

## Request for Records Disposition Authority

Records Schedule Number      DAA-0318-2022-0007

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                 Government Obligations (GO) Records

Internal agency concurrences will be provided      No

Background Information         Government Obligations (GO) Records, c.1862-1980s.

The Government Obligations (GO) collection consists of federal debt instruments (also referred to as securities) produced by the Bureau of Engraving and Printing (BEP) for the Department of the Treasury.

The GO 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 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.

Federal debt is made up of the public debt plus contingent debt. Public debt is all debt for which the government of the United States is wholly liable. The general public is ultimately responsible for such debt through taxation. Contingent debt is debt for which the government is contingently liable. This form of debt includes government sponsored. Should the enterprise ever default on its debt, the United States government becomes liable for the debt.

Federal debt is divided between marketable and nonmarketable debt. Marketable debt consists of securities that can be easily bought and sold in the secondary market to the general public without any condition of sale. Nonmarketable debt consists of securities that cannot be bought and sold in the secondary market. Generally, nonmarketable government securities may only be bought from or sold to the Treasury. They can be bought only by government

agencies, specific business enterprises, or individuals under strict conditions.

The GO collection may include examples of the following general classes of marketable and nonmarketable debt securities produced by the BEP:

#### Marketable Debt

**Treasury Bill-** A short-term security issued on a discount basis rather than at par (its value at maturity). The price is determined by competitive bidding at auction. They have a maturity of a year or less and are usually sold on a weekly basis with maturities of 13 weeks and 26 weeks.

**Treasury Bond-** An interest-bearing security that normally matures after 10 or more years.

**Treasury Certificate of Indebtedness-** A short-term, interest-bearing security. It can have a maturity of as little as one day or as long as five years. Maturity is usually between 3 and 12 months.

**Treasury Note-** An interest-bearing security that generally matures in 2 to 5 years. In 1968, the Treasury began to issue 7-year notes, and in 1976, the maximum maturity of Treasury notes was raised to 10 years.

#### Nonmarketable Debt:

**Depository Series-** Made up of depository bonds held by depository banks. These are banks that provide banking facilities for the Treasury. Depository bonds act as collateral for the Treasury funds deposited at the bank. The interest on these collateral securities provides the banks with income for the services rendered.

**Foreign Government Series-** The group of Treasury securities sold to foreign governments or used in foreign exchange stabilization operations.

**Government Account Series-** Refers to all types of securities issued to or by government accounts and trust funds.

**Investment Series-** Contains Treasury Bond, Investment Series securities sold to institutional investors.

**REA Series-** Rural Electrification Administration Series securities are sold to recipients of Rural Electrification Administration loans who have unplanned excess loan money. Holding on to excess funds in the form of bonds give the borrower the capacity to cash in the bonds and retrieve the unused loan funds without the need for negotiating a new loan.

SLG Series State and Local Government Series securities were first issued in 1972 to help state and municipal governments meet federal arbitrage restrictions.

U.S. Savings Securities- United States Savings Securities refers to a group of securities consisting of savings stamps and bonds (most notably United States Savings Bonds) aimed at small, non-institutional investors.

GO are generally printed in black for imagery and text that make up the main design with a background tint in 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 GO collection is approximately 143 cubic feet.

BEP Historical Resource Center (HRC) – GO Defined:  
Products that make up the GO collection are grouped into lots. A GO 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 GO 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:

“GO24, bond, \$1,000 First Liberty Loan of 1917” is a unique GO product lot name. Objects included with the product lot are: 1 specimen.

### 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-0318-2022-0007

Sequence Number	
1	Design Source Materials: Disposition Authority Number: DAA-0318-2022-0007-0001
2	Artwork Disposition Authority Number: DAA-0318-2022-0007-0002
3	Models Disposition Authority Number: DAA-0318-2022-0007-0003
4	Proofs Disposition Authority Number: DAA-0318-2022-0007-0004
5	Specimens Disposition Authority Number: DAA-0318-2022-0007-0005

## Records Schedule Items

Sequence Number	
1	<p><b>Design Source Materials:</b></p> <p>Disposition Authority Number      <b>DAA-0318-2022-0007-0001</b></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                      <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>1862</b></p> <p>End year of records accumulation      <b>1980</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1862 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-0318-2022-0007-0002</b></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>

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
<b>Additional Information</b>	
First year of records accumulation	1862
End year of records accumulation	1980
What will be the date span of the initial transfer of records to the National Archives?	From 1862 To 1900
How frequently will your agency transfer these records to the National Archives?	Every 3 Years

3

### Models

Disposition Authority Number      **DAA-0318-2022-0007-0003**

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

### Additional Information

First year of records accumulation	1862
End year of records accumulation	1980
What will be the date span of the initial transfer of records to the National Archives?	From 1862 To 1900
How frequently will your agency transfer these records to the National Archives?	Every 3 Years

### Proofs

Disposition Authority Number	DAA-0318-2022-0007-0004
------------------------------	-------------------------

(1) a preliminary print of an engraved die or plate used as a trial impression for reviewing and making changes or 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	1862
End year of records accumulation	1980

4

5

What will be the date span of the initial transfer of records to the National Archives? **From 1862 To 1900**

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

### **Specimens**

Disposition Authority Number **DAA-0318-2022-0007-0005**

**Specimens are essentially the same product that will be delivered to the requesting agency or BEP office for use and/or distribution. Specimens are considered exemplars and BEP retains them as reference material 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 **1862**

End year of records accumulation **1980**

What will be the date span of the initial transfer of records to the National Archives? **From 1862 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
09/29/2022	Submit for Concurrency	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
10/03/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/04/2022	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