

## Request for Records Disposition Authority

Records Schedule Number DAA-0318-2021-0001  
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 Major Subdivision  
Major Subdivision Office of External Relations  
Minor Subdivision Historical Research Center  
Schedule Subject Migratory Bird Stamps (MB), 1934-2002.  
Internal agency concurrences will be provided No

Background Information Pre-press materials and final products of Migratory Bird Stamps. Materials are grouped into five general object subsets that illustrate the progressive design process and the final product: Design Source Materials, Artwork, Models, Proofs, and Specimen Sheets. Generally, numerous and multiple versions of pre-press materials are gathered, examine, fabricated and modified before a final design is created and print production begins.

In the early 20th century, declining American bird populations—the result of unregulated hunting and habitat destruction—rose to national attention. To address these problems, President Franklin D. Roosevelt signed the Migratory Bird Hunting Stamp Act (also known as the Duck Stamp Act) in 1934. The act required all waterfowl hunters 16 years of age and older to annually purchase and carry on their person a specially issued stamp. Funds raised from the sale of these Migratory Bird Hunting Stamps—today called Migratory Bird Hunting and Conservation Stamps and more commonly known as Federal Duck Stamps—support the U.S. Fish & Wildlife Service’s acquisition and conservation of America’s wetlands.

Migratory Bird Stamps were produced by the BEP from 1934 through 2002 for the U.S. Fish and Wildlife Service, Department of the Interior, through the U.S. Postal Service. The first stamp produced by BEP was the 1934-1935 series; the last stamp was the 2001-2002 series.

Visuals depicted on stamps include an image of waterfowl in a natural setting surrounded by a decorative frame incorporating text noting

the purpose, series, and denomination of the stamp. The waterfowl images were initially solicited from noted wildlife artists, but since 1949 the U.S. Fish & Wildlife Service has sponsored an annual public art competition for the purpose of selecting a waterfowl image for the following year's Federal Duck Stamp. More information about the Federal Duck Stamp program can be found on the U.S. Fish and Wildlife Service website: <https://www.fws.gov/birds/get-involved/duck-stamp.php>

Series 1934-1935 to series 1958-1959 stamps were monochrome; series 1959-1960 to series 2001-2002 stamps were multi-color. The palette of ink colors includes black and various shades, tints, and blends of blue, red, yellow, purple, orange, green, cyan, and magenta.

Migratory Birds approximate 29 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:

"\$1 Mallards, Series 1934-1935" is a unique product name. Objects associated with the product include: 11 proofs, 1 die proof, 1 sheet, 1 approved model, 1 rejected model, 1 artwork, 1 photo of artwork, and 1 color transparency.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	5	0	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0318-2021-0001

Sequence Number	
1	<b>Design Source Materials</b> Disposition Authority Number: DAA-0318-2021-0001-0001
2	<b>Artwork</b> Disposition Authority Number: DAA-0318-2021-0001-0002
3	<b>Models</b> Disposition Authority Number: DAA-0318-2021-0001-0003
4	<b>Proofs</b> Disposition Authority Number: DAA-0318-2021-0001-0004
5	<b>Specimen Sheets</b> Disposition Authority Number: DAA-0318-2021-0001-0005

## Records Schedule Items

Sequence Number	
1	<p><b>Design Source Materials</b></p> <p>Disposition Authority Number      <b>DAA-0318-2021-0001-0001</b></p> <p><b>MB Design Source Materials</b> consist of visual reference materials that the 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                              <b>Permanent</b></p> <p>Item Status                                      <b>Active</b></p> <p>Is this item media neutral?                      <b>No</b></p> <p>Explanation of limitation                      <b>Paper/analog only</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>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                              <b>Cutoff when product is no longer printed.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 30 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>1934</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown TBD</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 3 Years</b></p>
2	<p><b>Artwork</b></p> <p>Disposition Authority Number      <b>DAA-0318-2021-0001-0002</b></p> <p><b>MB Artwork</b> consists of sketches and other visual elements (based on design source materials and/or the designer’s own ideas) to be developed into a stamp design by a BEP designer.</p> <p>Final Disposition                              <b>Permanent</b></p>

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
<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

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**Models**

Disposition Authority Number      DAA-0318-2021-0001-0003

**MB Models are detailed representations of a design used as an example to follow or as reference. BEP created models generally consist of a small paper-based presentation board (estimate: 3" x 5") and paper dust flap with a photographic print of the approved artwork (reduced to stamp size) adhered to the board."**

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
<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

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### 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**

### Proofs

Disposition Authority Number **DAA-0318-2021-0001-0004**

**MB 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. These are printed examples of the final design that is approved for print production.**

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  
TBD**

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

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### Specimen Sheets

Disposition Authority Number **DAA-0318-2021-0001-0005**

MB specimen sheets are sheets of Migratory Bird 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. These are printed specimen sheets of Migratory Bird Stamps

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  
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
01/15/2021	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
10/12/2021	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
07/11/2022	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
07/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services



07/22/2022	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
07/27/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office