

Request for Records Disposition Authority

Records Schedule Number DAA-0318-2021-0010

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 Banknote Manufacturing Printing Equipment Information System

Internal agency concurrences will be provided **No**

Background Information

The principle mission of the Bureau of Engraving and Printing is to develop and produce United States banknotes for the US Federal Reserve System, using state of the art manufacturing processes and equipment.

This schedule covers BEP’s current business information generated in the manufacturing process from banknote printing equipment (BPE) such as KBA (Koenig & Bauer- Albert Group), KBA-Giori, KBA-NotaSys, Koenig & Bauer or similar. The BPE upon creation of this information sends it to transitory storage. Depending on the value of the data it is either transferred to record storage in replication databases or becomes an intermediary record for input into other related information.

A database exists by press type.

1. Offset - Super Simultan 212 & IV
2. Intaglio - Intagliocolour-10, Super Orlof Intaglio I & III
3. Letterpress – LEPE, NS-LEPE
4. Foil - OptiNota
5. Screen - NotaScreen

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0318-2021-0010

| Sequence Number |
|-----------------|
|-----------------|

| | |
|---|--|
| 1 | Replication Databases Disposition Authority Number: DAA-0318-2021-0010-0001 |
|---|--|

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="345 380 667 411">Replication Databases</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0318-2021-0010-0001</p> <p data-bbox="345 489 1516 905">Record storage locations for operator settings, machine actuals, and select inspection system statistics and measurements. Records include: • Operator Settings; Temperatures, Speed, Load Information, Ink Interference • Machine Actuals; Cylinder Temperatures, Roller Temperatures, Impression Force, Current, Speed, Machine Amps • Job Information; Load Number, Denomination, Load Start/End, Pile Counts, Users, Raw and Indirect Material Install/Uninstall, Process/Serial Numbers • Machine Faults; Optical Character Recognition Errors, Double Sheet , Temperature • Inspection Settings & Statistics; Jitter Level, Learned Sheets, Expansions, Sheets Inspected, Printing Errors and Warnings • Inspection System Sheet and Banknote Measurements; Print to Paper Registration, Color Registration, Sheet and note measurements</p> <p data-bbox="345 926 919 957">Final Disposition Temporary</p> <p data-bbox="345 978 850 1010">Item Status Active</p> <p data-bbox="345 1031 805 1062">Is this item media neutral? No</p> <p data-bbox="345 1083 927 1115">Explanation of limitation Digital Only</p> <p data-bbox="345 1136 818 1262">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 data-bbox="345 1283 818 1377">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1409 659 1440">Disposition Instruction</p> <p data-bbox="345 1472 1219 1503">Retention Period Destroy 12 year(s) after creation</p> <p data-bbox="345 1545 656 1577">Additional Information</p> <p data-bbox="345 1598 951 1629">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 |
|------------|--------------------------|------------------|---|--|
| 08/31/2021 | Certify | Miguel Martinez | Records Officer | Department of Treasury - Bureau of Engraving and Printing |
| 09/01/2021 | Return for Revision | Andreea Vlaicu | Archives Specialist | National Archives and Records Administration - Records Management Operations Appraisal Team 1 |
| 09/01/2021 | Submit For Certification | Miguel Martinez | Records Officer | Department of Treasury - Bureau of Engraving and Printing |
| 09/01/2021 | Certify | Miguel Martinez | Records Officer | Department of Treasury - Bureau of Engraving and Printing |
| 01/12/2022 | Submit for Concurrence | Andreea Vlaicu | Archives Specialist | National Archives and Records Administration - Records Management Operations Appraisal Team 1 |
| 01/19/2022 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 01/19/2022 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 01/19/2022 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |