

Request for Records Disposition Authority

Records Schedule Number DAA-0318-2017-0003
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 Intermediate stage production imagery materials
Internal agency concurrences will be provided No

Background Information

The Bureau of Engraving and Printing commonly generates during the intermediate stages of publication—for printing final products — images and related materials ranging from glass plate negatives, steel plates coated with light sensitive material and plastic base film negatives to offset lithographic materials to digital images. Such production images bear some resemblance, in functional terms, to the halftone negatives cited as non-permanent in the current General Records Schedule 6.4 (and the former GRS 21). Glass plates were used before the development of clear plastic based film. Silver salts, light sensitive material, were used to coat the glass. The glass was then exposed to light through a camera or contact process from an engraving and developed for use making press plates. Later the glass plates were used in a step and repeat machine to achieve a multiple image exposures onto a single sheet of plastic base film to be used making press plates. This process was used for both currency and stamps. Later with scanners and computers the images were scanned from a glass plate or engraving and output to film. Also, new electronic methods have the ability to process large format, multi-subject images and a large format, laser powered, film exposure. This process was then to output a single color, multi-subject film imposed to press specifications, including marks to make press plates. Now in the process of validation is the Computer to Offset Plate machine (Cop). The CToP has the ability to take the multi-subject image generated from the single-subject image that would have output to film and expose the image directly to the press plate. Nothing in the process changes with the exception of the need to output the image to film. This process is now used for test work and not for production.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0318-2017-0003

Sequence Number	
1	<p>Intermediate stage production materials bearing graphic imagery: photographs, printing plates, and related materials used solely for the manufacturing of printed products.</p> <p>Disposition Authority Number: DAA-0318-2017-0003-0001</p>

Records Schedule Items

Sequence Number	
1	<p>Intermediate stage production materials bearing graphic imagery: photographs, printing plates, and related materials used solely for the manufacturing of printed products.</p> <p>Disposition Authority Number DAA-0318-2017-0003-0001</p> <p>Current or now-obsolete forms of intermediate production materials (e.g., glass plates negatives, plastic base film negatives, offset lithographic materials, printing plates, digital images) generated simply for the purpose of manufacturing currency and other BEP products. Intermediate materials may include multi-subject images, individual negatives containing just an element or layers of the final product, as well as printing plates and related devices of a metallic or other nature, and may involve traditional photographic and photo-mechanical processes or newer electronic methods. [Please Note: This schedule does not cover images generated, in any format, at stages preceding or following the intermediate stage: that is, original artwork and graphics used as the basis for illustrations and designs ultimately appearing in BEP products, or the final BEP products themselves.]</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year.</p> <p>Retention Period Destroy when no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
06/16/2017	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
07/17/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
07/21/2017	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
07/21/2017	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
09/13/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist