

MANUAL
RELATING TO DISPOSITION
OF RECORDS AT
FEDERAL RESERVE BANKS

SUBCOMMITTEE ON DESTRUCTION OF RECORDS
Functioning Under
COMMITTEE ON MISCELLANEOUS OPERATIONS
of
CONFERENCE OF PRESIDENTS

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INTRODUCTION

This manual brings together within one cover essential data with respect to the disposition or retention of certain records maintained at the Federal Reserve Banks.

All recommended periods of retention are intended to be minimum periods and any Reserve Bank may in its discretion extend such periods. However, records should be retained for the minimum periods indicated. This understanding was confirmed by the Conference of Presidents, September 21-24, 1953. Each Reserve Bank may wish to consult its counsel as to recommended periods of retention which are shorter than the period of the statute of limitations in effect in its locality. The term "indefinite" used in the manual means that records so designated should be retained until a definite System retention period is prescribed.

If any bank has intermingled with records the destruction of which is authorized, records which must be retained, the entire group must be retained unless it should be feasible to separate the records which may be destroyed.

Supplements to this manual reflecting subsequent additions and changes will be distributed to each Reserve Bank from time to time.

ACCOUNTING FUNCTION

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
Debit and credit tickets supporting general ledger entries.	6 years	5-24-45	6-18-19-45
Debit and credit tickets--member bank accounts.	6 years	Do	Do
Ledger sheets--member bank accounts.	6 years	Do	Do
Checks drawn by Federal Reserve Bank.	6 years	Do	Do
Register of checks drawn by Federal Reserve Bank.	6 years	Do	Do
Expense vouchers and supporting documents.	6 years	Do	Do
Employees' salary receipts.	6 years	Do	Do
Debit and credit tickets--Federal Reserve Bank accounts.	2 years	Do	Do
Daily statements "Due To" and "Due From" other Federal Reserve Banks and their "Due To" statements.	2 years	Do	Do
Advices of cash letters sent by members of County Clearing Arrangements (authorization to Federal Reserve Bank to settle balances).	2 years	Do	Do
Semi-Monthly report to Federal Reserve Board of Member bank deposits, reserves and borrowings from Federal Reserve Banks, FRB B 13 (Now FR 413)	3 years	6-11-36	11-18-36
Weekly report to Federal Reserve Board of Member bank deposits, reserves and borrowings from Federal Reserve Banks, FRB B 6 (Now FR 422)	3 years	Do	Do
Report of net demand and time deposits of member banks.	2 years	Do	Do
Comparison of reserves with net demand and time deposit reports.	2 years	Do	Do
Public vouchers -- claims for reimbursement, with supporting documents. PD 849, Treas. 1034, 1035, RFC T 31	2 years	Do	Do
Telegraphic report of condensed statement of condition. FRB B 1 (Now FR 407)	1 year	Do	Do
Daily balance sheet telegrams from branches.	1 year	Do	Do
Daily statement to and from branches.	1 year	Do	Do
Daily Interdistrict Settlement Fund wire	1 year	Do	Do

ACCOUNTING FUNCTION (Cont'd)

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
Block sheets--internal control of work sent to Accounting Department.	Discretionary (Internal record)	5-24-45	6-18-19-45
Custody and securities accounts proofs.	Discretionary (Internal record)	5-24-45	Do
Daily balance sheet. (Form FR 34)	Indefinite	6-11-36	11-18-36
New building ledger and vouchers.	Indefinite	Do	Do
Capital stock ledger sheets.	Indefinite	Do	Do
Expense ledger sheets.	Indefinite	Do	Do
Functional Expense Report of Federal Reserve Bank. (Now Schedule X)	Indefinite	Do	Do
Monthly earnings report. (Form FR 95)	Indefinite	Do	Do
Monthly Expense report of Federal Reserve Bank.(Form FR 96)	Indefinite	Do	Do
Quarterly Report of debits and credits to Profit and Loss Account. (Form FR 411)	Indefinite	Do	Do
Annual Profit and Loss statement of Federal Reserve Bank. (Form FR 657 and 657(a))	Indefinite	None	
Monthly report of net earnings on industrial advances and commitments. FRB B 23 (Form FR 418) (Discontinued January 1, 1948)	Indefinite	6-11-36	11-18-36
Reserve record of member banks.	Indefinite	Do	Do
Quarterly Report to Federal Reserve Board of deficiencies in reserves of member banks. FRB B 5 (Obsolete) (Discontinued 11-18-32)	Indefinite	Do	Do
Consolidated statement of Expenses and Functional data.	Indefinite	Do	Do

BANK EXAMINATION FUNCTION

Member Bank Condition and Earnings Reports

	<u>Retention Period</u>	<u>Board's Advice dated--</u>
Report of Condition--State Member Banks. FR 105	5 years ^{1/}	7-24-46
Report of Condition--National Banks. Treas. 2130	5 years ^{1/}	7-24-46
Report of Earnings and Dividends--State Member Banks. FR 107	5 years ^{1/}	7-24-46
Report of Earnings and Dividends--National Banks. Treas. 2129	5 years ^{1/}	7-24-46

^{1/} In view of the provisions of Section 5144, United States Revised Statutes, and paragraph 7 of the Application for Voting Permit regarding the payment of dividends only out of actual net earnings, reports of all banks which, subsequent to June 16, 1933, have been in presently existing bank holding company groups, should be retained until necessary data have been compiled and dividend and actual net earnings status of each bank holding company has been determined; and until satisfactory disposition has been made of any other unsettled matters.

BANK EXAMINATION FUNCTION (Cont'd)

Examination Reports

	<u>Retention Period</u>	<u>Board's Advice dated--</u>
Reports of examination of national banks and their affiliates made by the Comptroller of the Currency.	5 years ^{1/}	7-10-45
Reports of examination of State member banks (including trust departments) and their affiliates made by State Banking Authorities		
Made in 1934 and subsequent years which do <u>not</u> form part of membership application files	5 years ^{1/}	7-24-46
Made in 1934 and subsequent years which form part of membership application files	Indefinite ^{2/}	7-24-46
Made in 1933 and prior years	Indefinite ^{2/}	7-24-46
Reports of examination of State member banks (including Trust Departments) and their affiliates made by examiners appointed by the Federal Reserve Banks with the approval of the Board. FR 410	Indefinite ^{2/}	7-24-46
Reports of holding company affiliates and affiliated organizations. Annual reports of holding company affiliates on Form FR 437 and reports of examination of holding company affiliates and affiliated organizations made by examiners for your bank or other bank supervisory authorities.	Indefinite ^{2/}	7-24-46

^{1/} In view of the provisions of Section 5144, United States Revised Statutes, and paragraph 7 of the Application for Voting Permit regarding the payment of dividends only out of actual net earnings, examination and other reports of all banks and other companies which, subsequent to June 16, 1933, have been in presently existing bank holding company groups, should be retained until necessary data have been compiled and dividend and actual net earnings status of each bank holding company has been determined; and until satisfactory disposition has been made of any other unsettled matters.

^{2/} May be microfilmed and original reports destroyed after 10-year retention period.

BANK EXAMINATION FUNCTION (Cont'd)

Other Examination Function Records

General Information

The following instructions are quoted from the Board's letter S925 of July 24, 1946:

"Records for period beginning January 1937. Because of the variation in these records at the different Federal Reserve Banks, including the manner of their identification, it is believed preferable for the Board to state its views in general terms and leave broad discretion to the Federal Reserve Banks with respect to these records rather than to try to cover in detail the matter of their disposition. Accordingly, the matter of retention and destruction of these records is left to the discretion of your Bank with the understanding that--

- (1) No records will be destroyed without the approval of the officer in charge of the Bank Examination function and the concurrence of the Bank's Counsel.
- (2) All correspondence with, and with reference to, member banks, both State and National, and affiliates thereof, regarding matters related to bank examination and supervision, together with memoranda relating to conferences with their officers and directors regarding such matters, will be retained indefinitely.
- (3) All correspondence and related records regarding the admission of member banks, and the termination of membership by withdrawal, liquidation, or insolvency will be retained indefinitely.
- (4) The same general retention schedules will be observed with respect to correspondence and other records relating to holding company affiliates and affiliated organizations as in the case of member banks.
- (5) Retrospective records of the Bank Examination Department prepared in connection with the analysis of examination, call, and earnings and dividends reports should be retained indefinitely, either in their original form or as revised or transcribed.

"Records for period prior to 1937. These records which cover the period prior to the transfer of the nonstatutory duties of the Federal Reserve Agents to the Federal Reserve Banks, are Federal Reserve Agents' records and no authority has been received from Congress for their disposition. Because of the variation in the records and the manner of their identification at the different Reserve Banks, it does not appear practicable for the Board to request authority for general disposition by all of the Federal Reserve Banks. However, the Board will be glad to receive requests from individual Federal Reserve Agents for authority to dispose of these records. It will be appreciated if, in forwarding a request, the records are described specifically, proposed retention periods are indicated, and sample records are furnished in order that the Board may be in a position to submit the request in the usual course to the National Archives. No such records should be microfilmed for destruction in accordance with the last paragraph of this letter until Congressional authority for their destruction is obtained."

* * *

"Microfilming of records. In lieu of indefinite or permanent retention, where indicated, of the above-described items, any reports, records, and correspondence may be microfilmed in accordance with standards prescribed by the National Archives and the original reports, records, and correspondence destroyed after they have been retained ten years from the date of such records."

BANK EXAMINATION FUNCTION (Cont'd)

Other Examination Function Records (Cont'd)

General Information (Cont'd)

Definition of Other Examination Function Records: * Other Examination Function Records include, but are not limited to, the following:

Comparative summaries of periodical examination reports of member banks, including Trust Departments.

Analysis of report of examination. FRB 212 ABC

Member bank's acceptance of conditions of membership and certification as to charge-offs, reserves, etc.

Member bank's certification of adjustment of items criticized by examiners.

Applications of national banks for permission to exercise fiduciary powers. FRB 61

Applications and permits under the Clayton Act and under Section 32 of the Federal Reserve Act and register record. FRB 94 - A to E FRB 99 - A to G (Obsolete)

Applications of national and state banks for stock in Federal Reserve Banks. FRB 30, 30A, 83A

Application of a member bank for additional stock. FRB 56

Application for surrender of stock in a Federal Reserve Bank. FRB 60, 60A (Now FR 56)

Certificate of increase of capital stock. FRB 58 (Now FR 533)

Certificate of decrease of capital stock. FRB 59 (Now FR 533)

Agreement under Securities Exchange Act. FRB T1

Application for voting permit. FRB P1

Register of applications for fiduciary powers.

Register of applications for membership.

Application by liquidating national bank for surrender of Federal Reserve Bank stock. FRB 86

Application by receiver of insolvent member bank for surrender of Federal Reserve Bank stock. FRB 87

Application by liquidating member state bank or trust company for surrender of Federal Reserve Bank stock. FRB 143 (Now FR 86)

Report of affiliate or holding company of a member bank made in compliance with the requirements of the Banking Act of 1933. FRB 220A-B

Report of bank consolidations. FRB St. 6386A (Now FR 412)

Report of branches established or discontinued. FRB St. 6386E (Now FR 412)

Internal and interoffice records of the Bank Examination Department.

All other correspondence and records of the Bank Examination Department (not including examiners' working papers, see Board letter S-16-a of July 19, 1937 (FRLS #3242)).

* See Board's letter S-925 dated July 24, 1946.

CHECK COLLECTION AND NONCASH COLLECTION FUNCTIONS

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval or Acceptance</u>
Incoming cash letters, including machine listings of checks accompanying cash letters or received without cash letters.	2 years	2-13-53 Subcommittee	3-2-3-53
Proof records or master tapes covering incoming cash letters, with relative block sheets and secondary tapes.	2 years provided the information on such records or tapes is not otherwise available in the bank's records.	9-9-53 Subcommittee	9-22-23-53
Outgoing cash letters, including machine listings of Clearing House or other items.	2 years	2-13-53 Subcommittee	3-2-3-53
Advices of cash letters sent direct to other Federal Reserve Banks.	2 years	Do	Do
Incoming listings received from members of the Clearing House and other banks, covering Government checks and checks on Federal Reserve Bank.	2 years	Do	Do
Recordak films of checks sent to other Federal Reserve Banks.	2 years	Do	Do
Block sheets, proof of Government checks received.	2 years	Do	Do
Various records (other than entry tickets to member or nonmember bank or General Ledger accounts and correspondence) relating to non-cash collection items, other than coupons, including incoming collection letter, records of items paid, etc.	3 years	5-24-45	6-18-19-45
Incoming coupon cash letters and incoming coupon collection letters.	3 years	Do	Do
Schedules used by member and nonmember banks listing coupons from obligations of the United States or its agencies sent to Federal Reserve Bank for payment or redemption.	3 years	Do	Do
Incoming transmittal envelopes for enclosure of coupons detached from obligations of the United States or its agencies.	Discretionary	Do	Do

CURRENCY AND COIN FUNCTION

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
Duplicate of receipt given to Railway Express Agency for shipments received.	10 years	6-11-36	11-18-36
Receipt for shipment of unfit Federal Reserve Notes forwarded for redemption and credit of Federal Reserve Agent.	3 years	Do	Do
Copy of advice of currency shipment showing Postmaster's receipt.	2 years	Do	Do
Duplicate of advice of shipment to other Federal Reserve Banks of fit Federal Reserve Notes.	1 year	Do	Do
Duplicate record of outgoing unfit Federal Reserve Notes forwarded for redemption.	1 year	Do	Do
Monthly reports to Federal Reserve Board of currency receipts, payments and amounts on hand. FRB 160, 160A, 160B, 160C	1 year	Do	Do
Duplicate advice from member banks of currency shipments.	1 year	Do	Do

DISCOUNT AND CREDIT FUNCTION

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
Applications for advance or rediscount.	6 years	5-24-45	6-18-19-45
Record of Bills Discounted, BD 4	6 years	5-24-45	Do
Financial statements of borrowers.	10 years	6-11-36	11-18-36
Monthly classification of Loans, Discounts and Advances, Form FR 38	Indefinite	Do	Do
Additional collateral ledger and collateral to bills payable ledger	Indefinite	Do	Do
Bills payable ledger.	Indefinite	Do	Do
Member bank's liability ledger.	Indefinite	Do	Do
Miscellaneous liability ledger.	Indefinite	Do	Do
Liability record of acceptors and endorsers on acceptances purchased.	Indefinite	Do	Do
Monthly report of applications for industrial advances and for commitments to make industrial advances. (Form FR 417)	Indefinite	Do	Do
Monthly report of industrial advances and commitments. FRB B22 A (Now Form FR 417A)	Indefinite	Do	Do

FISCAL AGENCY FUNCTION

General Information

Fiscal Agency records. The term "fiscal agency records" is intended to include records maintained by the Federal Reserve Banks as fiscal agents, custodians and depositaries of the United States, or of agencies of the United States, the destruction of which records is governed by Public Law No. 115, 78th Congress, Chapter 192, approved July 7, 1943. This law provides in effect that lists of Government records for which authority to destroy is desired by any agencies of the United States Government shall be submitted to the Archivist of the United States, who in certain circumstances may grant such authority and in other circumstances may seek such authority from Congress. The Act also provides:

"The procedures herein prescribed are exclusive and no records of the United States Government shall be alienated or destroyed except in accordance with the provisions of this Act."

In determining records for which Congressional authority to destroy is required, consideration should be given to the following information regarding "record" and "nonrecord" material furnished by the Treasury Department Committee:

"Record material - Defined by law as that which is 'made or received by an agency of the United States Government in pursuance of Federal law or in connection with transaction of public business and preserved or appropriate for preservation by that agency or its successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein.' Generally speaking, this means anything of official character and may or may not include carbon copies, depending on the purpose they serve. For example, duplicate copies of forms which serve a separate and distinct purpose, particularly duplicate copies to which other information is added, are considered of 'record' character.

"Nonrecord material - Ambiguously speaking, anything not of record value. Sometimes described as that 'made or acquired and preserved solely for reference or exhibition purposes extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents.' Such material as punch cards used as a temporary medium to compile and transpose information from original records to summary form and the majority of so-called 'work papers' fall in the 'nonrecord' category."

When disposing of Treasury records pursuant to authorization, Reserve Banks should maintain sufficient data to permit the furnishing of such statistics as the Treasury Department may require from time to time. See Board's letter S 1506 Aug. 12, 1953.

The Federal Reserve Bank of New York will continue (pursuant to paragraph (3), page 6, of the report dated May 24, 1945, of the Committee on Destruction of Records) to act on behalf of all Reserve Banks in submitting requests for authority to destroy Treasury records and will request from the other Reserve Banks, descriptions of such records, including new forms, not covered by existing authority. The compiled list will be submitted annually to the Board of Governors for submission to the Archivist.

Records accumulated by Reserve Banks as fiscal agents, custodians, and depositaries of agencies of the United States, such as the Reconstruction Finance Corporation, the Commodity Credit Corporation, etc., should not be included in the lists submitted by the Federal Reserve Bank of New York to the Board of Governors. Except in the case of Regulation V Records, which should be retained indefinitely, each Reserve Bank may, in its discretion, submit lists of records to the agency concerned and destroy such records in accordance with the authority so obtained.

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Adjusted Service Bonds</u>			
Transmittal Form ASB-2 (or equivalent) Used by Postmasters in sending Adjusted Service Bonds to Federal Reserve Banks for redemption.	2 years	HR-76; 83rd Cong. 1st Session	Bd. let. 3-18-53
Forms used by banks or others in sending Adjusted Service Bonds to Federal Reserve Banks for redemption.	2 years	Do	Do
Redemption record file showing name of owner of Adjusted Service Bonds, serial numbers of bonds and description of check issued to owner.	2 years	Do	Do
Miscellaneous accounting and control forms and correspondence incident to transactions involved in the foregoing records.	2 years	Do	Do

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Checks</u>			
Revised (Treasurer of the U.S.) "Statement of checking account involving checks designated for payment at Federal Reserve Banks". Form 5215C (or equivalent)	2 years*	HR-977; 82nd Cong. 1st Session	Bd. let. 11-16-51
(Treasurer of the U.S.) "Abstract of Checks Paid". Form 5215E (or equivalent)	2 years*	Do	Do
(Treasurer of the U.S.) "Abstract of Credits". Form 5215G (or equivalent)	2 years*	Do	Do
Correspondence pertaining to transactions covered by the above forms.	2 years*	Do	Do

* Special note re forms 5215C, 5215E, and 5215G: Excerpt from Treasury letter to the Board of Governors, November 1, 1951: "After the expiration of two years, the Federal Reserve Banks may dispose of those statements of accounts for which the disbursing officers use lists of outstanding checks for reference before placing stop payments. Statements of accounts for which the disbursing officers do not use lists of outstanding checks should be retained for ten years."

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Currency and Coin</u>			
Monthly Report to Treasurer of the United States of Paper Currency on Hand. Form GA-133 Duplicate record copy	1 year	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Monthly summary of Transactions in Treasury Gold Custody Account. Treas. 415 (or equivalent) Duplicate copy	3 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Temporary and Permanent Receipt for Upper and Lower Halves of Unfit--Cancelled--Redeemed--United States Paper Currency, forwarded to Treasurer of the United States. Form 6600-C Duplicate record copy	3 years	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Weekly Report to Treasurer of the United States of Coins Held. Form 5523 Duplicate record copy	1 year	Do	Do
Daily transcript sent to the Treasurer of the United States of Joint Custody Account of United States paper currency held in reserve. Treas. 5537 (or equivalent) Duplicate copy	3 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Report of errors found in redeemed currency PD 1547 (or equivalent) Sole record copies	3 years	Do	Do

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Foreign</u>			
Liabilities to "Foreigners". Monthly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form B-1 Sole record copy	3 years	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Liabilities - "Official Foreign" Accounts. Monthly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form B-1-G Sole record copy	3 years	Do	Do
Claims on "Foreigners". Monthly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form B-2 Sole record copy	3 years	Do	Do
Outstanding Forward Exchange Contracts. Monthly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form B-3 Sole record copy	3 years	Do	Do
Purchases of Foreign Exchange and Net Foreign Exchange Position. Weekly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form B-4 Sole record copy	3 years	Do	Do
Sales of Foreign Exchange. Weekly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form B-5 Sole record copy	3 years	Do	Do
Purchases and sales of Foreign Exchange and Net Foreign Exchange Position. Monthly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form B-4/5 Sole record copy	3 years	Do	Do

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Foreign (Cont'd)</u>			
Security Transactions Executed in the United States for Account of "Foreigners". Weekly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form S 1 Sole record copy	3 years	HR-1329; 79th. Cong. 1st Session	Bd. let. 12-26-45
Security Transactions Abroad for Domestic Accounts. Weekly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form S-2 Sole record copy	3 years	Do	Do
Transactions in Joint Foreign Arbitrage Accounts in Securities. Weekly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form S-3 Sole record copy	3 years	Do	Do
Purchases and Sales of Long Term Securities by "Foreigners". Monthly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form S-1/3 Sole record copy	3 years	Do	Do
Foreign Debit and Credit Balances. Monthly Report to Federal Reserve Banks (made pursuant to Executive Order of January 15, 1934, and Treasury Regulations thereunder.) Foreign Exchange Form S-4 Sole record copy	3 years	Do	Do

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Savings Bonds</u>			
Requisition for redemption of United States savings bonds. PD 1424 Duplicate copies	1 1/2 years	Archivist Table 10	Bd. let. 4-22-44
Redemption schedule of United States savings bonds. PD 1425 Duplicate copies	1 1/2 years	Do	Do
Stock requisition for United States savings bonds. PD 1483 Duplicate copies	2 1/2 years	Do	Do
Report of United States savings bonds. PD 1489 Duplicate copies	2 1/2 years	Do	Do
Advice of Shipment of Redeemed United States Savings Bonds (Duplicate and septuplicate). PD 1531 Duplicate record copy	5 years	HR-12; 79th Cong. 1st Session	Bd. let. 1-23-45
Schedule of United States Savings Bonds Redeemed, arranged and unarranged list. PD 1532-A Duplicate record copy	2 years	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
United States Savings Bonds -- Report of Uncurrent General Stock Account (Duplicate). PD 1539 Duplicate record copy	5 years	HR-12; 79th Cong. 1st Session	Bd. let. 1-23-45
Advice of Shipment of United States Savings Bonds forwarded for credit (Duplicate and quintuplicate). PD 1852 Duplicate record copy	5 years	Do	Do
Advice of Shipment of Original Registration Stubs of United States Savings Bonds (Duplicate and quintuplicate). PD 1853 Duplicate record copy	5 years	Do	Do
Correspondence with individuals, banks or others relating to miscellaneous matters of a routine nature, such as requests for forms or for information not related to any specific transaction with the Federal Reserve Bank.	1 year*	Natl. Ar- chives Gen- eral Records Schedule No. 14	Sub- committee Report 5-29-50

* If the correspondence covered by this recommendation has been intermingled with other records to which retention periods longer than 1 year are applicable, it would not, of course, be possible to dispose of such correspondence which has heretofore accumulated unless it is worthwhile from a cost basis to abstract such correspondence from the files.

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Savings Bonds (Cont'd)</u>			
Correspondence and forms relating to transactions involving the correction or reissue of Savings Bonds sent to the Treasury for action, generally referred to as "forwarding items".	1 year	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Forms and correspondence relating to the redemption of Savings Bonds (except the alphabetical record showing the number of the redemption check issued to each owner) when payment was made by the Federal Reserve Bank to the registered owner without supporting evidence.	1 year	Do	Do
Correspondence and forms relating to transactions involving the redemption of Savings Bonds sent to the Treasury for action, generally referred to as "forwarding items".	1 year	Do	Do
Original agreement to act as issuing agent and any modification thereof, and correspondence relating thereto.	6 years after termination of the agency.	Do	Do
Specimen signatures of those authorized to sign on behalf of each issuing agent, and correspondence relating thereto.	6 years after receipt of super- seding signatures or 6 years after termination of the agency, whichever is earlier.	Do	Do
Correspondence with issuing agents concerning requests for general information or requests for supplies.	1 year	Do	Do
Duplicate copy of form sent to Treasury Department listing Savings Bond stubs returned by issuing agents.	1 year	Do	Do
Receipt for United States Securities Forwarded by Registered Mail - Issuing agent's advice of receipt of shipment of blank Savings Bonds (Series E). Sole record copy	1 year	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Records showing serial numbers of unissued Series E Savings Bond stock consigned by Federal Reserve Bank to issuing agents.	12 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Savings Bonds (Cont'd)</u>			
Ledger sheets or other records showing total accountability of each issuing agent to Federal Reserve Bank for Series E Savings Bond stock or the proceeds of sale thereof.	6 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Accounting forms and other records (except to the extent that any such items may constitute a record, the retention of which is governed by two preceding items) pertaining to transactions between the Federal Reserve Banks and issuing agents of Series E Savings Bonds consisting of: Requisition for Series E Savings Bond stock. Reports of sales and of remittances therefor. Returns of spoiled bonds and unissued stock. Correspondence relating to specific accounting transactions. Issuing agents' subsidiary ledgers, journals and controls maintained by Federal Reserve Banks.	2 years	Do	Do
Control Card, PD 2008A Original copy	1 year	Fiscal Ser- vice Memo 6-10-49	Bd. let. 7-25-49
Control Card, PD 2010A Original copy	1 year	Do	Do
Savings Bond redemption Error Listing No. 1 Original copy	1 year	Do	Do
Savings Bond Redemption Error Listing No. 2 Original copy	1 year	Do	Do
Recapitulation of Redeemed Savings Bonds (Bond Audit Ticket). Original copy	1 year	Do	Do
Advice of Corrections to Unarranged Listing Unit from Bond Audit Unit ("On and Off" sheets). Original copy	1 year	Do	Do
Tabulating Machine Control Sheets. Original copy	1 year	Do	Do
Transmittal Letter Proof. Original copy	1 year	Do	Do

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Savings Bonds (Cont'd)</u>			
Transmittal Letter from Paying Banks Accompanying Savings Bonds Redeemed by them, and lists of serial numbers of the Bonds. Sole record copy	2 years	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Correspondence with individuals, banks or others (including the Treasury Department) relating to specific bond transactions with the Federal Reserve Bank.	2 years	HR-808; 83rd Cong. 1st Session	Bd. let. 8-6-53
Applications for issuance of Savings Bonds, and related records. Series A thru F, and J	2 years	Do	Do
Applications for redemption of Savings Bonds, including supporting evidence, where the bonds are redeemed by a Federal Reserve Bank by payment to the registered owner or other person entitled, on the basis of evidence approved and retained by the bank.	*	Do	Do
Applications for correction or reissue of Savings Bonds, including supporting evidence.	*	Do	Do
Record constituting an alphabetic file by names of owners from which the serial numbers of U.S. Treasurer's checks issued in redemption of Savings Bonds can be identified.	Until microfilmed <u>1/</u>	HR-1078; 83rd Cong. 1st Session	Bd. let. 8-28-53

* Dispose of after maturity (including extended maturity) of the bond, plus period equivalent to the statute of limitations where the Federal Reserve Bank is located.

1/ See "Microfilming of Record Material."

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Withheld Taxes</u>			
Depository Receipt for Withheld Taxes. (original copy) Treas. 410 Duplicate record copy	2 years	HR-13; 79th Cong. 1st Session	Bd. let. 1-23-45
Depository Receipt for Withheld Taxes, (first copy) Treas. 410-A Duplicate record copy	1 year	Do	Do
Application for issuance of duplicate Depository Receipts for Withheld Taxes. Treas. 417 (or equivalent) Original copy	1 year	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Depository Receipt for Withheld Taxes re- ceived from Collector of Internal Revenue. Receipt for forwarding bank. Treas. 6825 (or equivalent) Duplicate copy	2 years	Do	Do
Ledger Sheets, Withheld Tax Department used in connection with receipts received from depositories and Collectors (or Directors) of Internal Revenue. Sole record copy	1 year	Do	Do
Receipt for depository Receipts for Withheld Taxes. Duplicate and Triplicate copies	1 year	Do	Do
Remittance for Withheld Taxes (original copy). Sole record copy	1 year	HR-13; 79th Cong. 1st Session	Bd. let. 1-23-45
Requisition for Depository Receipts and other Withheld Tax forms. Original copies	1 year	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Monthly Statement of Qualified Depository for Withheld Taxes (original copy). Sole record copy	1 year	HR-13; 79th Cong. 1st Session	Bd. let. 1-23-45
Withheld Tax transfer letters to and from Federal Reserve Banks. Original and Duplicate copies	2 years	HR-302 82nd Cong. 1st Session	Bd. let. 5-10-51

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Withheld Taxes (Cont'd)</u>			
Federal Depositary Receipt (Receipt for initial deposit) Treasury Department Form 450 or equivalent.	3 years*	HR-809; 83rd Cong. 1st Session	Bd. let. 8-6-53
Federal Depositary Receipt (Receipt for subsequent deposits) Treasury Department Form 450-A or equivalent.	3 years*	Do	Do
Federal Depositary Receipt (Replacement receipt issued in lieu of original) Treasury Department Form 450-B or equivalent.	3 years*	Do	Do
Railroad Retirement Depositary Receipt (Initial, Subsequent, and Replacement Receipt) Treasury Department Form No. 515 or equivalent.	3 years*	Do	Do
Federal Reserve Bank Copy Card (Duplicate record copy of Federal Depositary Receipts and Railroad Retirement Depositary Receipts) Treasury Department Form 450-C or equivalent.	**	Do	Do
Certificate of Deposit for Federal Taxes, Treasury Department Form 466 or equivalent.	3 years	Do	Do
Debit Voucher for Federal Taxes, Treasury Department Form 467 or equivalent.	3 years	Do	Do
Certificate of Deposit for Depositary Receipts, Treasury Department Form 479 or equivalent.	3 years	Do	Do

* After matching with related Federal Reserve Bank Copy Cards.

** Retain until matched with related depositary receipts, and until matching operation for subsequent calendar quarter is completed and verified with memorandum control accounts.

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Withheld Taxes (Cont'd)</u>			
Depository Receipt Adjustment Voucher (Debit and Credit), Treasury Department Form 482 or equivalent.	3 years	HR-809; 83rd Cong. 1st Session	Bd. let. 8-6-53
Transfer Debit Voucher (Debit and Credit), Treasury Department Form 483 or equivalent.	3 years	Do	Do
Transmittal Letter of Forms covering Depository Receipt Transactions, Treasury Department Form 503 or equivalent.	3 years	Do	Do
Remittance Register (Transmittal letter from Directors of Internal Revenue), Treasury Department Form 783 or equivalent.	3 years	Do	Do
Recapitulation of Remittances, Treasury Department Form 784 or equivalent.	3 years	Do	Do
Debit Voucher - Withheld Taxes, Treasury Department Form 5504 or equivalent.	3 years	Do	Do
Debit Voucher - Withheld Taxes, Treasury Department Form 5508 or equivalent.	3 years	Do	Do
Credit Voucher - Withheld Taxes, Treasury Department Form 6851 or equivalent.	3 years	Do	Do
Daily Proof Listing of Federal Reserve Bank Copy Cards (Receipts issued) or equivalent.	3 years	Do	Do
Proof Listing of Collector's Deposits or equivalent.	3 years	Do	Do
Proof Listing of Transfers to and from other Federal Reserve Banks or equivalent.	3 years	Do	Do
Proof Listing of Outstanding File of Federal Reserve Bank Copy Cards or equivalent.	3 years	Do	Do
File of Federal Reserve Bank Copy Cards representing uncollectible checks or equivalent.	3 years	Do	Do
File of copies of Notice to Employer voiding validated depository receipt issued for uncollectible checks or equivalent.	3 years	Do	Do

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Withheld Taxes (Cont'd)</u>			
Cash Letter - Transmittal Advice from Depositories.	Discretionary	Fiscal Service Letter 9-11-53	Fiscal Service Letter 9-11-53
Cash Letter Gang Punch Card - (Gang punching cash letter number into F.R.B. Copy Cards).	Do	Do	Do
Batch Number Control Card - (Batch numbers on Batch Proof Tabulation).	Do	Do	Do
Daily Control Card for Outstanding File of F.R.B. Copy Cards (Credit Summary).	Do	Do	Do
Adjustment Daily Control Card (Debit Control).	Do	Do	Do
Collector's Control Card (Debit Summary).	Do	Do	Do
Adjustment Collector's Control Card (Credit Control).	Do	Do	Do
To-date Control Card for Outstanding F.R.B. Copy Cards (Debit Summary).	Do	Do	Do
Advice of Credit in Treasury Tax and Loan Account	Do	Do	Do
Daily Control Register.	Do	Do	Do
Batch Proof Tabulations - Tabulations of depositary receipts received from (1) depositaries and (2) directly from employers .	Do	Do	Do
Proof Tabulation of Validated and Prepunched Depository Receipts.	Do	Do	Do
Batch Proof Tabulations of F.R.B. Copy Cards.	Do	Do	Do
Tabulation of Control Summary Cards (Federal Depository Receipts).	Do	Do	Do
Miscellaneous batch tickets, advices, adding machine tapes and similar work papers and correspondence.	Do	Do	Do

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Miscellaneous</u>			
Daily statement of Fiscal Agent accounts. Treas. 11 Duplicate copies	1 1/2 years	Archivist Table 10	Bd. let. 4-22-44
Monthly report of balances in qualified special depositories. Treasury 14 Duplicate copies	1 1/2 years	Do	Do
Daily transcript of the account of the Treasurer of the United States, and supporting tickets and forms. Treas. 17 Duplicate record copy	3 years	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Schedule of United States coupons paid. Treas. 5686 Duplicate copies	4 1/2 years	Archivist Table 10	Bd. let. 4-22-44
Advice of shipment of securities forwarded by Fiscal Agent. PD1 Duplicate and quadruplicate copies	1 1/2 years	Do	Do
Advice of shipment of securities forwarded for Credit. PD 1ABCDE-D and E Duplicate record copies	1 year	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Manifest of shipment of canceled securities forwarded. PD 2 Quadruplicate copies	1 1/2 years	Archivist Table 10	Bd. let. 4-22-44
Manifest of shipment. PD 2ABC-B and C Duplicate record copies	1 year	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Advice of return of securities. PD 198 (or equivalent) Sole record copies	10 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Schedule of Bonds and Notes requisitioned from Treasury. PD 200-B Duplicate record copy	5 years	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Requisition for bonds, notes or certificates. PD 206 Duplicate copies	1 1/2 years	Archivist Table 10	Bd. let. 4-22-44
Advice of Reduction and Retention of Securities from Treasury Department. PD 525 E (or equivalent) Duplicate record copies	3 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Miscellaneous (Cont'd)</u>			
Request for Redemption or Exchange of War Savings Certificates, Series of 1918, and request for Redemption of War Savings Certificates, Series of 1918. PD 750 and PD 750-R (obsolete)* Duplicate record copy	1 year	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Advice of shipment. PD 788ABCDE-C and D Duplicate record copies	2 years	Do	Do
Allotment report. PD 958 Duplicate copies	1 1/2 years	Archivist Table 10	Bd. let. 4-22-44
Daily transfer of allotment advice. PD 975 Duplicate copies	1 1/2 years	Do	Do
Monthly standard full paid interim certificate report. PD 977 Duplicate copies	1 1/2 years	Do	Do
Allotment report - Treasury Bills. PD 1288 Duplicate copies	1 1/2 years	Do	Do
Treasury Bills report. PD 1289 Duplicate copies	1 1/2 years	Do	Do
Advice of transfer of Treasury Bills from general stock to stock with issue and series designation. PD 1296 Duplicate copies	1 1/2 years	Do	Do
Stock requisition for coupon public debt securities. PD 1328 Duplicate copies	1 1/2 years	Do	Do
Daily C.P.D. transfer advice. PD 1340 Duplicate copies	1 1/2 years	Do	Do
Monthly report on United States bonds. PD 1437 Duplicate copies	1 1/2 years	Do	Do
Monthly report on United States notes and certificates. PD 1438 Duplicate copies	1 1/2 years	Do	Do
Requisition for Redemption of Registered Securities. PD 1668 (or equivalent) Duplicate copy	1 1/2 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51

* These forms are now obsolete and letters of transmittal are in use to serve the purpose.

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Miscellaneous (Cont'd)</u>			
Report of Treasury Notes - Tax Series. PD 1703 (or equivalent) Sole record copy	1 1/2 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Daily Allotment Advice. PD 1735 (or equivalent) Sole record copy	1 1/2 years	Do	Do
Report of C.P.D. transfers. PD 1736 (or equivalent) Sole record copy	1 1/2 years	Do	Do
Report of United States Treasury Savings Notes - Tax series. PD 1796 (or equivalent) Sole record copy	1 1/2 years	Do	Do
Report of 2% Depository Bonds, Second Series. PD 1865 (or equivalent) Sole record copy	1 1/2 years	Do	Do
Advice of shipment of redeemed Armed Forces Leave Bonds. PD 2057 (or equivalent) Copies E and G	5 years	Do	Do
Schedule of Serial Numbers of Armed Forces Leave Bonds. PD 2058 (or equivalent) Duplicate copies	2 years	Do	Do
Correspondence pertaining to requests for re- funds, including Treasury Form 6536 (or equivalent) Sole record (triplicate) copy	2 years after consummation of claim.	Do	Do
Office of Treasurer of United States letters acknowledging receipt of registered packages containing canceled United States Securities and Coupons.	6 years	Do	Do
Postmaster's Letter Transmitting War Savings Certificates, Series of 1919, to Federal Reserve Bank or Branch for redemption or ex- change. (Post Office Dept. WS 3276) (Obsolete)* Sole record copy	1 year	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Receipt from Post Office for outgoing shipments of securities made in fiscal agency capacity, and attached papers. Duplicate copies	4 1/2 years	Archivist Table 10	Bd. let. 4-22-44

* These forms are now obsolete and letters of transmittal are in use to serve the purpose.

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Miscellaneous (Cont'd)</u>			
Advice of shipment of redeemed Securities forwarded for credit. PD 1802 F (or equivalent) Duplicate record copy	3 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Advice of shipment of redeemed Securities forwarded for credit, and supporting tickets. Treas. 5783 Duplicate and quintuple copies	4 1/2 years	Archivist Table 10	Bd. let. 4-22-44
Advice of shipment of redeemed Securities forwarded for credit. Form 5783 F Duplicate record copy	1 year	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Copies of Treasury Notes, Tax Series and Series C, made in accordance with instructions of Under Secretary of the Treasury in letter dated July 18, 1941.	6 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Schedule of Home Owners' Loan Corporation coupons paid. Treas. 6601 Duplicate copies	4 1/2 years	Archivist Table 10	Bd. let. 4-22-44
Schedule of Federal Farm Mortgage Corporation coupons paid. Treas. 6605 Duplicate copies	4 1/2 years	Do	Do
Schedule of Consolidated Federal Farm Loan coupons paid. Treas. 6606 Duplicate copies	3 1/2 years	Do	Do
Monthly report on Federal Farm Mortgage Corporation bonds. PD 1379 Duplicate copies	1 1/2 years	Do	Do
Monthly report on Home Owners' Loan Corporation bonds. PD 1392 Duplicate copies	1 1/2 years	Do	Do
Monthly report on Consolidated Federal Farm Loan bonds. PD 1399 Duplicate copies	1 1/2 years	Do	Do
Monthly report on Home Owners' Loan Corporation bonds, general stock account. PD 1413 Duplicate copies	1 1/2 years	Do	Do

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Miscellaneous (Cont'd)</u>			
Farm Credit Administration Monthly Report - Federal Intermediate Credit Banks. PD 1428 E (or equivalent) Duplicate record copies	1 1/2 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
% Consolidated Debentures of the Federal Home Loan Banks -- Report of Transactions (Duplicate). PD 1538 Duplicate record copy	5 years	HR-12; 79th Cong. 1st Session	Bd. let. 1-23-45
Commodity Credit Corporation Notes -- General Stock Account (Duplicate). PD 1575 Duplicate record copy	5 years	Do	Do
Report -- Reconstruction Finance Corporation Securities -- General Stock Account (Duplicate). PD 1580 Duplicate record copy	5 years	Do	Do
Allotment Report-Reconstruction Finance Corporation. PD 1582 (or equivalent) Duplicate copy	1 year	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
United States Housing Authority Notes, General Stock Account. PD 1615 (or equivalent) Duplicate copy	1 year	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Report of Consolidated Debentures of the Federal Home Loan Banks (Duplicate). PD 1808 Duplicate record copy	5 years	HR-12; 79th Cong. 1st Session	Bd. let. 1-23-45
Report of Consolidated Federal Home Loan Bank Bonds Series. PD 2074 (or equivalent) Duplicate copy	1 1/2 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Report-Special Notes of the United States, International Bank for Reconstruction and Development Series. PD 2077 (or equivalent) Duplicate copy	1 1/2 years	Do	Do
Report-Special Notes of the United States, International Monetary Fund Series. PD 2096 (or equivalent) Duplicate copy	1 1/2 years	Do	Do

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which minimum retention periods have been authorized.

	<u>Retention Period</u>	<u>Author- ization</u>	<u>Refer- ence</u>
<u>Miscellaneous (Cont'd)</u>			
Advice from Federal Intermediate Credit Bank of Withdrawal. FCA 400 (or equivalent) All record copies	1 year	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Schedule of Farm Loan Bonds or Credit Bank Debentures Redeemed. FCA 459-Sec. (or equivalent) Duplicate copy	1 year after advice from Treasury Department that original records have been audited.	Do	Do
F & R daily schedule of Federal Land Bank coupons. FCA 460 Triplicate copies	4 1/2 years	Archivist Table 10	Bd. let. 4-22-44
Certificate of Advice, War Loan Deposit Account - advice from qualified depositories of payment for Government securities, constituting authority to Federal Reserve Bank to charge War Loan Deposit Account of depository. Sole record copy	6 years	HR-1329; 79th Cong. 1st Session	Bd. let. 12-26-45
Reconcilement of War Loan Account Sole record copy	6 years	HR-302; 82nd Cong. 1st Session	Bd. let. 5-10-51
Transcript of War Loan Deposit Account. Sole record copy	10 years	Do	Do

FISCAL AGENCY FUNCTION (Cont'd)

Treasury records for which single (non-continuing)
authorization to destroy has been obtained.

Individual Treasury records for which single, non-continuing, authority to destroy has been obtained are not listed in this Manual since it is assumed that the Reserve Banks have already destroyed the records. For reference purposes, however, the dates of the Board's letters advising the Federal Reserve Banks of authority to destroy certain specific Fiscal Agency records are given below:

Date of Board Letter

July 24, 1939	Dec. 28, 1942
Feb. 12, 1940	March 31, 1945
Sept. 17, 1940	Sept. 2, 1949
Nov. 7, 1940	Sept. 7, 1949
April 15, 1941	Nov. 29, 1949
July 3, 1941	March 18, 1953
March 13, 1942	

Nov. 2, 1945 - Individual typewritten letter to each bank.

FISCAL AGENCY FUNCTION (Cont'd)

Other Treasury Records

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
<u>Savings Bonds</u>			
Request for safekeeping United States Savings Bonds, PD 1423	Indefinite	6-11-36	11-18-36

FISCAL AGENCY FUNCTION (Cont'd)

Other Treasury Records

	<u>Retention Period</u>	<u>Author- ization</u>
<u>Withheld Taxes</u>		
Resolution Authorizing Execution of Application-Agreement, Depository for Federal Taxes. Form 460 or equivalent.	Indefinite*	Fiscal Service Transmittal letter - see footnote.
Application-Agreement, Depository for Federal Taxes. Form 469 or equivalent.	Do*	Do
Notification of Qualification, Depository for Federal Taxes. Form 472 or equivalent.	Do*	Do
Application for Issuance of Replacement Depository Receipt(s) for Federal Taxes (alphabetical). Form 478 or equivalent.	Do*	Do
Proof listing of Replacement Depository Receipts issued pursuant to the special procedure relating to clearance of depository receipts that have been outstanding for an extended period of time.	Do*	Do
Copy of written notification of Termination of Qualification.	Do*	Do

* See Exhibit 10 attached to Treasury Department, Fiscal Service Transmittal Letter No. 3, September 11, 1953.

FISCAL AGENCY FUNCTION (Cont'd)

Other Treasury Records

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
<u>Miscellaneous</u>			
Files maintained by names of banks and others, containing correspondence, etc., in relation to issue and redemption of Government securities, stop-payment orders on redemption checks, requests for exchange of coupon bonds for registered bonds and registered bonds for coupon bonds, requests for conversion of securities, and other transactions in Government securities.	Indefinite	5-24-45	6-18-19-45
<ul style="list-style-type: none"> A. Correspondence with individuals, banks or others (including the Treasury Department) relating to specific transactions with the Federal Reserve Bank. B. Correspondence with banks and others relating to miscellaneous matters of a routine nature, including requests for information not related to any specific transactions. C. Requests for exchange of coupon bonds for registered bonds and registered bonds for coupon bonds. 			
Cash and exchange subscription applications for Government securities, including notices of allotment and forms used by subscribers in making final payment on allotment of securities.	Indefinite	5-24-45	6-18-19-45
<ul style="list-style-type: none"> A. Cash or exchange subscription applications (allotment in full) B. Cash or exchange subscription applications (partial allotment) C. Notices of allotment or letters of instruction in connection therewith. 			
Applications for denominational exchange of Government Securities.	Indefinite	5-24-45	6-18-19-45
Requests for exchange or transfer of securities	Indefinite	5-24-45	6-18-19-45
Applications for redemption of Government Securities.	Indefinite	5-24-45	6-18-19-45

FISCAL AGENCY FUNCTION (Cont'd)

Other Treasury Records

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
<u>Miscellaneous (Cont'd)</u>			
Receipts for deliveries of Government securities (other than delivery to Post Office and Treasury Department).	Indefinite	5-24-45	6-18-19-45
Receipts for deliveries of Government securities (cancelled and uncanceled) to the Treasury Department.	Indefinite	Do	Do
Schedule of serial numbers. PD 3 A	Indefinite	6-11-36	11-18-36
Authorization to deliver coupon securities in lieu of registered securities. PD 556 A-D	Indefinite	Do	Do
Monthly report of repayments of interest on the public debt. PD 558	Indefinite*		
Advice from Treasury Department of shipment of securities. PD 846 A-E	Indefinite	6-11 36	11-18-36
Redemption schedule -- registered bonds. PD 990 A-B	Indefinite	Do	Do
Daily report of purchases of Treasury bills. PD 1295	Indefinite	Do	Do
Request for transfer of registered bonds. L & C 144	Indefinite	Do	Do
Application for transfer of registered bonds of same issue. Treas. 1033	Indefinite	Do	Do
Schedule of unregistered matured war-savings certificates presented for redemption. Treas. 5766 A-D	Indefinite	Do	Do
Schedule of United States Thrift stamps redeemed. Treas. 5767 B	Indefinite	Do	Do
Schedule of United States Treasury savings stamps redeemed. Treas. 5767C	Indefinite	Do	Do
Schedule of securities redeemed. Treas. 5784	Indefinite	Do	Do

* Reports for 1936 and subsequent years.

Reports for years 1921-1935 were authorized for destruction in HR 1066 -- Refer Board's letter July 24, 1939.

FISCAL AGENCY FUNCTION (Cont'd)

Other Treasury Records

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
<u>Miscellaneous (Cont'd)</u>			
Request for exchange of temporary for permanent securities, together with receipt from customer.	Indefinite	5-24-45	6-18-19-45
Certificate of advice of deposit--War Loan Deposit account. Treas. K2	Indefinite	6-11-36	11-18-36
Application for withdrawal of securities, commercial paper or acceptances, pledged as collateral for War Loan Deposits.	Indefinite	Do	Do
Receipt for securities released as collateral for War Loan Deposits	Indefinite	Do	Do
Notice of withdrawal and advice of remittance of funds from War Loan Deposit account.	Indefinite	Do	Do
Pledge of securities, commercial paper or acceptances, as collateral for War Loan Deposit.	Indefinite	Do	Do
Application for conversion of 4% coupon bonds into 3% coupon bonds Home Owners' Loan Corporation.	Indefinite	Do	Do
Application for denominational exchange of Federal Farm Mortgage Corporation coupon bonds.	Indefinite	Do	Do
Application for denominational exchange of Home Owners' Loan Corporation coupon bonds.	Indefinite	Do	Do
Transcript of gold coin and gold certificates held in custody for the Treasurer of the United States. Treas. 17 (Now G. A. 162)	Indefinite	Do	Do
Foreign Funds Control--reports of foreign-owned property in the United States. TFR 300	Indefinite	5-24-45	6-18-19-45
Register of United States Treasurer's checks issued.	Indefinite	6-11-36	11-18-36

*See also 9/31
4/15/1945*

6-18-19-45

FISCAL AGENCY FUNCTION (Cont'd)

Other Fiscal Agency Records

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
<u>Regulation V</u>			
Regulation V--Loan Records	Indefinite	5-24-45	6-18-19-45

FEDERAL RESERVE AGENT FUNCTION

	<u>Retention Period</u>	<u>Board's Advice</u>
Daily statement of Federal Reserve Agent. FR 5	3 years	10-8-45
Requisition by Federal Reserve Agent to Federal Reserve Board for Federal Reserve Notes and Federal Reserve Bank Notes. FR 45	2 years	Do
Report to Federal Reserve Board of Federal Reserve Notes (or Bank Notes) received, issued to bank, returned to Comptroller and on hand by denomination and aggregate amount. FR 44	2 years	Do
Report to Federal Reserve Board of receipts and issues of Federal Reserve Notes (or Bank Notes) and amounts of Federal Reserve Notes etc., on hand. FR 194	2 years	Do
Advice to Comptroller of the Currency of issue, return, or reissue of Federal Reserve Notes and Bank Notes. Treas. 2328, 2329, 2330, 2328A, 2329C, 2330A	2 years	Do
Vault Deposit and Withdrawal tickets used in Federal Reserve Agent's Function in connection with currency transactions.	2 years	Do
Interoffice communications regarding the issuance and retirement of Federal Reserve Notes.	2 years	Do
Letters from Comptroller of Currency to Federal Reserve Agent advising that, by direction of the Board, Bureau of Engraving and Printing had been requested to ship a specified amount of Federal Reserve Notes or Bank Notes.	2 years	Do
Form letters from Bureau of Engraving and Printing to Federal Reserve Agent advising that a specified amount of Federal Reserve Notes or Bank Notes is being forwarded and requesting that receipts be executed. (Superseded Treasury Form 957) Treas. 8070	2 years	Do
Form letters from Custodian of Federal Reserve vault, Bureau of Engraving and Printing, to Federal Reserve Agent giving following data with respect to Federal Reserve Note and Bank Note shipments - number of pouches, number of packages, denomination, rotary lock numbers. (Superseded form letters mentioned in preceding paragraph) Treas. 8509	2 years	Do

FEDERAL RESERVE AGENT FUNCTION (Cont'd)

	<u>Retention Period</u>	<u>Board's Advice</u>
Advice of Federal Reserve Notes (Bank Notes) redeemed and delivered for destruction. Treas. 6232 R. A., 6232 B., R. A., 6239 A., R. A.	2 years	10-8-45
Telegrams from Comptroller of Currency to Federal Reserve Agent advising of the receipt of unfit Federal Reserve Notes shipped by Federal Reserve Banks and branches (code "Dustbrite")	2 years	Do
Telegrams from Comptroller of Currency to Federal Reserve Agent advising of the receipt of unfit Federal Reserve Notes from sources other than Federal Reserve Banks (code "Droptide")	2 years	Do
Weekly telegrams to Board of Governors giving condition statement of Federal Reserve Agent and Federal Reserve Bank.	2 years	Do
Note: Only the separate weekly telegrams, if any, to the Board of Governors giving condition statement of Federal Reserve Agent should be disposed of by the Agent.		
Confirmation of balance in Federal Reserve Agent's gold certificate fund. FR 206 and superseded form	2 years	Do
Transcript of Joint Custody Account for the Treasurer of the United States. Treas. 19	Indefinite	
Advice of Pledge of U.S. Government Securities as collateral security for Federal Reserve Notes or Bank Notes.	Indefinite	

RESEARCH AND STATISTICAL FUNCTION

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
<i>Library</i> Federal Reserve Board's condition statement of weekly reporting member banks. FRB B 804 (Now FR 284)	1 year	6-11-36	11-18-36
Report of prevailing interest and discount rates. FRB 209 (Obsolete)	1 year	Do	Do
Member bank's weekly condition report.*	1 year	Do	Do
Monthly review - copies of text sent to Federal Reserve Board.	1 year	Do	Do
Daily Federal Reserve Bank Condition Statement. FRB 814	6 months	Do	Do
Weekly Federal Reserve Bank Condition Statement for the press.	6 months	Do	Do
Information assembled with respect to trade or commerce. <i>Industry</i>	Retain in original form for three years if such information is subsequently printed -- otherwise retain for 10 years.	Do	Do
<i>Library</i> Public records such as daily newspapers and other periodicals.	Retain only while required for current reference if access to such records may be had through public libraries or other outside sources.	Do	Do
Printed documents and books kept in the libraries of the Federal Reserve Banks.	Discretionary -- retain only so long as they serve any useful purpose.	Do	Do
Statistical reports received from outside sources.	Discretionary	Do	Do

* The reports for the period 1933-1937 may be destroyed in the discretion of your Bank whether or not it has transcripts of the figures reported by each individual weekly reporting member bank during this period as such transcripts are on file in the Board's offices. Your Bank is requested to continue to retain the original reports for the period 1927-1932 unless complete transcripts are available for this period. (Board letter July 24, 1946)

RESEARCH AND STATISTICAL FUNCTION (Cont'd)

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
Report on deposits, debits and vault cash. FRB 235 (Obsolete)	Indefinite	6-11-36	11-18-36
Comparison of required reserves under present law and under proposed law. FRB 236 (Obsolete)	Indefinite	Do	Do
Reports of debits to individual accounts. (Now FR 344)	Indefinite	Do	Do
Consolidated member bank call report issued by the Federal Reserve Board following each official call upon member banks for statements of condition.	Indefinite	Do	Do
Important data on addresses, talks, etc.	Indefinite	Do	Do
Reports on AAA payments and purchases.	Indefinite	Do	Do
Report of member firm of a national securities exchange. FR 240	Indefinite*		
Records relating to a 1936 WPA study of closed banks.		Letter from Board of Governors dated December 14, 1950, stated that the Board knows of no need for the retention of correspondence and other material relating to this study.	

* In its letter of July 24, 1946, the Board approved the destruction of all reports prior to but not including those for July 1942 and requested that subsequent reports be retained indefinitely. May be microfilmed and the original reports destroyed after ten-year retention period.

MISCELLANEOUS FUNCTIONS

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
Payroll and time schedules and other records required to be kept under the Fair Labor Standards Act.	6 years	5-24-45	6-18-19-45
Closed bank correspondence files and records.	6 years after termination of trust.	Do	Do
Receipt for delivery of securities held in custody or as collateral.	6 years	Do	Do
Receipt from Post Office for outgoing shipments of securities.	2 years	6-11-36	11-18-36
Schedule of acceptances purchased. BD 7	6 years	5-24-45	6-18-19-45
Lists of authorized signatures from member and nonmember banks.	6 years after superseding list received.	Do	Do
Monthly review mailing list requests.	Until next revision.	6-18-36	11-18-36
Duplicate and extra copies of records the originals or other copies of which are in the possession of the bank.	May be destroyed in the discretion of each bank.	5-24-45	6-18-19-45
Internal and inter-office records, such as worksheets, etc., are considered to be records no copies of which are given to anyone outside the Federal Reserve Banks.	May be destroyed in the discretion of each bank, except where specific periods of retention are recommended.	Do	Do

MISCELLANEOUS FUNCTIONS (Cont'd)

	<u>Retention Period</u>	<u>Authorization</u>	<u>Reference</u>
All registration statements and certificates relating to Regulation W programs which were in effect during the period 1941-1952.	2 years	HR-572; 83rd Cong. 1st Session	Bd. let. * 7-10-53
Routine correspondence consisting chiefly of requests for forms and interpretations relating to Regulation W programs which were in effect during the period 1941-1952.	2 years	Do	Do *
Investigation reports, including investigator's and violation reports relating to Regulation W programs which were in effect during the period 1941-1952 EXCEPT investigation reports and other records dealing with willful violations (whether or not resulting in disciplinary conferences) which are to be retained indefinitely.	2 years	Do	Do *

* Board's letter contains the following paragraph.

"It is assumed that those records which are of a confidential nature will be incinerated or, if that is not feasible, that they will be treated so as to destroy their record content before disposition. To complete our files, we should appreciate having a brief statement certifying the destruction of the records, by categories mentioned and by years."

MISCELLANEOUS FUNCTIONS (Cont'd)

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
Auditing records.	Auditing records may be destroyed in the discretion of the auditor under appropriate authority of the board of directors. If any such records are on Treasury or other Governmental forms their destruction may also be governed by the Act approved July 7, 1943.*	5-24-45	6-18-19-45
Routine correspondence. (Including telegrams)	May be destroyed in the discretion of each bank.	5-24-45	Do
Includes communications relating to the following transactions among others:			
Authorization to charge member and nonmember bank accounts for commitment charges, repayment of loans, reserve penalties, settlement of exchanges, etc.			
Currency and coin shipments and shortages or counterfeits in same.			
Collections - payments, nonpayments, tracers, substitution of drafts, etc.			
Wire and mail transfer of funds.			
Receipt and delivery of securities for account of member banks.			
Requests for statements of accounts for examiners.			
Checks returned for endorsement, refund, forgeries, etc.			
Nonpayment of checks.			
Supplies furnished to member banks.			
Requests for printed or other routine information.			
Non-routine correspondence. (Including telegrams)	Indefinite	5-24-45	Do
Copies of printed circulars of Federal Reserve Bank to member banks and others.	Indefinite	6-11-36	11-18-36
Schedule of investments.	Indefinite	6-11-36	Do

* See General Information under "Fiscal Agency Function."

MISCELLANEOUS FUNCTIONS (Cont'd)

	<u>Retention Period</u>	<u>Committee Report</u>	<u>Conf. of Pres. Approval</u>
— Personnel records sufficient to show the essential history of all persons at any time employed.	Indefinite	5-24-45	6-18-19-45
Regulation X records Counsel of the Board of Governors has rendered an opinion that the disposition of Regulation X records are subject to the provisions of the United States Code, Title 44, Sections 366-380. (Board approval and Congressional authorization must be obtained for the disposition thereof.)	Indefinite	Opinion of Board's Counsel	

MICROFILMING OF RECORD MATERIAL

Source: Excerpts from DISPOSITION OF FEDERAL RECORDS, 1949
National Archives Publication No. 50-3.

Objectives

One of the alternative methods of preserving records is to reduce them to film form instead of retaining them in their original form. Microphotography is the technique of making photographic copies that are too small to be read without magnification.

The objectives in microfilming records are usually two-fold:

1. To reduce the bulk of materials, and
2. To insure permanency to materials.

Council Regulations

Under section 2 of the Records Disposal Act, the National Archives Council is authorized to promulgate regulations establishing the "standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records." These regulations, the act states, "when approved by the President, shall be binding on all agencies of the United States Government." In pursuance of this section the Council adopted regulations on July 29, 1949, that read in part as follows:

"whenever... lists or schedules include requests for authority to dispose of permanently valuable records for the reason that when photographed or microphotographed the photographic or microphotographic copies will be adequate substitutes therefor, they shall be accompanied by a statement of procedures to be followed in preserving the integrity of the original records... (See Subcommittee note at end of this section.)

"Whenever authority is requested to destroy records that as a consequence of photographic or microphotographic reproduction do not have sufficient value to warrant their further preservation, the following standards shall be maintained:

(a) The integrity of the original records shall be preserved on the photographic or microphotographic copies. The preservation of the integrity of the records implies that the photographic or microphotographic copies will be adequate substitutes for the original records in that they will serve the purposes for which such records were created or maintained. Specifically, the term 'integrity of the records' is defined to mean

- (1) that the photographic or microphotographic copies will be so arranged, identified, and indexed that an individual document or component of a records series can be located with reasonable facility, and
- (2) that the photographic or microphotographic copies will contain all significant record detail needed for probable future reference.

(b) The film stock used, and the processing thereof, shall comply with the specifications of the National Bureau of Standards for permanent records.

MICROFILMING OF RECORD MATERIAL (Cont'd)

(c) The provisions for preserving, examining, and using the photographic or microphotographic copies of the original records shall be adequate.

(d) Whenever the agency deems that the original photographic or microphotographic negative of permanently valuable records is deteriorating or will deteriorate as a result of use or other causes, the agency shall deposit the original photographic or microphotographic negative with the National Archives, retaining for its own use a service print if desired."

Responsibilities

The regulations of the National Archives Council establish standards for microphotographic reproduction when this reproduction is done with a view to the disposal of the original records. An agency should therefore submit a request for authority to dispose of the original records to the Archivist of the United States on Standard Form 115. In executing this form, the agency representative should certify that

"the records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records."

Responsibility for adhering to the standards is placed at the point where it can best be discharged, namely in the Government agency where the photographic reproduction is being done. The agency must certify that the photographic copies will be adequate substitutes for the original copies. To make this certification, the agency must adhere to the standards that are designed to accomplish this purpose. To insure that the microphotographs can be located with reasonable facility, the agency must devise adequate procedures for arranging, identifying, and indexing the documents on film. To insure that the microphotographs will contain all significant record detail needed for probable future reference, the agency must inspect the documents on film to see that they are properly reproduced. If the agency has no facilities for inspection, it may avail itself of the inspection service rendered by the National Archives' photographic laboratory. Ordinarily, however, the submission of film samples to the National Archives is not required. To insure that the microphotographs will have the quality of permanency, the agency must obtain film stock and provide for the processing thereof in a manner that will meet the specifications of the National Bureau of Standards for permanent records. It may submit film samples to the Bureau of Standards to have residual hypo or other tests made. To insure that the microphotographs will be preserved and will be available for examination and use, the agency must make certain provisions for their maintenance and servicing.

The responsibilities of the National Archives are limited to the records that are its particular concern, namely the records of permanent value that are being photographed or microphotographed. If the microphotographed records are permanently valuable, the request for authority to dispose of them "shall be accompanied by a statement of procedures to be followed in preserving the integrity of the original records." These procedures relate to arranging, identifying, and indexing records on film. They will be reviewed by the National Archives when it receives a request for authority to dispose of the original records. If the procedures satisfy the National Archives, the request for authority to dispose of the original records will be approved. If the microphotographic copy of permanently valuable records is deteriorating or will deteriorate as a result of use or other causes, the agency should deposit the original photographic or microphotographic negative with the National Archives, retaining for its own use a service print if desired.

* * * * *

MICROFILMING OF RECORD MATERIAL (Cont'd)

SUBCOMMITTEE NOTE:

The statement of procedure to be followed by the Federal Reserve Banks in preserving the integrity of the original records is given below.

With the exception of the reference, in items 1 and 5, to the arrangement of material chronologically instead of alphabetically, the statement follows the wording approved by the National Archivist in connection with House Report No. 1078 of August 1, 1953.

Statement of Procedure for
Preserving the Integrity of
the Original Records

The integrity of the original records will be maintained as follows:

1. The material will be filmed alphabetically (or chronologically).
2. At the beginning of each film separate targets will show (a) the name of the Federal Reserve Bank; (b) a description of the material and its arrangement on the film; and (c) the reel number.
3. An operator's certificate will appear at the end of each reel.
4. Each image on each roll of film will be examined for legibility and proper reproduction.
5. The film cartons will be identified by (a) reel number; (b) the name of the Federal Reserve Bank; (c) title of material and alphabetic range (or chronological range).
6. The film stock used and the processing thereof will comply with the specifications of the National Bureau of Standards for permanent records.
7. Adequate provisions will be made for preserving, examining, and using the microphotographic copies of the original records.
8. Periodic examination of the film will be made and appropriate steps will be taken if necessary to preclude the loss of the film record through deterioration as a result of use or other causes.