

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-318-93-7</i>	DATE RECEIVED <i>8-4-93</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Thomas R. Watson	5. TELEPHONE 874-2504	DATE <i>5-7-95</i>	ARCHIVIST OF THE UNITED STATES <i>Candy Hankamp Peters</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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8-4-93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas R Watson</i>	TITLE Manager, Administrative Services Div. Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The attached schedule covers records maintained in an electronic format unique to the BEP.</p> <p>These records date from 1980.</p> <p style="text-align: center;">(See Attached Sheet)</p>		
<i>Copies sent to agency, NNT, NSX 5/16/95</i>			

NI-318-93-007

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BUREAU OF ENGRAVING AND PRINTING
DEPARTMENT OF THE TREASURY

The Bureau of Engraving and Printing designs, prints, and finishes a large variety of security products including federal reserve notes, U.S. postage stamps, Treasury securities, identification cards, and certificates. It is also responsible for advising and assisting agencies in the design and production of other government documents that, because of their innate value or some other reason, require security or counterfeit-deterrence characteristics.

ITEM 1. Electronic Mail System, 1985 -

Description:

The administrators at the Bureau utilize an e-mail system as a short-term, high-level notification system of messages. These messages primarily include temporary authority delegations and special announcements to Associate Directors, Office Chiefs, and supervisors between the Washington DC and Fort Worth, TX offices. Messages which are considered records must be printed and maintained in a recordkeeping system. Printouts must include necessary transmission data.

a) Electronic Messages:

Disposition: TEMPORARY. Maintain on the current automated system and destroy when no longer needed. Review the system periodically for compliance with regulations as specified in NARA guidance regarding Electronic Mail Systems.

b) Printed Messages

Disposition: File with other records and handle in accordance with approved schedule.