

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-318-04-1</i>	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED <i>10-3-2003</i>	
2. MAJOR SUBDIVISION Office of IT Budget and Strategic Planning		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION IT Regulatory Compliance Division		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Evangela C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE <i>5-17-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

6. 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>10/2/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cary C. Conn</i>	TITLE Records Officer/Manager, IT Regulatory Compliance Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Bureau of Engraving and Printing Records Control Schedule BEP STRATEGIC PLANNING See attached sheets	New	
<i>cc Agency, NR, NWMD, NWMDA</i>			

BEP STRATEGIC PLANNING

1. Strategic Planning Files

Files relating to development, implementation, reporting, and analysis of the Bureau's strategic goals and objectives. Files contain correspondence, plans, reports, and other documentation on the Bureau's Strategic Plan (5-Year), annual performance plans, quarterly performance data and other documentation on performance measures and accomplishments. Also includes files on the Bureau's input to the Treasury Department Performance Plans.

a. Five-year Strategic Plan

PERMANENT. Transfer to NARA when 30 years old.

b. All other files.

TEMPORARY. Cut off files at end of fiscal year. Destroy when 10 years old.

2. Capital Planning Documents

a. Capital Planning Files

Year end reports, correspondence, and other information relating to the Bureau's planning, budgeting, and implementation of major capital investment projects. Files include meeting agendas, minutes, reports, and other materials relating to the oversight of the Bureau's capital assets by the Executive Capital Investment Committee and subcommittees.

TEMPORARY. Close files when superseded. Destroy when 7 years old.

b. Capital Portfolio Documents

Records documenting the annual reviews and surveys, and semi-annual updates to the Bureau's capital portfolios. Files include data and reports collected, evaluations, and recommendations made to the BEP Executive Capital Investment Committee.

PERMANENT. Close files when 12 years old. Transfer to NARA when 30 years old.

c. Major Capital Investment Project Files

Case files documenting the research, planning, evaluation, approval, and implementation of major capital investment equipment and projects. Files includes Authorization for Fixed Assets and Related Services (BEP Form 9056-1), and associated requirements, plans, cost and schedule analyses, business case reports, reviews, approvals, and documentation on procurement, implementation, and oversight.

PERMANENT. Close files when 12 years old. Transfer to NARA when 30 years old.

Electronic Mail and Word Processing System Copies:

Electronic copies of record that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

- a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed