

# WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0318-2017-0002

## Request for Records Disposition Authority

Records Schedule Number      DAA-0318-2017-0002  
Schedule Status                  Returned Without Action

Agency or Establishment        Bureau of Engraving and Printing  
Record Group / Scheduling Group   Records of the Bureau of Engraving and Printing  
Records Schedule applies to     Major Subdivision  
Major Subdivision                Bureau  
Minor Subdivision                Office of Security  
Schedule Subject                 Facility Security-  
   Access Controls and Intrusion Detection:  
   Electronic and hardcopy records relating to management and  
   operation of the Bureau's security systems that monitor and protect  
   Bureau employees and products. Systems Include the Access Control  
   Security System (ACAMS), the video badging security subsystem,  
   and the Intrusion Detection Alarm System, which work In conjunction  
   to provide for the control and monitoring of personnel entering the  
   Bureau and controlled areas within the Bureau. Files Include policies  
   and procedures, correspondence, reports, equipment and system  
   documentation, related materials.

Internal agency concurrences will be provided      No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	3

GAO Approval

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## Outline of Records Schedule Items for DAA-0318-2017-0002

Sequence Number	
1	Security systems operations files Disposition Authority Number: DAA-0318-2017-0002-0001
2	System and equipment documentation Disposition Authority Number: DAA-0318-2017-0002-0002
3	Action/Response records concerning alarm, ACAMS and badge events Disposition Authority Number: DAA-0318-2017-0002-0003

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Records Schedule: DAA-0318-2017-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Security systems operations files</b></p> <p>Disposition Authority Number      <b>DAA-0318-2017-0002-0001</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Withdrawn</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-318-11-001 / 5/a</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy immediately after system replacement or when superseded</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>System and equipment documentation</b></p> <p>Disposition Authority Number      <b>DAA-0318-2017-0002-0002</b></p> <p><b>(including facility plans &amp; drawings documenting the location and coverage of all security construction features, equipment, and devices)</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Withdrawn</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p>

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GRS or Superseded Authority Citation	N1-318-11-001 / 5/b
Disposition Instruction	
Retention Period	Destroy when superseded or obsolete
Additional Information	
GAO Approval	Not Required
Action/Response records concerning alarm, ACAMS and badge events	
Disposition Authority Number	DAA-0318-2017-0002-0003
Final Disposition	Temporary
Item Status	Withdrawn
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?	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 / 5/c
Disposition Instruction	
Retention Period	Destroy immediately after 2 years old
Additional Information	
GAO Approval	Not Required

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## 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
12/09/2016	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
12/20/2016	Return Without Action	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1

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