

Request for Records Disposition Authority

Records Schedule Number	DAA-0318-2021-0002
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	Office of External Relations
Minor Subdivision	Historical Research Center
Schedule Subject	Souvenir Cards, 1960-Present.
Internal agency concurrences will be provided	No

Background Information The Souvenir Cards historical products collection consists primarily of objects that can be broadly categorized as pre-press materials and final products (also called specimens when marked with the term).

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:

1. Design Source Materials- visual reference materials for developing design concepts
2. Artwork – sketches and other visual elements that will be developed into a design
3. Model – a detailed mock-up of a design
4. 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.

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.

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. The engraving stock makes up the Vignettes, Portraits, and Miscellaneous Engravings (VPME) collection, which will be scheduled separately in a future schedule.

As the former producer of U.S. postage stamps (1894-2005) and the current producer of U.S. currency (1862-present), the Bureau of Engraving and Printing (BEP) has a history of attending numismatic and philatelic conventions to demonstrate engraving and printing techniques and to display various BEP products. Souvenir Cards are commemorative one-sided cards printed by the BEP for sale or distribution at such numismatic and philatelic conventions or through BEP's public sales department. The souvenir card program began in the 1960s in response to the philatelic and numismatic community's interest in obtaining BEP-produced souvenir cards to commemorate the numismatic and philatelic events attended by BEP. These first cards, generally sized about 6" x 8", featured prints of currency, stamps, portraits, or vignettes that related to the theme and/or location of the event. The intaglio-printed cards became highly collectable. The current souvenir card program has evolved to reach a wider print-collecting community and depicts themes beyond the venues of numismatic and philatelic conventions. Examples include themes honoring the military services, highlighting American values such as liberty and freedom, commemorating the anniversaries of the end of World War I and World War II, and celebrating the anniversary of the first moon walk. Cards continue to feature prints of engravings and, as with earlier cards, can be monochrome or 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.

Souvenir cards approximate 70 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:

“Rocky Mountain Philatelic Exhibition, ROMPEX 1977, Denver Colorado” is a unique product name. Objects associated with the product include: 5 cards, 4 die proofs (includes oversized), 1 approved model, 1 text sample, and 1 photographic print.

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-0318-2021-0002

Sequence Number	
1	Design Source Materials Disposition Authority Number: DAA-0318-2021-0002-0001
2	Artwork Disposition Authority Number: DAA-0318-2021-0002-0002
3	Models Disposition Authority Number: DAA-0318-2021-0002-0003
4	Proofs Disposition Authority Number: DAA-0318-2021-0002-0004
5	Specimens Disposition Authority Number: DAA-0318-2021-0002-0005

Records Schedule Items

Sequence Number	
1	<p>Design Source Materials</p> <p>Disposition Authority Number DAA-0318-2021-0002-0001</p> <p>SC Design Source Materials consist of visual reference materials that a BEP designer might work within 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 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>First year of records accumulation 1960</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown TBD</p> <p>How frequently will your agency transfer these records to the National Archives? Every 3 Years</p>
2	<p>Artwork</p> <p>Disposition Authority Number DAA-0318-2021-0002-0002</p> <p>SC 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.</p> <p>Final Disposition Permanent</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**

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

First year of records accumulation **1960**

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**

Models

Disposition Authority Number **DAA-0318-2021-0002-0003**

SC Models are detailed representations of the product design that are used as an example to follow or as reference for production. SC models generally consist of a paper-based presentation board slightly larger than the proposed final souvenir card (estimate: 8" x 10", sometimes larger) with a paper dust flap and a photographic print of the approved design 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**

Disposition Instruction

Cutoff Instruction **Cutoff when product is no longer printed.**

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	Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff
4	Additional Information	
	First year of records accumulation	1960
	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-0318-2021-0002-0004
	SC Proofs include: (1) a print of an engraving to be used on a souvenir card or (2) an example of the final print of a souvenir card 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
5	Specimens	

Disposition Authority Number **DAA-0318-2021-0002-0005**

SC specimens are examples of the final product made available for sale or distribution. 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.

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
05/14/2021	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
06/08/2021	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
02/23/2022	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
07/13/2022	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