

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>U1-318-04-2</i>	
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>10-15-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 3 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>7/14/04</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 GRS OR SUPERSEDED JOB CITATION	10.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 INFORMATION TECHNOLOGY OPERATIONS, SERVICES, AND RECORDS See attached sheets	New	
<p>All changes to this proposed schedule have been approved by:</p> <p><i>Andre G. [Signature]</i> <u>7/17/04</u> <i>Cary C. Conn</i> <u>7/14/04</u> NARA appraiser date Agency representative date</p> <p><i>cc Agency NA NARA</i></p>			

BEP INFORMATION TECHNOLOGY
OPERATIONS, SERVICES, AND RECORDS

Information Systems

1. Bureau of Engraving and Printing Management Information System (BEPMIS)

Hardcopy and electronic records of the Bureau's primary integrated financial, manufacturing, and product accountability system. BEPMIS is composed of many different modules and applications which support product accountability, inventory control, work-in-progress, accounting, and other Bureau activities. Many of the records created and maintained within BEPMIS are scheduled separately with related records for the appropriate functional activities.

a. ~~Input data~~

TEMPORARY. ~~Follow instructions for related records.~~

b. Electronic data

TEMPORARY. Close out files at end of each fiscal year. Hold in office at least 7 years, then delete when no longer needed.

c. ~~Output and reports~~

TEMPORARY. ~~File with related records and follow instructions for related records.~~

d. Supporting documentation

TEMPORARY. Close file when system is discontinued. Destroy 2 years after close of file.

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