

## Request for Records Disposition Authority

Records Schedule Number DAA-0318-2022-0005

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 Resource Center (HRC)

Schedule Subject Miscellaneous Products (MP) Records

Internal agency concurrences will be provided No

Background Information Miscellaneous Products (MP) Records, c.1880s-present.

MP are products designed and/or printed by the Bureau of Engraving and Printing (BEP) for various United States government agencies, including the BEP, to carry out official business and support administrative functions.

The MP Records collection consists of (1) pre-press materials and (2) final MPs or specimens. Pre-press materials are developed in support of the MP design process. Pre-press materials are grouped into the following records subsets that illustrate the progress towards a final MP or specimen: (1) design source materials, (2) artwork, (3) models, and (4) proofs.

The MP produced by BEP.

Bookplates- A label adhered to the inside cover of a book identifying the U.S. government agency or BEP office that holds the book.

Roughly 2" x 3" in size.

Cards- Unfolded and folded cards used for personnel identification, communicating thanks, acknowledging holiday greetings or other special occasions, etc. Generally ranging from 2" x 3" to 5" x 7" in size.

Certificates- A form used to document various actions taken by or conferred upon an individual or authorizing an individual to perform certain duties. Examples of actions/authorizations documented with certificates include awards honoring service or performance, commissions/appointments (presidential, senate confirmation, etc.),

military medal awards, honorable discharge from military service, immigration/citizenship status, marine licenses, and vessel registry. Generally ranging from 8" x 10" to 18" x 20" in size.

Checks/Warrants- A form used to issue payment to individuals or entities for goods or services. Roughly 5" x 10" in size.

Commemorative Products- Products produced to commemorate various federal government events or the government's participation in events. Examples include programs and souvenir prints to commemorate presidential inaugurations or memorials, dedication ceremonies for buildings or monuments, U.S. government participation in expositions and world's fairs, etc. Generally ranging from 8" x 10" to 18" x 20" in size.

Diplomas- A form used to document achievement associated with training or education by military or civilian personnel.

Generally ranging from 8" x 10" to 12" x 15" in size.

Food Coupons- Coupons with monetary value distributed to individuals for the purchase of food from participating vendors. Roughly 2" x 5" in size.

Gasoline Coupons- Coupons printed but never issued for a rationing program to address gasoline shortages in the U.S. c.1973-1974.

Roughly 1.5" x 3" in size.

Invitations- A form used to invite individuals to official events.

Examples include White House receptions, inaugural ceremonies, balls, other openings, dedication ceremonies, etc. Generally ranging from 3" x 4" to 5" x 7" in size.

Letterhead- A form used for correspondence; generally, features the agency/office seal. Roughly 8.5" x 11" in size.

Passport Covers- Printed sheets for the inside front and back covers of U.S. passports. Roughly 3.5" x 5" in size.

Pocket Commissions- A two-piece card that identifies an individual and the actions they are legally authorized to carry out. Roughly 2" x 3" in size; cards fit into a folded case in the holder's pocket and, when opened, displays both cards.

Public Sales Products- Items produced and sold to the public by BEP. Examples include intaglio prints of portraits, vignettes and collectible currency notes products. Generally ranging from 4" x 6" to 8" x 10" in size.

Seals- Proofs of official agency seals often appearing on agency or office letterhead or personnel cards. Generally ranging from .5" x .5" to 2" x 2" in size.

Tickets- A form used to admit individuals to official events. Examples include White House receptions, inaugural ceremonies and balls, memorial services, other openings and dedication ceremonies, etc. Roughly 2" x 4" in size.

Visas- A stamp or form used in conjunction with a non-U.S. citizen’s passport to allow for temporary residence in the U.S. Generally ranging from 2” x 3” to 3” x 5” in size.

MP 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.

The MP Records collection is approximately 276 cubic feet.

MP Records Lot Defined:

MP that make up the MP Records collection are grouped into lots. An MP Records lot is a means of identifying and describing an individual product and its associated objects and ensuring they remain related as a group. A lot is identified by an individual product’s name and unique Object ID consisting of the prefix MP and the product’s assigned number. Objects associated with the product make up the lot. Some lots include several objects—e.g., design source materials, artwork, models—others include only the final product or specimen.

For example:

“MP1327, Gasoline Coupon (never issued)” is a unique MP product lot name. Objects included with the product lot include 69 sheets, 5 artworks, 3 die proofs, 2 coupons, 14 photographic prints, 1 transparency, and 5 proofs.

#### 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-0318-2022-0005

Sequence Number	
1	Design Source Materials: Disposition Authority Number: DAA-0318-2022-0005-0001
2	Artwork Disposition Authority Number: DAA-0318-2022-0005-0002
3	Models Disposition Authority Number: DAA-0318-2022-0005-0003
4	Proofs Disposition Authority Number: DAA-0318-2022-0005-0004
5	Specimens Disposition Authority Number: DAA-0318-2022-0005-0005
6	MP BOOKS Disposition Authority Number: DAA-0318-2022-0005-0006

## Records Schedule Items

Sequence Number	
1	<p><b>Design Source Materials:</b></p> <p>Disposition Authority Number      <b>DAA-0318-2022-0005-0001</b></p> <p><b>Visual reference resources used by BEP designers when designing MP artwork. It may include photographs that serve as the inspiration for MP artwork design.</b></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>1880</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1880 To 1900</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-0318-2022-0005-0002</b></p> <p><b>BEP designer sketches and other visually designed elements of MP based on design source materials and/or the designer's ideas.</b></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>

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? **From 1880 To 1900**

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

3

**Models**

Disposition Authority Number **DAA-0318-2022-0005-0003**

Visual representations of the MP artwork. Models are used as an example to follow or as a reference for artwork design production. Models generally consist of a paper-based presentation board slightly larger than the proposed final MP with a paper dust flap and a photographic print of the approved MP 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.**

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

**Additional Information**

4

First year of records accumulation **1880**  
What will be the date span of the initial transfer of records to the National Archives? **From 1880 To 1900**  
How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

### Proofs

Disposition Authority Number **DAA-0318-2022-0005-0004**

**(1) a preliminary print of an MP model used as a trial impression for making corrections before commencing print production or (2) the final print of an MP model 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

First year of records accumulation **1880**  
What will be the date span of the initial transfer of records to the National Archives? **From 1880 To 1900**  
How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

5

### Specimens

Disposition Authority Number **DAA-0318-2022-0005-0005**

Examples of MPs delivered to the requesting agency or BEP office for use and/or distribution. While specimens are considered MP exemplars, BEP retains them as reference material for the visual and technical standards print runs that MP should meet.

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

First year of records accumulation 1880

What will be the date span of the initial transfer of records to the National Archives? From 1880 To 1900

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

6

#### MP BOOKS

Disposition Authority Number DAA-0318-2022-0005-0006

MP BOOKS are large (estimate: 18" x 22") bound volumes with printed proofs or final MP or specimens adhered to the pages of each book.

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

First year of records accumulation	1880
What will be the date span of the initial transfer of records to the National Archives?	From 1880 To 1900
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
07/27/2022	Certify	Miguel Martinez	Records Officer	Department of Treasury - Bureau of Engraving and Printing
09/27/2022	Submit for Concurrency	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
09/29/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/29/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/06/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office