REQUEST FOR RECORDS DISPOSITION AUTHORITY

	LEAVE BLANK (NARA use only)
	JOB NUMBER N1- 3/8 -04 -2

TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

DATE RECEIVED

1. FROM (Agency or establishment)
Bureau of Engraving and Printing

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Office of IT Budget and Strategic Planning

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION
IT Regulatory Compliance Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Evangela C. Wimbush-Jeffrey	202-874-3219	10 -15-04	*[signature] John W. Carl*

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,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7/14/04	*Cary C. Conn*	Records Officer/Manager, IT Regulatory Compliance Division

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 GRS OR SUPERSEDED JOB CITATION	10.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	
	All changes to this proposed schedule have been approved by:		
	[signature] 7/17/04 *Cary C. Conn* 7/14/04 NARA appraiser date Agency representative date		

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