUT OFF FILES YEARLY. ~~DESTROY 10 YEARS AFTER CUTOFF.~~ TRANSFER TO FRC AS VOLUME WARRANTS. ~~THIS AUTHORITY IS BASED ON N1-53-97-03-0002.006~~  
 DESTROY 10 YEARS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0002.007 <i>SEE NEXT PAGE</i>	<p>REQUEST BY FIDUCIARY-60000: FOR REISSUE OF U.S. SAVINGS BONDS/NOTES            --RETENTION: (1) FILE SERIES EE/E AND SAVINGS NOTE REISSUE REQUESTS            PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER.            RETAIN THE MONTH'S FILE OR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO            SBOO. DO NOT RETAIN COPIES. (2) FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY            WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED            WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED WITH CREATION AND            RETENTION. (3) WHEN ACCEPTED AS EVIDENCE OF DISTRIBUTION AND NOT AS A REQUEST            FOR REISSUE, (DATA CONTINUES ON NEXT PAGE)            Form No: PD F 1455      Series No: 1      Org. Abbrev: FRB            Retain: 10 yrs      0 mths            3 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS.</p>	NEW 425

Item No.	Description of Item	Authority
N1-53-97-03-0002.008	<p>SPECIAL FORM OF REQUEST FOR PAYMENT <del>FOR</del> OF UNITED STATES SAVINGS            AND RETIREMENT SECURITIES WHERE <del>THE</del> USE OF A DETACHED REQUEST IS            AUTHORIZED. <del>THE PURPOSE OF THIS FORM IS TO DESCRIBE BONDS FOR WHICH PAYMENT            IS REQUESTED.</del></p>	NEW <del>425</del>

Form No: PD F 1522      Series No: 1      Org. Abbrev: FRB  
 Retain: 0 yrs      1 mths  
 FORWARD TO SBOO WEEKLY.

0002 007 Form PD F 1455 Request by fiduciary for reissue of US Savings Bonds/Notes

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order. Retain the month's file for 2 full calendar months before forwarding to SBOO. Do not retain copies.
- b) Forward Series HH/H reissue requests weekly with retired bonds. Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention.
- c) When accepted as evidence of distribution and not as a request for reissue, retain PD F 1455 for 10 years.

Note When request involve both accrual and current income bonds, retain originals with other accrual requests. Prepare and submit photocopies with retired current income bonds.

0002 009 Form PD F 1851 Request for reissue for US Savings Bonds/Notes in name of trustee of a personal trust estate

Disposition

a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies

b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

0002 010 Form PD F 1938 Request for reissue of US Savings Bond/Notes during the lives of both co-owners

Disposition

a) File Series EE/E and Savings Note reissue request processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies

b) Forward Series HH/H reissue request weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain original with other accrual request Prepare and submit photocopies with retired current income bonds

Item No.	Description of Item	Authority
N1-53-97-03-0002.011	<p>REINVESTMENT APPLICATION <del>FORM</del> TO REQUEST PAYMENT  <del>THIS FORM IS TO REQUEST PAYMENT</del> AND TO USE PROCEEDS FROM THE PAYMENT OF            MATURED BONDS TO PURCHASE NEW BONDS. FORWARD PROCESSED FORMS WITH RELATED            STUBS TO SBOO WEEKLY. IF INCOMPLETE OR OTHERWISE DEFECTIVE, REQUEST A            CORRECTED APPLICATION. IF CORRECTED COPY NOT RECEIVED IN 30 DAYS, FORWARD            ORIGINAL TO SBOO.</p>	NEW <del>423</del>

Form No: PD F 1993      Series No: !      Org. Abbrev: FRB  
 Retain: 0 yrs    0 mths  
 FORWARD TO SBOO WEEKLY. ~~FOR APPROVED FOR DESTRUCTION~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.012	<p>INVESTIGATION SCHEDULE OF PAID BONDS UNDER INVESTIGATION <del>FORM</del>            THESE CLAIMS CASE FILES ARE A PART OF THE CENTRAL NAME FILES CONTAINING            RECORDS AND DOCUMENTS RELATED TO LOST BONDS. <del>THEIR LONGER RETENTION IS            DEEMED TO PROTECT THE ECONOMIC AND FINANCIAL RIGHTS OF THE GOVERNMENT.</del> THIS            FORM IS TO DESCRIBE BONDS/NOTES, AND GIVE DETAILS OF A TRANSACTION UNDER            INVESTIGATION.</p>	NEW

Form No: PD F 2343      Series No: !A COPY      Org. Abbrev: FRB  
 Retain: 3 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUTOFF.  
~~RETENTION FOR BASED ON N1-53-97-03-0111~~

Item No.	Description of Item	Authority
'N1-53-97-03-0002.013	<del>CLAIM</del> APPLICATION <del>FOR RELIEF ON ACCOUNT OF THE LOSS, THEFT, OR</del> DESTRUCTION OF PAID U.S. SAVINGS BONDS <del>AND SUPPORTING LEGAL EVIDENCE</del> THESE CLAIMS CASE FILES ARE A PART OF THE CENTRAL NAME FILES CONTAINING RECORDS AND DOCUMENTS RELATED TO LOST BONDS. <del>THEIR LONGER RETENTION IS</del> <del>DEEMED TO PROTECT THE LEGAL AND FINANCIAL RIGHTS OF THE GOVERNMENT</del>	NEW

Form No: PD F 2517      Series No: 1A COPY      Org. Abbrev: FRB  
 Retain: 3 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUTOFF. ~~FORMS~~  
~~RETENTION BASED ON N1-53-91-02, FRB~~

Item No.	Description of Item	Authority
'N1-53-97-03-0002.014	CERTIFICATION ATTACHMENT <del>FORMS</del> COMPLETED BY SAVINGS BOND OWNERS. <del>THE PURPOSE OF THIS FORM IS AN ATTACHMENT THAT IS SENT WITH FORMS TO</del> <del>SAVINGS BOND OWNERS TO COMPLETE</del>	NEW <del>FORMS</del>

Form No: PD F 2778      Series No: 1      Org. Abbrev: FRB  
 Retain: 3 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF  
~~RETENTION BASED ON N1-53-91-02, FRB~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.015	CLAIM FOR RELIEF ON ACCOUNT OF LOSS, THEFT OR DESTRUCTION <del>BONDS STOCK</del>	NEW <del>429</del>

~~THIS FORM IS TO REQUEST REISSUE OF REPLACEMENT BONDS ON ACCOUNT OF LOSS, THEFT OR DESTRUCTION OF THE ORIGINAL BONDS, SUPPORTING LEGAL EVIDENCE (PRES SERVICE MANUAL, PG. NO. 950, ITEM NO 4) OF U.S. SAVINGS BOND AFTER VALID ISSUE BUT PRIOR TO RECEIPT BY OWNER, CO-OWNER, OR BENEFICIARY.~~

Form No: PD F 3062      Series No: 1      Org. Abbrev: FRB  
 Retain: 0 yrs    0 mths  
 FORWARD TO SBOO WEEKLY.

Item No.	Description of Item	Authority
N1-53-97-03-0002.016	CLAIM FOR RELIEF FOR LOST/STOLEN, OR DESTROYED U.S.S.BOND STOCK <del>STOCK</del>	NEW <del>429</del>

~~THIS FORM IS TO DOCUMENT A CLAIM FOR RELIEF > FORWARD TO SBOO WEEKLY~~ COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED WITH CREATION AND RETENTION.

Form No: PD F 3062-3      Series No: 1      Org. Abbrev: FRB  
 Retain: 0 yrs    0 mths  
 FORWARD TO SBOO WEEKLY.

0002 017 Form PD F 3253 Exchange application for US Savings Bonds of series HH

Disposition

- a) Forward processed forms with related stubs to SBOO weekly
- b) If incomplete or otherwise defective, request a corrected application. If corrected copy not received in 30 days, forward original to SBOO

0002 018 Form PD F 3360 Request for reissue of US Savings Bonds/Notes in the name of person or persons other than the owner (including legal guardian, custodian for a minor under a statute, etc )

Disposition

- a) File Series EE/E and Savings Note reissue requests processed in a calendar month by series in daily chronological order. Retain the month's file for 2 full calendar months before forwarding to SBOO. Do not retain copies
- b) Forward Series HH/H reissue request weekly with retired bonds. Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests. Prepare and submit photocopies with retired current income bonds



Item No.	Description of Item	Authority
N1-53-97-03-0002.019	CONTINUATION SHEET FOR LISTING SECURITIES <del>(60000)</del> THESE CLAIMS CASE FILES ARE A PART OF THE CENTRAL NAME FILES CONTAINING RECORDS AND DOCUMENTS RELATED TO LOST BONDS. <del>THEIR LONGER RETENTION IS DEEMED TO PROTECT THE LEGAL AND FINANCIAL RIGHTS OF THE GOVERNMENT.</del>	NEW

Form No: PD F 3500      Series No: 1B COPY      Org. Abbrev: FRB  
 Retain: 3 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF.  
~~RETENTION BASED ON N1-53-91-02, 01B.~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.020	REQUEST FOR REISSUE OF U.S. RETIREMENT PLAN OR INDIVIDUAL <del>(60000)</del> <del>THESE RECORDS CONSIST OF VARIOUS FORMS AND MEMORANDA USED IN THE OPERATIONS OF THE SAVINGS BOND OPERATIONS OFFICE. THEY ARE OF SHORT-TERM VALUE SINCE THEY ARE USED TO EXPEDITE WORK FLOW, OR BECAUSE THE SAME DATA ARE AVAYLABLE ELSEWHERE. RETIREMENT BONDS TO CHANGE BENEFICIARY OR REFLECT CHANGE OF NAME.</del>	NEW

Form No: PD F 3564      Series No: 1A COPY      Org. Abbrev: FRB  
 Retain: 1 yrs    0 mths  
 DESTROY OBSOLETE DOCUMENTS ANNUALLY. ~~RETENTION BASED ON~~  
~~N1-53-78-04, 03C.~~

Request For Record Disposition Authority

Page: 21

Item No.	Description of Item	Authority
N1-53-97-03-0002.021	SECURITIES TRANSACTION REQUEST <del>FORM</del> THAT <del>THESE FILES</del> DOCUMENT THE WITHDRAWAL OF SECURITIES FROM THE USB VAULT.	NEW 280

Form No: PD F 3800      Series No: #D COPY      Org. Abbrev: FRB  
Retain: 1 yrs    0 mths  
CUT OFF FILE YEARLY. DESTROY 1 YEAR AFTER CUT OFF OR  
FRB MAY HOLD THIS UNDER THEIR OWN AUTHORITY & EXPENSE.

Item No.	Description of Item	Authority
N1-53-97-03-0002.022	SECURITIES TRANSACTION REQUEST <del>FORM</del> THAT <del>THESE FILES</del> DOCUMENT THE RECEIPT AND/OR WITHDRAWAL OF SECURITIES FROM THE VAULT.	NEW

Form No: PD F 3800      Series No: #E COPY      Org. Abbrev: FRB  
Retain: 3 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF. THIS IS A  
CONTROL/AUDIT COPY. ~~RETENTION BASED ON NCI-53-82-02, 12A(1).~~

Request For Record Disposition Authority

Page: 22

Item No.	Description of Item	Authority
N1-53-97-03-0002.023	<p style="text-align: center;"><del>- APPLICATION - TRUST AGREEMENT,</del></p> <p>APPLICATIONS FOR ISSUING AGENT <del>OF BONDS/NOTES-100000</del></p> <p>FILE CONTAINS ORIGINAL AGREEMENT <del>FORMS TO ACT AS AN ISSUING AGENT</del> AND APPROPRIATE CORRESPONDENCE RELATING TO THIS AGREEMENT.</p>	NEW

Form No: PD F 3827      Series No: !A COPY      Org. Abbrev: FRB  
Retain: 6 yrs    3 mths  
DESTROY 6 YEARS AFTER TERMINATION OF AGENCY. ~~AN APPLICATION TO QUALIFY AS AN ISSUING AGENT. RETENTION BASED ON NCI 53-81-02, 01.~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.024	<p style="text-align: center;"><del>USED</del></p> <p>CERTIFICATE OF QUALIFICATION-ISSUING AGENT (USSB) <del>60000</del> TO APPLY AND QUALIFY AS AN ISSUING AGENT FOR THE SERIES EE BONDS</p>	NEW

Form No: PD F 3828      Series No: !A COPY      Org. Abbrev: FRB  
Retain: 6 yrs    3 mths    ~~DESTROY 6 YEARS, 3 MONTHS~~  
AFTER TERMINATION OF ISSUING AGENT STATUS. ~~RETENTION BASED ON NCI 53-81-02, 01.~~

Item No.	Description of Item	Authority
N1-53-97-03-0002.025	REQUEST FOR BOOK ENTRY TRANSACTION IN US. BOOK ENTRY REQUEST FOR TRANSACTION IN USSB BY TRUSTEE-60508: SAVINGS BONDS <del>THE PURPOSE OF THIS FORM IS</del> TO INITIATE A TRANSACTION IN A BOOK ENTRY ACCOUNT.	NEW <del>537</del>

Form No: PD F 3879      Series No: !D COPY      Org. Abbrev: FRB  
 Retain: 1 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0002.026	REQUEST BY THE OWNER OF REISSUE OF U.S. SAVINGS BONDS/NOTES-60000: --TITLE: TO ADD BENEFICIARY OR COOWNER, ELIMINATE BENEFICIARY OR DECEDENT, SHOW CHANGE OF NAME, AND/OR CORRECT ERROR IN REGISTRATION. --RETENTION: (1) FILE SERIES E/EE AND SAVINGS NOTE REISSUE REQUESTS PROCESSED IN A CALENDAR MONTH BY SERIES IN DAILY CHRONOLOGICAL ORDER. RETAIN THE MONTH'S FILE FOR 2 FULL CALENDAR MONTHS BEFORE FORWARDING TO SBOO. DO NOT RETAIN COPIES. (2) FORWARD SERIES HH/H REISSUE REQUESTS WEEKLY WITH RETIRED BONDS. MICROFILM COPIES MAY BE MADE AND RETAINED IF ACCESSED WITH SUFFICIENT FREQUENCY TO WARRANT THE COSTS ASSOCIATED (DATA CONTINUES ON NEXT PAGE)	NEW 451
SEE NEXT PAGE.	Form No: PD F 4000      Series No: !A1 COPY      Org. Abbrev: FRB Retain: 0 yrs    0 mths 3 CONDITIONS DETERMINE DISPOSITION. SEE MEMO FIELD FOR DETAILS. FORWARD TO SBOO.	

0002 026 Form PD F 4000 Request by the owner for reissue of US Savings Bonds/Notes to add beneficiary or co-owner, eliminate beneficiary or decedent, show change of name, and/or correct error in registration

Disposition

- a) File series E/EE and Savings Note reissue requests processed in a calendar month by series in daily chronological order Retain the month's file for 2 full calendar months before forwarding to SBOO Do not retain copies
  
- b) Forward Series HH/H reissue requests weekly with retired bonds Microfilm copies may be made and retained if accessed with sufficient frequency to warrant the costs associated with creation and retention

Note When requests involve both accrual and current income bonds, retain originals with other accrual requests Prepare and submit photocopies with retired current income bonds

Item No.	Description of Item	AGENCY	Authority
N1-53-97-03-0002.027	REPORT OF NON-RECEIPT/LOSS/THEFT/DESTRUCTION OF FISCAL CHECK <del>150000</del> <del>THE PURPOSE OF THIS FORM IS TO REPORT NON-RECEIPT, LOSS, THEFT OR DESTRUCTION OF FISCAL AGENCY CHECK AND APPLICATION FOR REPLACEMENT.</del>		NEW

Form No: PD F 5235      Series No: 1      Org. Abbrev: FRB  
 Retain: 7 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 7 YEARS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0002.028	US SAVINGS ORDER <del>FORM</del> FOR SERIES EE BONDS <del>IN ACCORDANCE WITH</del> AND RELATED RECORDS <del>THIS FORM IS USED BY THE PUBLIC TO PURCHASE SERIES EE BONDS. (PACS SERVICE MANUAL, PG. NO. 950, ITEM NO. 3) THIS INCLUDES PAYROLL ALLOTMENT RECORDS OF MICROFILM COPIES OF SUCH DOCUMENTS SHOULD CONTAIN THE SERIES, DENOMINATION, SERIAL NUMBER, ISSUE DATE, EXACT INSCRIPTION AND THE RDS BATCH TICKET.</del>	NEW <del>285</del>

Form No: PD F 5263      Series No: 1A COPY      Org. Abbrev: FRB  
 Retain: 0 yrs    2 mths  
 CUT OFF FILES WEEKLY. DESTROY 2 MONTHS AFTER CUTOFF.

Item No.	Description of Item	Authority
.N1-53-97-03-0002.029	MS SAVINGS ORDER FORM FOR SERIES EE <sup>A</sup> BONDS <del>BY A FIDUCIARY</del> <del>THIS FORM IS USED BY A FIDUCIARY TO PURCHASE SERIES EE BONDS</del> TO BE REGISTERED IN NAME OF FIDUCIARY	NEW <del>42</del>

Form No: PD F 5263-1 Series No: 1A COPY Org. Abbrev: FRB  
 Retain: 0 yrs 2 mths  
 CUT OFF FILES WEEKLY. DESTROY 2 MONTHS AFTER CUT OFF.

Item No.	Description of Item	Authority
.N1-53-97-03-0003.001	SHEETS USED TO ACCOUNTABILITY STATEMENTS AND LEDGER SHEETS <del>6000-2228</del> INDICATE ALL NEW ACTIVITIES IN ISSUING AGENTS CONSIGNMENT ACCOUNTS. LEDGER SHEETS <del>2</del> INCLUDE PIECES "ON HAND" BY DENOMINATION, SERIAL NUMBERS AND BALANCES ON HAND. <del>RETENTION PERIOD WILL COVER ALL AUDITS REGARDLESS OF LENGTH OF AUDIT</del> <del>FINDINGS. (PACS SERVICE MANUAL, PG. NO. 952, ITEM NO. 2).</del>	

Form No: Series No: 1 Org. Abbrev: FRB  
 Retain: 6 yrs 3 mths  
 CUT OFF FILES YEARLY. DESTROY 6 YRS, 3MOS AFTER CUT OFF.  
~~RETENTION BASED ON NCI 53-78-04, 08.~~

Request For Record Disposition Authority

Page: 26

Item No.	Description of Item	Authority
N1-53-97-03-0003.002	STATEMENT OF ORIGINAL SALES HANDLED INCORRECTLY <del>REMOVED</del> <del>FILES REPORT OF ORIGINAL SALES HANDLED</del> BY BUREAU OF PUBLIC DEBT OFFICE, PARKERSBURG WV. <del>FILES SERVICE MANUAL, FC NO. 956, ITEM NO 24).</del>	NEW

Form No:                      Series No: 1                      Org. Abbrev: FRB  
Retain: 3 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF.  
~~RETENTION BASED ON FINRA 2162, b1~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.003	GENERAL ACCOUNT ENTRIES-SUPPORTING DOCUMENTS, <del>REMOVED</del> <del>REMOVED</del> SUPPORTING TICKETS AND FORMS OR EQUIVALENT, DOCUMENTING ENTRIES TO THE U.S. TREASURY GENERAL ACCOUNT.	NEW <del>REMOVED</del>

Form No:                      Series No: 1                      Org. Abbrev: FRB  
Retain: 2 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.



Request For Record Disposition Authority

Page: 27

Item No.	Description of Item	Authority
N1-53-97-03-0003.004	REIMBURSEMENT EXPENSE REPORTS FOR USSB TRANSACTIONS <del>0003</del> : <del>0003</del> STATISTICAL REPORTS RELATING TO REIMBURSEMENT OF EXPENSES AND MACHINE UTILIZATION FOR THE SAVINGS BOND TRANSACTIONS.	NEW <del>004</del>

Form No:                      Series No: 1                      Org. Abbrev: FRB  
Retain: 2 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0003.005 <i>DAILY REPORT OF</i>	SECURITY CHARGES FOR BPD TRANSACTIONS <del>0003</del> : DAILY REPORT THIS FORM IS TO REPORT DAILY SECURITY CHANGES.	NEW

*ADVISE OF SHIPMENT OF RETIRED SECURITIES (BEARER)*

Form No: PD F 2565      Series No: @C COPY      Org. Abbrev: FRB  
Retain: 3 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUTOFF.  
~~RETENTION BASED ON NCI 53-82-02, 41.~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.006	<del>PUBLIC VOUCHER FROM ORG</del> <del>USED TO REQUEST REIMBURSEMENT OF EXPENSES.</del> PUBLIC VOUCHER FOR REIMBURSEMENT OF EXPENSES OF FEDERAL RESERVE BANKS	NEW <del>200</del>

Form No: PD F 0849      Series No: #C COPY      Org. Abbrev: FRB  
 Retain: 1 yrs 0 mths  
 CUT OFF FILES ~~YEARLY~~ <sup>AT FISCAL YEAR END.</sup> DESTROY FILES 1 YR AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0003.007 SEE NEXT PAGE	<del>ADVICE OF ADJUSTMENT <del>80000</del>: PD 2792</del> <del>THE PURPOSE OF THIS FORM IS USED TO ADJUST ERRORS IN INDIVIDUAL BONDS OR</del> <del>STUBS TO ISSUING/PAYING AGENT. PRICING ERROR ADJUSTMENTS PROVIDED ON TAPE.</del>	NEW

Form No: ACC 121.0      Series No: !A COPY      Org. Abbrev: FRB  
 Retain: 2 yrs 0 mths  
 CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.  
 RETENTION BASED ON NCI-53-78-04, 25A.

0003 007 Form PD F 2792 (copy A) Advice adjustment (issues) used to adjust errors in individual bonds of stubs to issuing/paying agent

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 008 Form PD F 2792 (copy C) Advice adjustment (card, pricing error adjustments) used to adjust errors in individual bonds or stubs to issuing/paying agent

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 009 Form PD F 2792 (copy B) Advice adjustment (card, T/L adjustments) used to adjust errors in individual bonds or stubs to issuing/paying agents

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 010 Form PD F 2792 (FRB office copy) Advice adjustments for (issues, card, T/L, and price error adjustments) used to adjust errors in individual bonds or stubs to issuing/paying agents

Disposition Cut off files yearly Destroy 2 years after cutoff

0003 011 Form PD F 3415-1 Reconciliation of accountable balance and schedule of US Savings-type securities delivered for destruction and destroyed

Disposition Cut off files yearly Destroy 2 years after cut off

0003 012 Form PD F 3415-2 Destruction reconciliation of accountable balance and securities of US Savings-type securities delivered for destruction documentation Files contain schedules, withdrawal requests from other offices of the Bureau and/or Secret Service, signed receipted listings, accountable balances and related documents Files used to certify the destruction of US Savings bonds, notes, stubs, savings stamps, and superseded or obsolete reels of microfilm

Disposition Cut off files yearly Destroy 2 years after cutoff

Item No.	Description of Item	Authority
N1-53-97-03-0003.012 SEE PREVIOUS PAGE	DESTRUCTION RECONCILEMENT OF ACCOUNTABLE BALANCE AND SECURITIES-908: OF US SAVINGS TYPE SECURITIES DELIVERED FOR DESTRUCTION DOCUMENTATION. THESE RECORDS DOCUMENT THE DESTRUCTION OF UNITED STATES SAVINGS BONDS, NOTES, AND STUBS, SAVINGS STAMPS, AND SUPERSEDED OR OBSOLETE REELS OF MICROFILM. SCHEDULES, WITHDRAWAL REQUESTS FROM OTHER OFFICES OF THE BUREAU AND/OR SECRET SERVICE, SIGNED RECEIPTED LISTINGS, ACCOUNTABLE BALANCES OR RELATED DOCUMENTS ARE REQUIRED TO EVIDENCE AND CERTIFY THE DESTRUCTION AS INSURANCE THAT ILLEGAL RE-USE OF THESE SECURITIES IS MADE IMPOSSIBLE.	NEW
	Form No: PD F 3415-2 Series No: 1B COPY Org. Abbrev: FRB Retain: 2 yrs 0 mths CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF. RETENTION BASED ON NCl-53-78-04, 04B.	

Item No.	Description of Item	Authority
N1-53-97-03-0003.013	SUMMARY OF DAILY TRANSACTIONS FEDERAL RESERVE BANK OF PITTSBURGH, <del>10000</del> ACCOUNT 30. <del>DISCONTINUED</del> THIS IS A COMPUTER GENERATED REPORT USED TO CONTROL THE ACCOUNTABILITY OF UNISSUED SECURITY STOCK.	NEW
	Form No: PD F 4713 Series No: !A1 COPY Org. Abbrev: FRB Retain: 3 yrs 0 mths CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUTOFF. <del>RETENTION BASED ON NCl-53-78-03, 16</del>	

Item No.	Description of Item	Authority
N1-53-97-03-0003.014	CLAIM FOR PROCEEDS OF A FISCAL AGENCY CHECK <del>60000</del> <del>THIS FORM IS USED FOR THE INVESTOR TO CLAIM NON-RECEIPT OF A PAYMENT.</del> USED BY INVESTOR TO CLAIM NON-RECEIPT OF A PAYMENT.	NEW

Form No: PD F 5236      Series No: 1      Org. Abbrev: FRB  
 Retain: 7 yrs      0 mths  
 CUT OFF FILES YEARLY. DESTROY 7 YEARS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0003.015	<del>REDEMPTION TRANSFER CHARGES FOR US BONDS TO FRB PITTS 60000</del> RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS THIS FORM IS USED TO TRANSFER REDEMPTION CHARGES FOR BONDS/NOTES FROM FRB'S OR RCPC TO PITTSBURG. TRANSFER OF REDEMPTION CHARGES FOR U.S. SAVINGS BONDS/NOTES PRESENTED THROUGH THE CHECK COLLECTION SYSTEM TO THE FEDERAL RESERVE BRANCH AT PITTSBURGH. Form No: PD F 5270      Series No: !D COPY      Org. Abbrev: FRB Retain: 3 yrs      0 mths CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF. <del>RETENTION BASED ON N1-53-78-04, 00B.</del>	NEW

Request For Record Disposition Authority

Item No.	Description of Item	Authority
N1-53-97-03-0003.016	GIFT CERTIFICATE FOR SAVINGS BOND <del>4520093</del> RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED BY INVESTORS OF SAVINGS BONDS BY AGENTS WHILE THE BOND IS BEING PREPARED FOR MAILING FROM THE FRB.	NEW

NON-RECORD  
 PER E-MAIL  
 9/25/97

Form No: PD F 5276      Series No: 1A COPY      Org. Abbrev: FRB  
 Retain: 36 yrs    3 mths  
 CUT OFF FILES YEARLY. DESTROY 36 YRS, 3MO. AFTER CUT OFF.  
~~RETENTION BASED ON NCP-53278-04, 09m~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.017	DEPOSIT TICKET-506.1-2: RECORDING DEPOSITS FOR CREDIT TO U.S. TREASURY THIS FORM SHOWS DEPOSITS BY REPORTING ENTITIES INTO THE MISSING UNMATURED COUPON (MUC) SYSTEM.	NEW

Form No: SF 0215      Series No: !      Org. Abbrev: FRB  
 Retain: 6 yrs    3 mths  
 CUT OFF FILES YEARLY. DESTROY 6 YRS, 3 MOS. AFTER CUT OFF.  
~~RETENTION BASED ON NCP-53278-04, 09m~~

Request For Record Disposition Authority

Page: 34

Item No.	Description of Item	Authority
N1-53-97-03-0003.018	DEBIT VOUCHER <del>80000</del> THE PURPOSE OF THIS FORM IS TO TRANSFER FUNDS BETWEEN THE FISCAL AGENT AND THE PARKERBURG OFFICE FOR THE NET AMOUNT OF LARGE DIFFERENCES RESULTING AFTER PAID BONDS AND STUBS HAVE BEEN CLASSIFIED AND AUDITED FOR THE CORRECT AMOUNT.	NEW

Form No: SF 5515      Series No: 1A COPY      Org. Abbrev: FRB  
Retain: 6 yrs 3 mths  
DESTROY 6 YEARS, 3 MONTHS AFTER ACCOUNTING PERIOD.  
~~RETENTION BASED ON N1-53-97-04-05.~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.019	IRS FORM 1096 <del>50000</del> FOR HARD COPY REPORTING <del>THIS FORM IS REQUIRED BY THE IRS.</del>	NEW <del>405</del>

Form No: IRS 1096      Series No: 1A COPY      Org. Abbrev: FRB  
Retain: 4 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 4 YEARS AFTER THE FEB 28 DUE DATE



Item No.	Description of Item	Authority
N1-53-97-03-0003.020	INTEREST INCOME STATEMENTS FOR RECIPIENTS-60000: THIS INCLUDES THE IRS 1099 FORM, A PRINTED LISTING FRQ410U, REPORTED LISTING FRQ430U, AND 1099-1 TAPE DUMP. <del>GENERAL ACCOUNTING OFFICE/SITE AUDIT RECORDS</del> . THESE ARE GENERAL ACCOUNTING FILES THAT ARE USED IN THE SAVINGS BONDS OPERATIONS THAT ARE NOT INCLUDED IN THE GENERAL RECORDS SCHEDULE 6, ITEM 1.	NEW

Form No: IRS 1099R      Series No: 1A COPY      Org. Abbrev: FRB  
 Retain: 6 yrs    0 mths *CUT OFF FILES YEARLY. DESTROY 6 YEARS AFTER CUTOFF OR*  
~~OR STATUTE OF LIMITATION FOR THE STATE WHERE FRB IS LOCATED~~ *AFTER STATUTE OF LIMITATIONS*  
~~RETENTION IS BASED ON NCI-53-48-04, 08. (FOR STATE WHERE FRB IS LOCATED) EXPIRES,  
*WHICHEVER IS LATER.*~~

Item No.	Description of Item	Authority
N1-53-97-03-0003.021	IRS FORM 4804 <del>80000</del> : FOR TAPE REPORTING <del>THIS FORM IS REQUIRED BY THE IRS.</del>	NEW <del>80000</del>

Form No: IRS 4804      Series No: 1A COPY      Org. Abbrev: FRB  
 Retain: 4 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 4 YEARS AFTER THE FEB. 28 DUE DATE

Request For Record Disposition Authority

Page: 36

Item No.	Description of Item	Authority
N1-53-97-03-0004.001	<del>POSTAGE</del> PENALTY MAIL STAMPED SAVING BOND ENVELOPE ORDER- <del>15622</del> <del>DISPOSITION WILL BE 10/01/2008.</del>	<del>NEW</del> GRS-12, 07

Form No: PD F 5243      Series No: 1B1 COPY      Org. Abbrev: OBS-FRB  
Retain: 6 yrs    0 mths  
~~OBS. IN JUNE 1996. DESTROY ~~COPIES~~ FILES 6 YEARS AFTER CUTOFF. ~~LET~~  
FILE TO BE DESTROYED IN YEAR 2002. RETENTION BASED ON GRS-12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.002	<del>COPIES</del> PENALTY ENVELOPES <sup>USED</sup> <del>COPIES</del> <del>COPIES</del> <del>COPIES</del> BY AGENTS <del>AND</del> <del>PURCHASE ORDERS FOR ADDITIONAL ENVELOPES.</del>	NEW <del>255</del>

Form No:                      Series No: 1A COPY                      Org. Abbrev: FRB  
Retain: 1 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.

Request For Record Disposition Authority

Page: 37

Item No.	Description of Item	Authority
N1-53-97-03-0004.003	<del>POSSIBLE</del> PENALTY MAIL PRINTED STAMPED SAVING BOND ENVELOPE ORDER <del>FORM</del> : <del>THESE ARE SPECIAL ENVELOPES FOR ORDERING SAVING BONDS.</del>	<del>NEW</del> GRS-12, 07

Form No: PD F 5244      Series No: !B1 COPY      Org. Abbrev: OBS-FRB  
Retain: 6 yrs    0 mths  
OBSOLETE AS OF JUNE 1996. DESTROY 6 YEARS AFTER CUTOFF. ~~LAST FILE~~  
~~TO BE DESTROYED IN YEAR 2002 RETENTION BASED ON GRS-12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.004	REPORTING INSTRUCTIONS FOR US BOND ISSUING AGENTS <del>FORM</del> : <del>THIS FORM WILL BE USED BY ISSUING AGENTS TO REPORT ENVELOPES AND/OR POSTAGE</del> <del>STAMPS USAGE. REPLACED AS OF 11/95. DISPOSITION IS STILL 6 YEARS FOR</del> <del>RECORDS THAT HAVE BEEN STORED PREVIOUSLY.</del> USING ENVELOPES OR POSTAGE STAMPS (WHEN NEEDED).	NEW

Form No: PD F 5249      Series No: !A COPY      Org. Abbrev: FRB  
Retain: 6 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 6 YEARS AFTER CUTOFF.  
~~RETENTION BASED ON GRS-12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.005	<del>POSTAGE USAGE ENVELOPE/STAMP/POSTAGE USAGE REPORT FOR BONDS (06.2)</del> REPLACED AS OF 11/95. DISPOSITION IS STILL 6 YEARS ON RECORDS THAT HAVE BEEN PREVIOUSLY STORED. ENVELOPE AND STAMPS USAGE REPORT FOR US. SAVINGS BONDS.	NEW

Form No: PD F 5250      Series No: #B COPY      Org. Abbrev: FRB  
 Retain: 6 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 6 YRS AFTER CUTOFF.  
~~RETENTION BASED ON GRS 12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.006	<del>POSTAGE REFUND (06.2)</del> APPLICATION FOR CREDIT OF UNUSED POSTAGE BY FRB. THIS FORM WILL BE USED BY THE FRB'S TO OBTAIN CREDIT FOR POSTAGE FOR UNUSABLE ENVELOPES. DISPOSITION IS STILL 6 YEARS ON RECORDS THAT HAVE BEEN STORED PREVIOUSLY.	NEW

Form No: PD F 5259      Series No: #B COPY      Org. Abbrev: OBS-FRB  
 Retain: 6 yrs    0 mths  
~~G.S. AS OF JUNE 1996. DESTROY FILES 6 YRS AFTER CUT OFF. LAST FILE TO BE DESTROYED IN YEAR 2002. RETENTION BASED ON GRS-12, 07.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.007	APPLICATIONS AND VOUCHER FOR REFUND OF POSTAGE AND FEES- <del>60000</del> <del>THIS FORM IS REQUIRED BY THE POST OFFICE.</del>	NEW <del>400</del>

Form No: PS 3533      Series No: 1A COPY      Org. Abbrev: FRB  
Retain: 4 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 4 YRS AFTER CUTOFF.

Item No.	Description of Item	Authority
N1-53-97-03-0004.008	<del>STATEMENT OF MAILING WITH METER OR PRECANCELED POSTAGE-60000:</del> <del>THIS FORM IS REQUIRED BY THE POST OFFICE.</del> POSTAGE STATEMENT: FIRST CLASS MAIL-METER OR PRECANCELED POSTAGE AFFIXED.	NEW

Form No: PS 3600-PC      Series No: 1A COPY      Org. Abbrev: FRB  
Retain: 4 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 4 YRS, ~~5 YRS~~ AFTER CUTOFF.  
~~RETENTION BASED ON NCI-53-78-04, 08.~~

Item No.	Description of Item	Authority
N1-53-97-03-0004.009	<del>STATEMENT OF MAILING WITH PERMIT IMPRINT-60000: FIRST CLASS MAIL</del> <del>THIS FORM IS REQUIRED BY THE POST OFFICE.</del> POSTAGE STATEMENT: FIRST CLASS MAIL-PERMIT IMPRINT.	NEW

Form No: PS 3600-R      Series No: 1A COPY      Org. Abbrev: FRB  
 Retain: 4 yrs      0 mths  
 CUT OFF FILES YEARLY. DESTROY 4 YRS, 3 MOS AFTER CUT OFF.  
~~RETENTION BASED ON NCI-53-78-04, 08.~~

Item No.	Description of Item	Authority
N1-53-97-03-0005.001	ADVICE OF SHIPMENT OF U.S. SAVINGS BONDS <del>ENCLOSURE</del> FROM THE FRB-PITTSBURG ( <del>PACS SERVICE MANUAL, PG. NO. 955, ITEM NO. 22</del> ).	NEW

Form No:                      Series No: !                      Org. Abbrev: FRB  
 Retain: 3 yrs      0 mths  
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF.  
 RETENTION BASED ON IINNA-2162, 01.

Item No.	Description of Item	Authority
N1-53-97-03-0005.002	<del>ADVISE</del> STUB CONTROL BLOTTER AND TRANSFER ADVICE <del>FORM</del> USED TO	NEW

~~--RETENTION: GENERATED COMPUTER BLOTTERS--DESCRIPTION: RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED TO DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO PUBLIC DEBT. (PACS SERVICE MANUAL, PG. NO. 953, ITEM NO. 11).~~ DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO BUREAU OF PUBLIC DEBT.

Form No: PD F 2635      Series No: !C COPY      Org. Abbrev: FRB  
 Retain: 2 yrs    0 mths  
~~RETENTION BASED ON N1-53-162-60-20.~~ CUT OFF FILES YEARLY.  
 DESTROY 2 YEARS AFTER CUTOFF. ~~BANKS USING THE SBS SYSTEM WILL~~

Item No.	Description of Item	Authority
N1-53-97-03-0005.003	ADVISE STUB CONTROL BLOTTER AND TRANSFER ADVICE <del>FORM</del>	NEW

~~THIS FORM IS USED TO DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO SAVINGS BOND OPERATIONS OFFICE. THIS FORM IS USED TO DOCUMENT THE TRANSFER OF STUBS AND ISSUE TAPES FROM THE FRB'S TO PUBLIC DEBT.~~

Form No: PD F 2635      Series No: !D COPY      Org. Abbrev: FRB  
 Retain: 9 yrs    0 mths  
 CUT OFF ANNUALLY, HOLD IN OFFICE FOR 2 YEARS, ~~AND RETAINED FOR 7~~  
~~ADDITIONAL YEARS.~~ RETIRE 2 FRB STORAGE AREA 2 YEARS AFTER CUT OFF.  
 DESTROY 9 YEARS AFTER CUT OFF.

Item No. Description of Item Authority  
 N1-53-97-03-0005.004 ~~ADVISE CONTROL BLOTTER AND TRANSFER ADVICE FOR BOND/NOTE 60000:~~ *BOND/NOTE CONTROL BLOTTER AND TRANSFER ADVICE* NEW ~~638~~  
~~RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND~~  
~~RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED TO DOCUMENT~~  
 TRANSFERS FROM FRB'S TO PARKERSBURG OF RETIRED CARDS BONDS AND NOTES-UNDER  
 ONE TRANSFER DATE AS REDEMPTIONS, REISSUES (CANCELLED SALES) EXCHANGES AND  
 RETIRED AUTHORITIES.

Form No: PD F 2636 Series No: 1D COPY Org. Abbrev: FRB  
 Retain: 2 yrs 0 mths  
 CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.  
~~RETENTION BASED ON N1-26-04, 25B.~~

Item No. Description of Item Authority  
 N1-53-97-03-0005.005 ~~SAVINGS BONDS STOCK & RETIREMENT SECURITY ON HAND 60000:~~ *US SAVINGS AND RETIREMENT SECURITIES GENERAL* NEW ~~638~~  
~~BY DENOMINATION. (FACS SERVICE MANUAL, PG. NO. 953, ITEM NO. 10).~~  
 STOCK ON HAND AS OF C.O.B. \_\_\_\_\_.

Form No: PD F 2835 Series No: ! Org. Abbrev: FRB  
 Retain: 2 yrs 0 mths  
 CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUTOFF.



Item No.	Description of Item	Authority
N1-53-97-03-0005.006	STUB TRANSMITTAL LETTER <del>00000</del> DUPLICATE COPY OF FORM SENT TO TREASURY LISTING SAVINGS BONDS STUBS RETURNED BY ISSUING AGENTS. ( <del>SAC'S SERVICE MANUAL, PD NO 955, ITEM NO. 214</del> )	NEW <del>001</del>

Form No: PD F 3252      Series No: 1B COPY      Org. Abbrev: FRB  
 Retain: 2 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.007	ADVISE OF SHIPMENT FOR US SAVINGS/RETIREMENT PLAN BONDS-60000: FORWARDED FOR CREDIT (PERMANENT RECEIPT) ISSUE AND RETIREMENT ACCOUNTS RECONCILIATION MEDIA. THESE ACCOUNTS PERTAIN TO THE RECEIPT AND AUDIT OF BONDS, STUBS, NOTES, AND STAMPS SUBMITTED TO EVIDENCE SALE, REDEMPTION, CANCELLATION, REISSUE, OR DENOMINATIONAL EXCHANGE. THE RECONCILIATION MEDIA CONSIST OF COPIES OF ADVICES, AUDIT SCHEDULES, REPORTS OF ADJUSTMENTS, DAILY REPORTS, SUMMARIES, AND RECAPITULATIONS PREPARED IN THE RECONCILIATION PROCESS. THIS FORM IS USED TO TRANSMIT BONDS FROM FEDERAL RESERVE BANKS TO PITTSBURGH FRB AUDIT AND ACCOUNTING CREDIT. Form No: PD F 3458      Series No: 1C COPY      Org. Abbrev: FRB Retain: 3 yrs    0 mths CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF. RETENTION BASED ON N1-53-78-04, 010.	NEW

Item No.	Description of Item	Authority
N1-53-97-03-0005.008	ADVICE SERIES HH/H STUB CONTROL BLOTTER AND TRANSFER ADVICE <del>ESD</del> ( <del>PAUSE SERVICE MANUAL, PG. 400 053, ITEM NO. 20</del> ). THESE DOCUMENTS SERVE AS INTERNAL CONTROLS AND ARE USED IN RECONCILING THE SHIPMENTS.	NEW <del>ESD</del>

Form No: PD F 3480      Series No: 1D COPY      Org. Abbrev: FRB  
 Retain: 5 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 5 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.009	ADVICE FOR STAMP TRANSFERS OR REDEMPTION <del>ESD</del> THESE ACCOUNTS PERTAIN TO THE RECEIPT AND AUDIT OF BONDS, STUBS, NOTES, AND STAMPS SUBMITTED TO EVIDENCE SALES, REDEMPTION, CANCELLATION, REISSUE OR DENOMINATIONAL EXCHANGE. THE RECONCILIATION MEDIA CONSIST OF COPIES OF ADVICES, AUDIT SCHEDULES, REPORTS OF ADJUSTMENTS, DAILY REPORTS, SUMMARIES, AND RECAPITULATIONS PREPARED IN THE RECONCILIATION PROCESS.	NEW

Form No: PD F 3484      Series No: !A1 COPY      Org. Abbrev: FRB  
 Retain: 3 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER CUT OFF.  
 RETENTION BASED ON NCI-33-78-04, 214

Request For Record Disposition Authority

Page: 45

Item No. ~~FORWARD ITEM TRANSMITTAL - US SAVINGS BONDS/NOTES -~~ Authority  
N1-53-97-03-0005.010 ~~DESCRIPTION OF ITEM RETIREMENT PLAN BONDS - INDIVIDUAL RETIREMENT BONDS.~~ Authority  
~~FORWARDING ITEM TRANSMITTAL RETIREMENT PLAN BONDS - 904.5:~~ NEW  
THIS FORM IS A TRANSMITTAL USED BY FRB'S TO SUBMIT BONDS, WHICH THEY DO NOT  
HAVE AUTHORITY TO REISSUE OR REDEEM, AS FORWARDING ITEMS TO THE PARKERSBURG  
OFFICE. (~~PAGE SERVICE MANUAL, PG. NO. 954, ITEM NO. 15~~).

Form No: PD F 4581 Series No: 1B COPY Org. Abbrev: FRB  
Retain: 1 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.  
RETENTION IS BASED ON NN-351-S284, 03.

Item No. Description of Item Authority  
N1-53-97-03-0005.011 PAYROLL SALES ADVICE OF CREDIT ~~ADVISE~~ (SAVINGS BOND SOFTWARE) NEW ~~486~~  
BANKS USING THE SBS SYSTEM SUBMIT A COMPUTER-GENERATED ADVICE. THE PURPOSE  
OF THIS FORM IS TO TRANSMIT PAYROLL AND BOOK ENTRY SALES PROCEEDS FROM THE  
ISSUING AGENT TO THE FRB AND SUBSEQUENTLY FROM THE FRB TO SBOO.

Form No: PD F 4848 Series No: 1C COPY Org. Abbrev: FRB  
Retain: 2 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.012	CASH SALES TRANSFER ADVICE <del>668003</del> <del>REPORTING SALES TYPE FROM FRB</del>	NEW 457

~~FILE: RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENTS' ACCOUNTS. DESCRIPTION: THIS FORM IS USED TO SUMMARIZE THE SALES PROCEEDS TRANSFERRED TO PUBLIC DEBT AS REFLECTED IN DETAIL BY FORMS PD 3252, 4848, 4890. BANKS USING THE SBS SYSTEM SUBMIT A COMPUTER-GENERATED FORM.~~

Form No: PD F 4856      Series No: 1C COPY      Org. Abbrev: FRB  
 Retain: 2 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.013	PAYROLL SALES DEBIT ADVICE <del>480080</del>	NEW 459

~~RECORDS SUPPORTING ENTRIES TO THE TREASURY AND PUBLIC DEBT ACCOUNTS AND RELATED ADJUSTMENTS TO AGENT'S ACCOUNTS. THIS FORM IS USED TO RECORD AN ADVANCE ADJUSTMENT OF PAYROLL PROCEEDS PREVIOUSLY REPORTED TO PARKERSBURG ON A PD 4848. BANKS USING SBS SUBMIT A COMPUTER-GENERATED FORM.~~

Form No: PD F 4890      Series No: 1B COPY      Org. Abbrev: FRB  
 Retain: 7 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 7 YRS AFTER CUTOFF.

Request For Record Disposition Authority

Page: 47

Item No.	Description of Item	Authority
N1-53-97-03-0005.014	PAYROLL SALES DEBIT ADVICE <del>SECRET</del> <del>THIS FORM IS</del> USED TO RECORD AN ADVANCE ADJUSTMENT OF PAYROLL PROCEEDS PREVIOUSLY REPORTED TO PARKERSBURG ON A PD 4848.	NEW <del>SECRET</del>

Form No: PD F 4890      Series No: !C COPY      Org. Abbrev: FRB  
Retain: 2 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 2 YEARS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0005.015	<del>TRANSMITTAL LETTER FOR RDS BOND ORDER FORMS 5263</del> R.D.S. BATCH CARD. (REGIONAL DELIVERY SYSTEM) THIS FORM IS TO TRANSMIT THE FRB, ORDER FORMS PD F 5263, ORDER FOR SERIES EE U.S. SAVINGS BONDS.	NEW <del>SECRET</del>

Form No: PD F 5255      Series No: !A COPY      Org. Abbrev: FRB  
Retain: 2 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUTOFF.

Request For Record Disposition Authority

Page: 48

Item No.	Description of Item	Authority
N1-53-97-03-0006.001	STATISTICAL REPORTS OF THE TREASURY DEPARTMENT <del>582000</del> COPIES OF STATISTICAL REPORTS RELATING TO REIMBURSEMENT OF EXPENSES AND MACHINE UTILIZATION PUBLIC DEBT TRANSACTIONS.	NEW

Form No:                      Series No: !                      Org. Abbrev: FRB  
Retain: 5 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 5 YEARS AFTER CUT OFF.  
~~RETENTION BASED ON NCF 53-82-02, 424.~~

Item No.	Description of Item	Authority
N1-53-97-03-0006.002	NOTICE OF IRREGULARITY IN REGISTRATION BOND STUBS <del>458500</del> . <del>GRAND SERVICE MANUAL, OPS. NO. 959 ITEM NO. 054.</del>	NEW

Form No:                      Series No: !                      Org. Abbrev: FRB  
Retain: 3 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 3 YRS AFTER CUT OFF.  
~~RETENTION BASED ON FINA 2152, 212.~~

Request For Record Disposition Authority

Page: 49

Item No.	Description of Item	Authority
N1-53-97-03-0006.003	AGENT QUALIFIED TO ISSUE/REDEEM BONDS AND NOTES <del>ES02077</del> A MONTHLY REPORT OF QUALIFIED AGENTS.	NEW <del>230</del>

Form No:                      Series No: 1                      Org. Abbrev: FRB  
Retain: 6 yrs    3 mths  
DESTROY 6 YRS. 3 MOS. AFTER TERMINATION AS AN AGENT.

Item No.	Description of Item	Authority
N1-53-97-03-0006.004	CORRESPONDENCE WITH ISSUING AGENTS <del>ES02077</del> <sup>RELATING TO ROUTINE AND</sup> FOR GENERAL INFORMATION. <del>DOCUMENTS CONCERNING REQUESTS FOR GENERAL INFORMATION. (FACS SERVICE</del> <del>MANUAL, PG. NO. 954, ITEM NO. 17).</del>	NEW

Form No:                      Series No: 1                      Org. Abbrev: FRB  
Retain: 1 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.  
~~RETENTION BASED ON NEW 351-52847-06.~~

Request For Record Disposition Authority

Page: 50

Item No.	Description of Item	Authority
N1-53-97-03-0006.005	<i>RELATING TO REQUESTS</i> CORRESPONDENCE WITH ISSUING AGENTS <del>FOR</del> FOR SUPPLIES <del>DOCUMENTS CONCERNING REQUESTS FOR SUPPLIES. (PACS SERVICE MANUAL, PG. NO. 954, ITEM NO. 17).</del>	NEW 302

Form No:                      Series No: 1                      Org. Abbrev: FRB  
Retain: 0 yrs    2 mths  
CUTOFF FILES EVERY MONTH AND DESTROY 2 MONTHS LATER.

Item No.	Description of Item	Authority
N1-53-97-03-0006.006	<i>RELATING TO REQUESTS</i> CORRESPONDENCE WITH PAYING AGENTS <del>FOR</del> FOR GENERAL INFORMATION <del>DOCUMENTS CONCERNING GENERAL INFORMATION. (PACS SERVICE MANUAL, PG. NO. 954, ITEM NO. 18).</del>	NEW 300

Form No:                      Series No: 1                      Org. Abbrev: FRB  
Retain: 1 yrs    0 mths  
CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF



Item No.	Description of Item	Authority
N1-53-97-03-0006.007	UNDELIVERABLE BONDS FORWARDED TO BPD BY FRB <del>2/1/77</del> THIS FORM IS USED FOR BONDS THAT ARE TO BE FORWARDED UNDER THE COVER OF PD F 4581 OF OWNER'S ADDRESS THAT IS UNKNOWN.	NEW

Form No:                      Series No: !                      Org. Abbrev: FRB  
 Retain: 1 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 1 YEAR AFTER CUT OFF.  
~~RETENTION BASED ON PDNA 2/62/77~~

Item No.	Description of Item	Authority
N1-53-97-03-0006.008	SCHEDULE OF SERIAL NUMBERS <del>450000</del> <del>THE PURPOSE OF THIS FORM IS TO RECORD SERIAL NUMBERS.</del>	NEW <del>412</del>

Form No: PD F 0003    Series No: !                      Org. Abbrev: FRB  
 Retain: 3 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 3 YEARS AFTER OF ACCOUNTING PERIOD.

Item No.	Description of Item	Authority
<del>N1-53-97-03-0006.009</del>	<del>STOCK SHIPMENT UNITED STATES SAVINGS BONDS RECORD <del>54880</del> THIS IS A RECORD OF SAVINGS BONDS BEFORE THEY ARE REGISTERED THAT ARE BEING SHIPPED TO THE DIFFERENT AGENCIES/BANKS.</del>	<del>NEW</del>

ITEM OBSOLETE

~~Form No: PD F 0846-2 Series No: !E COPY Org. Abbrev: FRB  
Retain: 5 yrs 0 mths  
CUT OFF FILE YEARLY. DESTROY 5 YRS AFTER CUT OFF.  
RETENTION BASED ON ~~NR 162-607~~ ~~BA~~.~~

Item No.	Description of Item	Authority
N1-53-97-03-0006.010	CHANGE TO LIST ISSUING/PAYING AGENTS AND CORRESPONDENT MEMBER <del>60000</del> MONTHLY REPORT OF ADDRESS, DELETIONS AND CHANGES TO MATERFILE OF ENTITIES QUALIFIED TO ISSUE AND PAY BONDS & NOTES. ( <del>FRCS SERVICE MANUAL</del> <del>PG. NO. 952</del> <del>OR NO. BA 82</del> ).	<del>NEW</del> <sup>BANKS - USSB</sup> Authority

Form No: PD F 2497 Series No: !B COPY Org. Abbrev: FRB  
Retain: 2 yrs 0 mths  
CUT OFF FILES YEARLY. DESTROY 2 YRS AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0006.011	<sup>PAYING</sup> <del>AGENT</del> <del>AGREEMENT</del> <del>60000</del> (U.S. SAVINGS BOND/NOTES). APPLICATION AGREEMENT TO MAKE PAYMENTS IN CONNECTION WITH THE REDEMPTION OF SAVINGS BONDS. ( <del>PACS SERVICE MANUAL, PG. 956, ITEM 26</del> )	NEW

Form No: PD F 3880      Series No: #A COPY      Org. Abbrev: FRB  
 Retain: 6 yrs    3 mths  
~~AS LONG AS THE INSTITUTION SERVES AS AN AGENT. RETENTION BASED ON NCI-53-81-02, 01.~~      DESTROY 6 YEARS, 3 MONTHS AFTER TERMINATION OF QUALIFICATION.

Item No.	Description of Item	Authority
N1-53-97-03-0006.012	CERTIFICATE OF QUALIFICATION - PAYING AGENT <del>60000</del> (U.S. SAVINGS BONDS - U.S. SAVINGS NOTES) AGREEMENT TO ESTABLISH ELGIBILITY OF A QUALIFIED PAYING AGENT TO HANDLE SAVINGS BONDS.	NEW

Form No: PD F 3881      Series No: !A1 COPY      Org. Abbrev: FRB  
 Retain: 6 yrs    3 mths  
~~HOLD FOR 6 YRS. AND 3 MOS AFTER TERMINATION OF AGENCY. RETENTION BASED ON NCI-53-81-02, 01.~~      DESTROY 6 YEARS, 3 MONTHS AFTER TERMINATION OF QUALIFICATION.

Item No.	Description of Item	Authority
N1-53-97-03-0006.013	INFORMATION INQUIRY <del>ON BONDS, ETC</del> USED TO REQUEST INFORMATION ABOUT REGISTRATION AND/OR STATUS OF SAVINGS TYPE SECURITIES.	NEW <del>21</del>

Form No: PD F 4947      Series No: 1A COPY      Org. Abbrev: FRB  
 Retain: 1 yrs    0 mths  
 CUT OFF FILES YEARLY. DESTROY 1 YR AFTER CUT OFF.

Item No.	Description of Item	Authority
N1-53-97-03-0006.014	NOTICE OF WITHHOLDING ON REDEMPTION OF U.S. RETIREMENT PLAN <del>65000</del> <del>TO NOTIFY REDEMPTING BONDOWNERS OF THE INCOME TAX WITHHOLDING REQUIREMENTS.</del> OR U.S. INDIVIDUAL RETIREMENT BONDS.	NEW

Form No: PD F 5063      Series No: !      Org. Abbrev: FRB  
 Retain: 2 yrs    0 mths  
 DESTROY AFTER CURRENT YEAR PLUS ONE YEAR.

Request For Record Disposition Authority

Page: 55

Item No.	Description of Item	Authority
N1-53-97-03-0006.015	PAID U.S. SAVINGS BOND FACSIMILE SUBSTITUTION FORM. <del>FACSIMILE SUBSTITUTION - 60000 - FOR PAID BONDS - FRB COPY</del> THIS FORM IS TO BE USED IN CONNECTION WITH PD F 2517 FOR OBTAINING A CREDIT.	NEW 263

Form No: PD F 5320      Series No: 1B COPY      Org. Abbrev: FRB  
Retain: 1 yrs    0 mths  
CUT OFF FILES YEARLY.    DESTROY 1 YR AFTER CUT OFF.

## DEFINITION OF TERMS

1. Bank or Federal Reserve Bank - A Federal Reserve Bank or Branch approved by the Department of Treasury for conducting authorized transactions.
2. Bond - a U.S. Savings or Retirement Bond.
3. Financial institution - includes, commercial, savings, and thrift banks; savings and loan associations; and credit unions.
4. Fiscal agent - the capacity in which Banks act on behalf of the U.S. in conducting certain authorized transactions.
5. Nonfinancial institution - includes companies, state and local governments, and other eligible organizations which issue bonds only for their employees.
6. Note, Savings Note, or Freedom Share - means a U.S. Savings Note.
7. OPDA refers to the Office of Public Debt Accounting, Bureau of Public Debt.
8. Paper bond - any saving bond printed on paper, as distinguished from a bond printed on punch card stock. Old style paper bonds were issued prior to October 1957 on paper. New style paper bonds were phased in beginning in 1985 and are 3.25 X 7.375 inches.
9. PARS - an acronym for the Public Debt Accounting and Reporting System, an automated system in OPDA that controls all financial transactions pertaining to the Public Debt of the U.S. Government. PARS also maintains an inventory of securities that affect the public dept of the U.S. Government.
10. Public debt accounts - detail accounts reflecting public debt cash sales and redemptions and accountability of public debt securities, maintained by the Bureau of the Public Debt, Office of Public Debt Accounting, Parkersburg, WV.
11. Retirement bond or retirement security - either a retirement plan bond or individual retirement bond.
12. RDS - Regional Delivery System by which Series EE savings bonds sold over-the-counter by financial institutions are inscribed at Federal Reserve Banks and delivered by mail.
13. SBOO - Savings Bond Operations Office of the Bureau of Public Debt, Parkersburg, WV.
14. Security - any of the savings and retirement securities issued by the U.S. Government, including savings bonds, savings notes, savings stamps, retirement plan bonds, and individual retirement bonds

15. **Transfer date** - the date inscribed on all control documents by the bank to indicate when the proceeds of issued and retired securities are credited or charged to the Treasury account and/or issue records and securities transferred to SBOO in Parkersburg, WV.
16. **Treasury account or Treasury general account** - the accounts reflecting the receipt, custody and disbursement of public moneys maintained by the Financial Management Service.
17. **Treasury or Department** - the U.S Department of the Treasury.