

Received 28 Jan 80

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 5-1-80	JOB NO. NCL-318-80-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS	
(Date)	Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Bureau of Engraving and Printing-Treasury Dept.

2. MAJOR SUBDIVISION
Office of Management and Systems

3. MINOR SUBDIVISION
Administrative Services Div.-Paperwork Mgmt. Br.

4. NAME OF PERSON WITH WHOM TO CONFER
Augustine Abad

5. TEL. EXT.
447-0195

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

4/25/80
Date

Dolores Santone
(Signature of Agency Representative)

Mgr., Adm. Services Division
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>OFFICE OF ENGRAVING AND OFFICE OF CURRENCY AND STAMP PRINTING</p> <p>PLATE HISTORY CARDS (Dated: 1878 to present) Forms - 8318, 9590, 8961, 8311, L-3, 8318-1,2,3,4, etc. and numerous un-numbered forms.</p> <p>This file series is used as detailed work control cards and plate history record of active and inactive numbered engraving plates, rolls, dies, masks, etc. used in the manufacture of U.S. Government securities produced by the Bureau. Principal information contained in this record material are: plate number, subject, certification, printing impressions, date-to-press, repairs, cancellations, reactivation and certified plate destruction.</p> <p>These records originate in Engraving and Plate Printing Offices and are primary accountability, workflow and verification registers.</p> <p>Frequent references and cross-references are made to these Plate Cards for investigative, administrative, numismatic and philatelic purposes.</p> <p><u>PERMANENT</u> - Offer to NARS after 50³⁰ years and and after cancellation of plate.</p>	0.2 ct/yr (200 cards/yr.)	

Copy to NNB + NMF
98 9/17