

<b>6 REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-318-04-12	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED	
2. MAJOR SUBDIVISION Office of IT Budget and Strategic Planning		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION IT Regulatory Compliance Division			
4. NAME OF PERSON WITH WHOM TO CONFER Evangelina C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE 7/19/04	ARCHIVIST OF THE UNITED STATES Alla Weinstein

**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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE 7/19/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cary C. Conn</i>	TITLE Records Officer/Manager, IT Regulatory Compliance Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Bureau of Engraving and Printing Records Control Schedule Bureau History See attached sheets  <p style="text-align: center;"><b>All changes to this proposed schedule have been approved.</b></p> <p style="text-align: center;"> <i>Andre G. [Signature]</i>      <u>11/27/04</u>      <i>Cary C. Conn</i>                      NARA appraiser      date      Agency Rep.                 </p> <p style="text-align: center;"><i>cc Agency DR NUMDA, NUME, NUMUA</i></p>		

## BUREAU HISTORY

### 1. Historical Resource Center Files

Files relating to policy, procedures, management, control and use of the Bureau's collection of artifacts, specimens, photographs, historical documents and other related records.

#### a. Administrative Files

Routine office files, general correspondence, policies, procedures, and other material, related to the operations and management of the Historical Resource Center.

TEMPORARY. Destroy when 2 years old or when no longer needed for administrative, legal, fiscal, audit or other operational purposes, whichever is later

#### b. Historical Collections Activities Files

Subject files relating to the Bureau's collection of historical items. Files include correspondence, forms, and other material relating to requests for loan of historical items, including Transfer/Delivery Schedules, Schedules of Delivery, property removal slips and tracking logs.

TEMPORARY. Destroy when 6 years old or when no longer needed for administrative, legal, fiscal, audit or other operational purposes, whichever is later.

### 2. Historical Collections Database

Electronic database system that is used to support the management of the Bureau's collection of historical items and specimens. The database contains item descriptions and image files.

~~INPUTS- Inputs consist of information keyed or scanned from the original lot material, such as photographs, die cards, stamps and information obtained from historical reference data.~~

~~TEMPORARY- Follow disposition instructions of the associated file series in the Bureau's Comprehensive File Plan.~~

**OUTPUTS-** The output documents consists ad-hoc reports such as the Object Catalogue Report.

**TEMPORARY.** Destroy when no longer needed for administrative, legal, fiscal, audit or other operational purposes.

**MASTER FILES-** The Master Files are a security file database providing identification of every item in the historical collection with images of the item and descriptive texts. The data includes biographical information regarding individuals both living and dead; high resolution digital images of government securities such as currency, Treasury bills and bonds, postage stamps, government IDs, passports and certificates of naturalization. The files depending upon the nature of the collection may consist of a variety of fields used to describe the object. For example, a die proof of currency would consist of fields such as: Object ID, Department, Object Name, Object Count, Denomination, Title, and Series Date, Series Title, Issuing Authority, etc.

**PERMANENT.** Transfer to NARA when obsolete, when no longer needed or when 20 years old, whichever is later. Records will conform with current requirements in the supplement to 36 CFR 1228.270.

**System Documentation-**The series includes user guide, user manuals, standard operating procedures, and related system documentation describing access to the system, data entry, and modification and retrieval of data.

**PERMANENT-** Transfer to NARA along with master file data. Documentation will conform to requirements of 36 CFR 1228.270

3. Historical Research Materials and Object Related Files.

Files containing Bureau histories, topical papers, articles, reports, and other narrative histories, related background materials and source data, oral histories, and transcripts of interviews, timelines, etc.

**PERMANENT.** Cut off file when associated research is completed. Transfer to BEP's records storage area when no longer need for reference. Transfer to NARA when 20 years old.

4. Electronic Mail, Spreadsheet, and Word Processing System Copies.

Electronic copies of records that are created on electronic mail, spreadsheet, and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail, spreadsheet, and word processing systems that are maintained for updating, revision, or dissemination.

**Disposition:**

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.