Request for Records Disposition Authority

Records Schedule Number

DAA-0318-2017-0001

Schedule Status

Approved

Agency or Establishment

Bureau of Engraving and Printing

Record Group / Scheduling Group

Records of the Bureau of Engraving and Printing

Records Schedule applies to

Agency-wide

Schedule Subject

Facility Security Surveillance Recordings

Internal agency concurrences will

be provided

No

Background Information

Records relating to the Bureau's facility security surveillance systems that monitor outside areas, building portals, elevators, testing labs, and securities (i.e., currency, plates, etc.) production areas. This schedule covers records created by or for the Bureau of Engraving

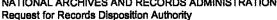
and Printing and or acquired in the course of business.

Item Count

| Number of Total Disposition Items | | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---|--|--|
| 2 , | 0 | 2 | 0 |

GAO Approval

0001,0002



Outline of Records Schedule Items for DAA-0318-2017-0001

| Sequence Number | |
|-----------------|---|
| 1 | Facility Security Surveillance Recordings of Non-Production Areas. Disposition Authority Number: DAA-0318-2017-0001-0001 |
| 2 | Facility Security Surveillance Recordings of Sensitive Production Areas. Disposition Authority Number: DAA-0318-2017-0001-0002 |



| Recolus Sche | uule Hems | | |
|-----------------|--|---|--|
| Sequence Number | | | |
| | | | |
| 1 | Facility Security Surveillance Recordings of Non-Production Areas. | | |
| | Disposition Authority Number | DAA-0318-2017-0001-0001 | |
| | Records include still pictures, motion pictures, and sound and video recordings portions of facilities not covered by item 0002 captured during the course of fac security surveillance. | | |
| | Final Disposition | Temporary | |
| | Item Status | Active | |
| | Is this item media neutral? | Yes | |
| | Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? | Yes | |
| | Do any of the records covered by this item exist as structured electronic data? | No . | |
| | GRS or Superseded Authority Citation | N1-318-11-001 / 6/a N1-GRS-98-002 / 39 | |
| | Disposition Instruction | | |
| | Retention Period | Destroy after 30 days old or when no longer needed for evidence or reference related to incidents or studies, whichever is later. | |
| | Additional Information | | |
| | GAO Approval | Required and Received | |
| 2 | Facility Security Surveillance | Recordings of Sensitive Production Areas. | |
| | Disposition Authority Number | DAA-0318-2017-0001-0002 | |
| | Records include still pictures, motion pictures, and sound and video record portions of facilities involved in sensitive production activities (Finished Pro Vaults, Work In Process Vaults, Production Areas, Test Areas, and other a where the "two-person rule" applies) captured during the course of facility surveillance. | | |
| | Final Disposition | Temporary | |
| | Item Status | Active | |
| | Is this item media neutral? | Yes | |

| Do any of the records covered |
|------------------------------------|
| by this item currently exist in |
| electronic format(s) other than e- |
| mail and word processing? |

d **Yes** ne-

Do any of the records covered by this item exist as structured electronic data?

No

GRS or Superseded Authority Citation

N1-318-11-001 / 6/b N1-GRS-98-002 / 39

Disposition Instruction

Retention Period

Destroy immediately after 365 days old or when no longer needed for evidence or reference related to incidents or studies, whichever is later.

Additional Information

GAO Approval

Required and Received

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | Ву | Title | Organization |
|------------|---------------------------|---------------------|--|---|
| 11/08/2016 | Certify | Miguel Martinez | Records Officer | Department of Treasury - Bureau of Engraving and Printing |
| 11/22/2016 | Return for Revision | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 12/01/2016 | Submit For Certific ation | Miguel Martinez | Records Officer | Department of Treasury - Bureau of Engraving and Printing |
| 12/01/2016 | Certify | Miguel Martinez | Records Officer | Department of Treasury - Bureau of Engraving and Printing |
| 12/01/2016 | Return for Revisio n | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 12/01/2016 | Submit For Certific ation | Miguel Martinez | Records Officer | Department of Treasury - Bureau of Engraving and Printing |
| 12/01/2016 | Certify | Miguel Martinez | Records Officer | Department of Treasury - Bureau of Engraving and Printing |
| 02/14/2017 | Submit for Concur rence | Jeremy Schmidt | Archives Specialist | National Archives and Records Administration - ACRA Appraisal Team 1 |
| 02/22/2017 | Concur | Margaret Hawkins | Director of Records Management Servic es | National Records Management Program - ACNR Records Management Serivces |

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| 02/22/2017 | Concur | Margaret Hawkins | | National Records Management Program - ACNR Records Management Serivces |
|------------|---------|---------------------|---------------------------------|--|
| 02/27/2017 | Approve | David Ferriero | Archivist of the Unite d States | Office of the Archivist - Office of the Archivist |