

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-318-93-1	DATE RECEIVED 4-30-93
1. FROM (Agency or establishment) Bureau of Engraving and Printing		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Margaret G. Pape	5. TELEPHONE 874-2504	DATE	ARCHIVIST OF THE UNITED STATES

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 5 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 4-29-93	SIGNATURE OF AGENCY REPRESENTATIVE Thomas R. Watson	TITLE Records Officer, Manager Administrative Services 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>FUNCTIONAL RECORDS SCHEDULE</p> <p>Attached is a functional records schedule for the Administration and Management organization under the Bureau.</p> <p>Overview - The U.S. Government began printing money in 1862, when "greenback" currency was issued to finance the Civil War. Six clerks working in the attic of the Treasury Building affixed the Treasury Seal to the bills. The functions of the Bureau of Engraving and Printing were formally established on March 3, 1877.</p> <p>The Bureau Designs, engraves, and prints all paper currency; Treasury bills, notes and bonds; postage, customs, and revenue stamps; commissions, permits, and certificates of award. It is administered by the Treasurer of the United States.</p> <p>These records date from 1890 to 1993.</p> <p>Approximate accumulation: 60 c.f. Annual accumulation: 6 c.f.</p>		

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Directorate - Director; Associate; Assistant; Deputy Director;  
and Office Chief  
(sf-115)

Item No.	Description	Disposition/ Authorization
10.10	BEP Goal Setting Case Files arranged by office and contain statistics, charts, graphs, reports and narrative comments. The file contains the mission objectives and goals and the degree of successful achievement of reaching these goals.  Duplicate copies.	a. Permanent. Cut off at end of calendar year. Transfer to FRC after 5 years. Transfer to NARA in 5-year blocks when 25 years old.  b. Destroy all other copies when no longer needed.
10.11	Reorganization Files. This file contains the Office of Primary Interest (issuing office) coordination and support and functional statements for reorganization. A comprehensive file documenting organizational structure.  Duplicate copies.	a. Permanent. Cut off at end of calendar year. Transfer to FRC 5 years. Transfer to NARA in 5-year blocks when 25 years old.  b. Destroy all other copies when no longer needed.

→ Organized in Handbook.  
→ Original document vs  
updateable 3 ring binder

Required by Treasury  
to be submitted  
once a year

↓  
Published in Treasury  
organizational  
manual.

official package  
of one copy of  
every change notice

Published in 1988  
30 change notices  
to date  
will be republished  
soon.

10.12

Organization Files. Reports and studies regarding organizational practices and procedures of all BEP offices created upon request for management which include final recommendations, proposals, and staff evaluations.

a. Permanent. Cut off at end of series. Transfer to FRC in 5-year to FRC in 5-year blocks. Transfer to NARA in 5-year blocks when 25 years old.

Duplicate copies.

b. Destroy all other copies when no longer needed.

Reports and Studies. Working papers, workings recommendations, proposals, and staff evaluations.

c. Temporary. Cut off at end of series. Dispose after 3 years.

10.13

Functional Statements. Original copy signed by Director, Associate Director, Assistant Director, Deputy Director, and Office Chief which includes formally prepared descriptions of the responsibilities assigned to senior officers of the Bureau at the Division level and above.

a. Permanent. Cut off at end of calendar year. Transfer to FRC in 5-year blocks. Transfer to NARA when 25 years old in 5-year blocks.

Duplicate Copy.

b. Destroy all other copies when no longer needed.

10.14

BEP Operations Records. Filed alphabetically by subject. Includes the following information: Critical Materials, Ink Problems, Intaglio Printing, Paper, Linen, Postage Stamp Program, Private Community Banknote Printers, Washington Currency Program Summary, WEB Press. Include statistical and narrative reports and other summary materials prepared for senior level officials of BEP.

a. Permanent. Cut off at end of calendar year. Transfer to FRC when 5 years. Transfer to NARA in 5-year blocks when 25 years old.

10.15

Program Files. Filed alphabetically by office. Files includes mission-oriented files on the Director, Associate Director, Assistant Director, Deputy Director, and Office Chief. This material contains original policy-generating materials, meetings, operations, requests and activities of Bureau. This includes briefing materials, stamps, engraving summary materials prepared for senior level officials of BEP.

a. Permanent. Cut off at end of calendar year. Transfer to FRC when 5 years. Transfer to NARA in 5-blocks when 25 years old.

Duplicate copy.

b. Destroy all other copies when no longer needed.

*Redefine c  
only exams  
programs which  
will be permanent*

10.16

Speeches. Filed alphabetically. Remarks made at formal ceremonies and during interviews by Bureau head or designated senior official/assistant concerning the program of the Bureau. The format selected may be paper, audio, video tape, audio-video tape, machine-readable tape or discs.

a. Permanent. Cut off at end of calendar year. Transfer to FRC when 5 years. Transfer to NARA in 5-year blocks when 25 years old.

Duplicate copy.

b. Destroy all other copies when no longer needed.

10.17

Project Files. Filed alphabetically by subject. Includes special mission-oriented files on the Currency Task Force, Fort Worth Ceremony, Gain Sharing Incentive System, one-time studies, USPS, Postage Stamp Program, Western Facility Advanced Counterfeit Deterrence Program. These include selected case files which have correspondence, memoranda, periodic narrative reports, and similar materials which relate to a specific action, event, person, place, project, or other subject and provide complete documentation of the Bureau's activities from initiation to conclusion, e.g., Harvard Study, Holocaust Museum Opening.

a. Permanent. Cut off at end of series year. Transfer to FRC when 5 years old. Transfer to NARA in 5-year blocks after 25 years old.

Duplicate copy.

b. Destroy all other copies when no longer needed.

~~Working Papers. Collected working c. papers to arrive at substantive documentation.~~ Dispose after 3 years.

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