

Request for Records Disposition Authority

Records Schedule Number DAA-0318-2022-0006

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 Currency Records

Internal agency concurrences will be provided No

Background Information Currency (C) Records, c.1869-present.

The Currency (C) collection consist of U.S. paper money produced by the Bureau of Engraving and Printing (BEP) for the Department of the Treasury and the Federal Reserve System.

The C collection consists of (1) pre-press materials and (2) final products or specimens. Pre-press materials are developed in support of the product design process. Pre-press materials are grouped into the following record subsets that illustrate the progressive stages towards a final product or specimen. These are: (1) design source materials, (2) artwork, (3) models, and (4) proofs.

The C collection includes examples of the following nine different types of U.S. paper currency produced by the BEP:

Demand Notes- (1861-1862) authorized in 1861, were the first national currency issued by the U.S. Government. They were redeemable “on demand” for gold coin from the Treasury and were issued in \$5, \$10, and \$20 denominations. Notes were issued until the spring of 1862.

United States Notes- (1862-1994) also known as Legal Tender Notes and Greenbacks, were authorized in 1862. They were initially issued in \$1, \$2, \$5, \$10, \$20, \$50, \$100, \$500, \$1000, \$5,000 and \$10,000 denominations. Issuance ended in 1994.

Fractional Currency- (1862-1876) notes of less than a dollar was authorized during the Civil War due to a shortage of coins. In all, five issues of Fractional Currency were produced between 1862 and 1876.

National Bank Notes- (1863-1935) The National Bank Act of 1863 set up a system of chartered National Banks that issued National Bank Notes, simplifying financial transactions between banks and clients. Notes were initially issued in \$1, \$2, \$5, \$10, \$20, \$50, \$100, \$500, and \$1,000 denominations. Issuance ended in 1935.

Gold Certificates- (1863-1933) authorized in 1863, allowed people to deposit gold in the Treasury and receive Gold Certificates in return. They were issued in \$10, \$20, \$50, \$100, \$500, \$1,000, \$10,000, and \$100,000 denominations. Issuance of Gold Certificates ended in 1933.

Silver Certificates- (1878-1963) authorized in 1878, allowed people to deposit silver in the Treasury and receive Silver Certificates in return. Silver Certificates were initially issued in \$1, \$2, \$5, \$10, \$20, \$50, \$100, \$500, and \$1,000 denominations. Issuance ended in 1963.

Treasury Coin Notes- (1890-1893) authorized in 1890, required the Treasury to purchase specified sums of silver bullion and to pay for it with the notes. They were issued in \$1, \$2, \$5, \$10, \$20, \$50, \$100, \$500, and \$1,000 denominations. Issuance ended in 1893.

Federal Reserve Notes- (1913-Present) Federal Reserve Notes and the Federal Reserve Banks were authorized in 1913. Federal Reserve Notes were initially issued in \$5, \$10, \$20, \$50, \$100, \$500, \$1000, \$5000, and \$10,000 denominations. Issuance of Federal Reserve Notes with values over \$100 ended in 1969.

Federal Reserve Bank Notes- (1913-1945) also authorized in 1913, were a form of emergency, supplemental currency issued by Federal Reserve Banks. For example, they were issued in 1918 during World War I, in 1933 during the Great Depression, and in 1942 during World War II. Issuance ended in 1945.

Since 1861, most U.S. paper money has used only black ink for note faces and green ink for note backs. Exceptions are: Series 1869 United States Notes which included a blue and green background tint on note faces and Gold Certificates which used yellow-orange ink for note backs. Seals and serial numbers have been printed in red, pink, blue, green, yellow, or brown ink. Commencing with series 2004, U.S. currency, in \$5, \$10, \$20, \$50, and \$100 denominations, has been printed with blue, red, yellow, orange, and green background tints on faces and back.

The C collection is approximately 362 cubic feet.

BEP Historical Resource Center (HRC) – C Defined:

Products that make up the C collection are grouped into lots. A C 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 its unique

Object ID that consists of the prefix C and the product's assigned number. Objects associated with the product make up the lot. Some lots include a number of different types of objects—e.g. design source materials, artwork, models, and proofs—other lots include only the final product or specimen.

For example:

“C2866, \$100 Federal Reserve Note, face and back, series 2009” is a unique C product lot name. Objects included with the product lot are: 1 model.

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-0318-2022-0006

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

Records Schedule Items

Sequence Number	
1	<p>Design Source Materials</p> <p>Disposition Authority Number DAA-0318-2022-0006-0001</p> <p>Visual reference materials used by BEP designers to develop product design concepts. These may include photographs or copies of other art forms that serve as the inspiration for 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 1869</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1869 To 1900</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-0318-2022-0006-0002</p> <p>BEP designer-made sketches, drawings, or other finished art compositions (based on design source materials and/or the designer's own ideas) that are developed into a final product 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 **1869**

What will be the date span of the initial transfer of records to the National Archives? **From 1869 To 1900**

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

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Models

Disposition Authority Number **DAA-0318-2022-0006-0003**

Detailed, 1-to-1 representations of a final product design. Models are used as reference for creating an engraved die or plate and/or producing a final product or specimen. Models generally consist of a paper-based presentation board slightly larger than the final product design with a photographic print of the design adhered to the board which is covered by a paper dust flap.

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.**

4	Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff
	Additional Information	
	First year of records accumulation	1869
	What will be the date span of the initial transfer of records to the National Archives?	From 1869 To 1900
	How frequently will your agency transfer these records to the National Archives?	Every 3 Years
	Proofs	
	Disposition Authority Number	DAA-0318-2022-0006-0004
	(1) a preliminary print of an engraved die or plate used as a trial impression for reviewing and making corrections or (2) the final print of a die or plate 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		
First year of records accumulation	1869	
What will be the date span of the initial transfer of records to the National Archives?	From 1869 To 1900	
How frequently will your agency transfer these records to the National Archives?	Every 3 Years	

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Specimens

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

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

First year of records accumulation 1869

What will be the date span of the initial transfer of records to the National Archives? From 1869 To 1900

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

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C Books

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

Large (estimate: 18" x 22") bound volumes with printed proofs or final products 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

1869

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

From 1856 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
09/28/2022	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