

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>N1-318-04-3</i>
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED	<i>10-03-2003</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 GRS OR SUPERSEDED JOB CITATION	10.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 LEGAL RECORDS See attached sheets	N1-318-93-2	

all Agency, NR, NWRMD, NWRMWA, NWR etc

LEGAL RECORDS

1. Subject/Case Files

Provides complete documentation on litigation or the legal position of the Bureau. Includes correspondence, memorandums, periodic narrative reports, and similar materials which relate to a specific action, event, person, place, project or other subject and provide complete documentation of BEP activities from initiation to conclusion. Upon closing, these cases are used as subject files for reference purposes.

- a. Historically significant case files dealing with matters relating to personnel, health and safety, administration, fiscal, production, and environmental concerns.

PERMANENT. Cut off file when case is closed. Retire to BEP's records storage area when no longer needed for current business. Offer to National Archives 15 years after cut-off. (N1-318-93-2 (1.a))

- b. Other case files.

TEMPORARY. Cut off files when case is closed. Retire to BEP's records storage area when no longer needed for current business. Destroy after 5 years.

- c. Index to Case Files

TEMPORARY. Update as needed for current business. Destroy/delete when related case files are destroyed. (N1-318-93-2 (1.b))

- d. Routine Facilitative Materials
Includes transmittal slip, internal sign-off sheets, routing slips, reference files and similar materials.

TEMPORARY. Destroy when no longer needed. (N1-318-93-2(1.c))

2. Litigation Status Reports (electronic only)

Routine reports on status of Bureau litigation, submitted to Bureau Director and Treasury Department Office of General Counsel.

TEMPORARY. Destroy when 2 years old.

3. Weekly Office Reports (electronic only)

Routine reports on the work of the office submitted to the Treasury Department's Assistant General Counsel (General Law and Ethics).

TEMPORARY. Destroy when 2 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