

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER 71-318-04-22	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED 10-3-2003	
2. MAJOR SUBDIVISION Office of IT Budget and Strategic Planning		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION IT Regulatory Compliance Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Evangela C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE 9-20-04	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 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 10/2/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cary C. Conn</i>	TITLE Records Officer/Manager, IT Regulatory Compliance Division
-----------------	---	--

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 GRS OR SUPERSEDED JOB CITATION	10.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 POLICIES AND PROCEDURES See attached sheets	NC1-318-78-1/21.1-6 <i>Items NC1-318-78-1/21.1-33</i>	
<i>Cc Agency NR NWMW</i>			

BUREAU POLICIES AND PROCEDURES

1. Bureau Directives

BEP Bulletins, Circulars, Manuals, and Procedure Issuances and other Bureau-wide directives that initiate or govern Bureau action, conduct, or procedure. The official record set of all Bureau directives is maintained by the Directives Officer.

a. Manuals and Circulars (and other policy directives):

Contain permanent policy and procedures and set forth requirements for operational and accountability/internal control procedures. Includes the Bureau's Organization Manual, Security Manual, Personnel Manual, and other policy and procedures issuances.

*Supersedes ← (1)
NC-318-78/21.1-6
NC-318-78-1/21.1-5*

(1) Official record set - consists of one copy of each new and revised manual, circular and all superseded, revised, or canceled sections. Includes signed Directives Clearance Record ~~(BEP Form 9812)~~.

PERMANENT. Cut off files when superseded. Transfer superseded files to BEP's records storage area at end of year or when volume warrants. ~~Offer~~ to NARA when 25 years old.

TRANSFER

*approved
by BEP
3/29/04*

(2) Working files - Case files for each directive revision, containing revision justification, drafts, review comments, and other background materials.

TEMPORARY. Destroy when directive is cancelled or when subsequent revision is approved and issued.

(3) All other copies

TEMPORARY. Destroy when cancelled, superseded, obsolete, or no longer needed for reference.

Bulletins and Non-controlled Directives

Contain temporary or short-term information, and have an expiration date of no more than one year from date of issuance. Non-controlled directives are in the form of a memorandum or special announcement.

*Superseded ← b.
NC-318-78-1/21.1-33
3/29/04*

- (1) Official record set - consists of one copy of each approved Bulletin and Non-controlled directive and signed Directives Clearance Record (Bulletins only). ~~(BEP Form 9815)~~ *approved by BEP*

TEMPORARY. Destroy when superseded or obsolete.

- (2) Working files - Case files for each Bulletin or non-controlled directive that document aspects of the development of the issuance.

TEMPORARY. Destroy when directive is cancelled or when subsequent revision is approved and issued.

- (3) All other copies

TEMPORARY. Destroy when cancelled, superseded, obsolete, or no longer needed for reference.

c. Directives Index

Hardcopy or electronic index to BEP directives, identifying document number, directive type, owning office and revision status.

- (1) Hardcopy

TEMPORARY. Destroy when superseded, obsolete, or no longer needed.

- (2) Electronic index

TEMPORARY. Update as needed for current business or delete when no longer needed.

2. ISO Quality Procedures

(International Standards Operations)

Quality plans, procedures, work instructions, and other documentation that define process controls and quality references for currency-related design and manufacturing activities to ensure that activities are carried out in conformance to the Bureau's ISO Quality Program requirements.

- a. Official record set - consists of one copy of each new and revised ISO plan, procedure, and instruction, and all superseded, revised, or canceled sections. Includes signed Quality Management System Directives Clearance Record (~~BEP Form 9817-1~~). *approved by BEP*

TEMPORARY. Cut off files when superseded. Transfer superseded files to BEP's records storage area at end of year or when volume warrants. Destroy when 5 years old.

- b. Working files - Case files for each ISO procedure revision, containing revision justification, drafts, review comments, and other background materials.

TEMPORARY. Destroy when directive is cancelled or when subsequent revision is approved and issued.

- c. All other copies

TEMPORARY. Destroy when cancelled, superseded, obsolete, or no longer needed for reference.

- d. ISO Document Index

Hard copy or electronic index of all internal, external, and reference ISO documentation that identifies document number and title, responsible organization, and current revision status of documents.

- (1) Hardcopy index

TEMPORARY. Destroy when superseded, obsolete, or no longer needed.

- (2) Electronic index

TEMPORARY. Update as needed for current business or delete when no longer needed.

3. Operational Work Instructions and Manuals

Official record copy of operational work instructions, guidelines, manuals, training materials and other lower-tier procedures that are not covered by the

official Bureau directives system, ISO documentation, or program-specific schedules.

TEMPORARY. Destroy when superseded, obsolete, or no longer needed.

4. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail 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 and word processing systems that are maintained for updating, revision, or dissemination.

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.

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.

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