

## Request for Records Disposition Authority

Records Schedule Number	DAA-0318-2019-0003
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	Major Subdivision
Major Subdivision	Historical Resource Center
Schedule Subject	Postage Stamps (PS), c.1851-2002- US, Cuban, Canal Zone and Philippines
Internal agency concurrences will be provided	No
Background Information	<p>The BEP has its foundations in 1862 when financial challenges of the Civil War resulted in Congress authorizing a general circulation of currency notes.</p> <p>The BEP's early work involved processing currency sheets engraved and printed by private firms. Gradually, more work—including engraving and printing—was entrusted to the BEP. Within a few years, the bureau was sharing currency production with private firms and was producing security documents for other federal agencies including revenue stamps, debt instruments, and assorted miscellaneous products. In 1877, the BEP became the sole producer of all United States currency notes and in 1894 added postage stamp production to its services.</p> <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.</p> <p>The postage 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>

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:

- 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.

Postage stamps - US, Cuban, Canal Zone and Philippines  
approximate 497 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:  
“3c Tower of the Sun, Golden Gate International Exposition, San Francisco, Series 1939, Commemorative Postage Stamp” is the unique product name. Objects associated with the product include: 3 proofs, 4 models, 1 artwork, 1 photographic print, and 2 printed sheets. When this product is no longer printed, the associated objects would transfer per the records schedule.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	6	0	0

GAO Approval

## Outline of Records Schedule Items for DAA-0318-2019-0003

Sequence Number	
1	Postage Stamps (PS), c.1851-2002- US, Cuban, Canal Zone and Philippines.
1.1	Design Source Materials Disposition Authority Number: DAA-0318-2019-0003-0001
1.2	Artwork Disposition Authority Number: DAA-0318-2019-0003-0002
1.3	Models Disposition Authority Number: DAA-0318-2019-0003-0003
1.4	Proofs Disposition Authority Number: DAA-0318-2019-0003-0004
1.5	Specimen Sheets Disposition Authority Number: DAA-0318-2019-0003-0005
1.6	PSBOOKs Disposition Authority Number: DAA-0318-2019-0003-0006

## Records Schedule Items

Sequence Number	
1	<p>Postage Stamps (PS), c.1851-2002- US, Cuban, Canal Zone and Philippines. Pre-press materials developed in support of or as a result of the PS design process. Materials are grouped into four general object subsets that illustrate the progressive stages towards a final product or specimen design. Generally, numerous and multiple versions of these object subsets are gathered, examine, fabricated and modified before a final designed is created. The themes depicted on postage stamps are innumerable and can include topics reflecting the unique historical, cultural, political, industrial, scientific, or natural character of the country in which the stamps are issued. BEP postage stamps produced in the late 19th and first half of the 20th centuries are generally monochrome; later stamps are generally multi-colored. The palette of ink colors is extensive and includes black and various shades, tints, and blends of blue, red, yellow, purple, orange, green, cyan, and magenta. Many of these materials reside in the BEP Historical Research Center (HRC) which is tasked to make available for reference, inspiration, ideation, and training for employees involved in the currency and non-currency pre-development design process.</p>
1.1	<p><b>Design Source Materials</b></p> <p>Disposition Authority Number      DAA-0318-2019-0003-0001</p> <p>PS Design source materials consist of 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.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?              No</p> <p>Explanation of limitation              The records are in paper format.</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><b>Disposition Instruction</b></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><b>Additional Information</b></p>

1.2

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

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

### Artwork

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

**PS Artwork consists of 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**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **The records are in paper format.**

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  
TBD**

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

1.3

### Models

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

**PS models are three-dimensional detailed representations of a design used as an example to follow or as reference.**

Final Disposition **Permanent**

Item Status	Active
Is this item media neutral?	No
Explanation of limitation	The records are in paper format.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
<b>Disposition Instruction</b>	
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
<b>Additional Information</b>	
What will be the date span of the initial transfer of records to the National Archives?	Unknown TBD
How frequently will your agency transfer these records to the National Archives?	Every 3 Years

1.4

**Proofs**

Disposition Authority Number DAA-0318-2019-0003-0004

**PS proofs are a preliminary print of a design used as a trial impression for making corrections before final printing.**

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	The records are in paper format.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
<b>Disposition Instruction</b>	
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
<b>Additional Information</b>	

1.5

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

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

### **Specimen Sheets**

Disposition Authority Number **DAA-0318-2019-0003-0005**

PS specimens sheets are sheets of postage stamps that 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 Bureau of Engraving and Printing as reference for the visual and technical standard that should be met by all print runs of that product.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **The records are in paper format.**

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  
TBD**

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

1.6

### **PSBOOKs**

Disposition Authority Number **DAA-0318-2019-0003-0006**



PSBOOKs are large (estimate: 15" x 18") bound volumes with postage stamp proofs adhered to pages of each book. They serve as a reference tool to quickly find an example of a final stamp.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation PSBOOKs are large (estimate: 15" x 18") hardcopy bound volumes used as a reference tool to find an example of a final stamp. The records are in paper format.

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  
TBD

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
09/01/2020	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
10/01/2020	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
10/05/2020	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
10/05/2020	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
02/15/2022	Submit For Certification	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
02/15/2022	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
05/26/2022	Submit for Concur rence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
06/02/2022	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
06/02/2022	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
06/08/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office