

Request for Records Disposition Authority

Records Schedule Number	DAA-0318-2019-0002
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	Major Subdivision
Major Subdivision	Historical Resource Center
Schedule Subject	Revenue Stamps (RS), c.1860s-1960s - US, Philippines Islands, Puerto Rico, and Virgin Islands
Internal agency concurrences will be provided	No
Background Information	<p>The centrality of the BEP to the financial, monetary, postal, and printing developments of the United States since the 1860s has made it a repository of numerous invaluable historical items that provide a unique perspective on the development of modern America. The revenue stamps are maintained by the BEP's Historical Resource Center (HRC), which was established in 1991. They are part of HRC's historical products collection.</p> <p>The historical products collection is a comprehensive visual record that documents BEP's technical advances in security printing design and production. In a wider scope, the collection also reflects developments in artistic, social, historical, and economic tastes, trends and events in the United States from the 1860's to the present. The historical products collection consists primarily of objects that can be broadly categorized as pre-press materials, final products (also called specimens when marked with the term), and engraving stock.</p> <p>1. Pre-press materials are essentially items developed in support of or as a result of the design process. HRC groups pre-press materials into four general object subsets that illustrate the progressive stages towards a final product design. These include:</p> <ul style="list-style-type: none">· Design source material – visual reference materials that a BEP designer might work with in developing design concepts; frequently these are photographs or copies of other images that will serve as the inspiration for visual elements in the design· Artwork – sketches and other visual elements (based on design source materials and/or the designer's own ideas) created by a BEP designer that will be developed into a design· Model – a detailed mock-up of a design

· Proof – a preliminary print of a design

Generally, numerous design source materials and multiple versions of artwork, models, and proofs are gathered, examined, fabricated, and modified before a final design is created.

2. Final products or specimens are essentially the same product that will be delivered to the requesting client for use and/or distribution. However, they are considered exemplars and are retained by the BEP as reference for the visual and technical standard that should be met by all print runs of that product.

3. Engraving stock is a collection of BEP-produced artwork and engravings created for a specific use or an undetermined future use. Stock can be consulted when generating new product designs or researching the components of an existing final product. This group of objects includes a small amount of artwork but consist primarily of proofs of portraits, vignettes, ornament, lettering and script, and tints.

Proofs and specimens of final Revenue Stamp designs. Materials are grouped into three general object subsets that denote the final format of finished RS stamp designs: proofs, specimens, and RSbooks.

Revenue Stamps can be grouped into three general categories:

(1) Tax paid stamps indicate the proper tax amount was paid by the manufacturer on certain goods and commodities. Example of tax paid stamps include playing cards, matches, medicines, cosmetics, potatoes, butter, liquors, tobacco products, distilled spirits, beer, and wine stamps. Manufacturers of taxed items had the option to furnish their own designs for their stamps (subject to the approval of the Commissioner of Internal Revenue); these are referred to as proprietary stamps. Proprietary stamps usually carry the name of the manufacturer or product; examples include: Charles H. Fletcher Castoria, Bromo-Seltzer, and Johnson & Johnson.

(2) Documentary tax stamps indicate proof of the completion of a service or financial transaction or transfer of ownership and are affixed to legal instruments such as deeds, mortgages, leases, and charters.

(3) Special tax stamps function as a license or permit and indicate fees paid for permits to engage in certain businesses or activities. Examples include: Retail Dealer in Opium, Coca Leaves, Etc.; Pawnbroker in Certain Firearms and Machine Guns, Class 3; and Wholesale Dealer in Adulterated Butter

Imagery depicted on revenue stamps generally includes text and denomination or number identifying the act authorizing the stamp, the purpose of the stamp, and the value or quantity it represents. Stamp designs can also include decorative borders or images representing the taxable commodity or stamp function, portraits of noted politicians

or other individuals associated with the stamp category, or Americana themes such as eagles or allegorical figures of freedom, liberty, justice, etc.

BEP revenue stamps are generally monochrome and occasionally bi-color. The palette of ink colors includes black and various shades, tints, and blends of blue, red, yellow, purple, orange, and green.

The revenue stamps document proof of payment of revenue to the U.S. Government, from the early 1880s-1960s, including, but not limited to: taxes on sale of products, or fees paid for permits to operate businesses or certain vehicles, or to show proof of transfer of ownership. Revenue stamps were also printed for the Philippine Islands, Virgin Islands, and Puerto Rico.

Revenue stamps approximate 45 cubic feet.

BEP Historical Research Center (HRC) – Product Defined:

The historical collection is organized and cataloged around broad categories of product types such as currency, postage stamps, miscellaneous products, etc. Product types are grouped into lots. A lot is identified by an individual product’s unique name. Objects associated with the individual product make up the lot.

Some lots include a number of different types of objects such as items associated with the product’s design (e.g., artwork or models) along with samples of the final product or specimen. Other lots include only the final product or specimen.

A product lot is a means of identifying and describing an individual product and its associated objects and ensuring they remain related as a group.

For example:

"50c Trailer Permit, Series 1939" is a unique product name. Objects associated with the product include: 11 die proofs (1 affixed to envelope), 1 approved model, 1 artwork, 1 photographic print of artwork, and 11 photographic print duplicates.

Item Count

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

GAO Approval

Outline of Records Schedule Items for DAA-0318-2019-0002

Sequence Number	
1	Proofs Disposition Authority Number: DAA-0318-2019-0002-0001
2	Specimens and Specimen Sheets Disposition Authority Number: DAA-0318-2019-0002-0002
3	RSBOOKs Disposition Authority Number: DAA-0318-2019-0002-0003

Records Schedule Items

Sequence Number	
1	<p>Proofs</p> <p>Disposition Authority Number DAA-0318-2019-0002-0001</p> <p>This item covers proofs of U.S. Revenue Stamps only. Proofs are: (1) a preliminary print of a design used as a trial impression for making corrections before commencing print production or (2) an example of the final print of a design that is approved for print production.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Paper/analog only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when product is no longer printed.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown 1860s-1960s</p> <p>How frequently will your agency transfer these records to the National Archives? Every 3 Years</p>
2	<p>Specimens and Specimen Sheets</p> <p>Disposition Authority Number DAA-0318-2019-0002-0002</p> <p>Specimens for the U.S. Revenue Stamps and specimen sheets for the Philippine, Puerto Rico, and Virgin Islands .RS specimen sheets are sheets of revenue stamps that are essentially the same product that will be delivered to the requesting client for use and/or distribution. However, they are considered exemplars and are retained by the BEP as reference for the visual and technical standard that should be met by all print runs of that product.</p>

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Paper/analog only
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	Cutoff when product is no longer printed.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown 1860s-1960s
How frequently will your agency transfer these records to the National Archives?	Every 3 Years

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RSBOOKs

Disposition Authority Number DAA-0318-2019-0002-0003

RSBOOKs are: (1) bound volumes with revenue stamp proofs adhered to pages of each book, or (2) volumes that have been disassembled, with revenue stamps adhered to pages; pages are interleaved in acid-free paper inserts. Stamps are organized in the books alphabetically by the stamp name.

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Bound paper/analog only
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	Cutoff when product is no longer printed.

Transfer to the National Archives
for Accessioning

Transfer to the National Archives 30 year(s) after
cutoff

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives?

Unknown
1860s-1960s

How frequently will your agency
transfer these records to the
National Archives?

Every 3 Years

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
09/16/2020	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
09/17/2020	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
09/28/2020	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
09/28/2020	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
01/31/2022	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
02/18/2022	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
02/22/2022	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
03/03/2022	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
05/20/2022	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing

05/20/2022	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
06/15/2022	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
06/27/2022	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
06/28/2022	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
08/04/2022	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
08/23/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/24/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/31/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office