

<b>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 <u>NI-318-04-15</u>	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED <u>2/26/04</u>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Evangela C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE <u>5-17-04</u>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 3 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 <u>2/26/04</u>	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 GRS OR SUPERSEDED JOB CITATION	10.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 ENGINEERING AND MAINTENANCE See attached sheets  <p><b>All changes to this proposed schedule have been approved by:</b></p> <p><i>[Signature]</i> <u>2/15/04</u> <i>Cary C. Conn</i> <u>2/26/04</u>                      NARA appraiser                      date                      Agency representative                      date</p> <p><i>Agency only</i></p>		

## ENGINEERING AND MAINTENANCE

### 1. Production Equipment Engineering Files

Records relating to engineering projects and services performed to support currency and postage stamp production operations. Files include technical and performance specifications, equipment foot prints and as-built drawings, process utility requirements, test plans, performance data, specification changes and equipment modifications, COTR files, and related correspondence, for presses, processing machinery, control systems, industrial products, and other production equipment.

#### a. Major production equipment records

~~PERMANENT~~. Close files upon retirement/excessing of major *AS 2/83/05* equipment, then destroy after 2 years.

### 2. Facilities Engineering Files

Records relating to projects and services performed in support of design, construction, renovations, operation, repairs, and maintenance of the Bureau's physical plant, including building utility plants and systems. Files include project plans, designs, specifications, as-built drawings, inspection and testing requirements, project schedules, COTR files, and related correspondence for facilities and related building equipment and utilities construction, installations, alterations, and repairs.

#### a. Major Facility Projects and Systems

PERMANENT. Close files after retirement of building facility equipment and/or facility changes superseding original drawings and specifications. Transfer to NARA when 25 years old.

#### b. Short term projects and ongoing services (such as custodial services)

TEMPORARY. Destroy 2 years after completion of project or cancellation of contract.

## Maintenance

### 3. Equipment Maintenance

Records documenting periodic preventive maintenance and calibration of currency printing and processing equipment and systems, currency ink manufacturing equipment, roller making production equipment, and plate making equipment, including presses, examining machines, Cope-pak equipment, Cash Pak equipment, electronic inspection systems, (OCIS, QED, Nota-Save), ink mill equipment, mixers, and other processing and inspection equipment. Includes BEP Form 2164, Equipment Maintenance Logs, and various checklists used to document scheduled and performed maintenance. Files for plates and surface piece manufacturing equipment are maintained by the Engraving Office. All other files are maintained in the Electro-machine shop office.

#### a. Maintenance schedules and checklists

TEMPORARY. Destroy 1 year after preventive maintenance or unscheduled maintenance identified problem is rectified.

#### b. Maintenance guidelines, manuals and related training materials

TEMPORARY. Destroy when superseded or obsolete.

### 4. Facility Maintenance and Repair

Records of routine preventive maintenance, emergency/service work, installations and repairs performed on facilities, building utilities, and environmental control systems, including carpentry, paint, masonry, electric, plant services, plumbing, and sheet metal operations. Files include Request for Maintenance and Repairs (BEP Form 8301-1) and maintenance logs/tracking system maintained by coordinating shop foreman.

#### a. Maintenance & Repair Requests

TEMPORARY. Destroy 1 year after maintenance or repair is completed.

#### b. Electronic Tracking System (on Remedy Software)

1. Inputs- Data keyed from "Request for Maintenance and Repairs" (BEP Form 8301-1).

TEMPORARY. Disposition is covered by item 4a of this schedule.

2. Outputs- Hard copy reports printed from the system

TEMPORARY. Destroy when 1 year old.

3. Master Files- Component request number, request date, location of work, description of work requested, employee assigned to job, date completed, and foreman's certification.

TEMPORARY. Update as needed for current business and delete electronic version when no longer needed for administrative, legal, or operational purposes.

4. System Documentation- User guides and manuals, record layouts, system specifications and operating procedures.

TEMPORARY. Destroy/delete this documentation when superseded or obsolete, or 1 year after discontinuance of the system.

5. Computerized Maintenance Management System (CMMS)

The Computerized Maintenance Management System (CMMS) is a software application that supports facility and production engineering and maintenance operations. The CMMS system collects equipment production data, maintenance activity, and serves as a repository for operating manuals, technical drawings, and equipment specifications.

a. Inputs. Includes information on equipment repairs such as repair date, parts required, and repair time.

TEMPORARY. Delete/destroy when no longer needed for administrative purposes.

b. Outputs. Monthly Activity Reports

TEMPORARY. Delete/destroy when no longer needed for administrative purposes.

c. Master Files- Includes machine drawings and repair history.

TEMPORARY. Delete/destroy after retirement/excessing of associated equipment.

d. System Documentation- User guides and manuals, record layouts, system specifications and operating procedures.

TEMPORARY. Destroy/delete this documentation when superseded or obsolete, or 1 year after discontinuance of the system.

6. Annual Energy Reports

Files containing documentation and data relating to the Bureau's input to Annual Energy Management Reports and Steam Flow Reports.

TEMPORARY. Destroy after 2 years.

7. Electronic Mail and Word Processing System Copies:

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

a. Copies that have no further administrative value after the record keeping 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.

Disposition: 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.

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