

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

## Records Schedule Items

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GRS or Superseded Authority Citation      N1-318-11-001 / 6/a N1-GRS-98-002 / 39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

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail 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/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	By	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 Certification	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 Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
12/01/2016	Submit For Certification	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 Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

02/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/27/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist