

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

LEAVE BLANK (NARA use only)

JOB NUMBER *21-318-04-4*

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

DATE RECEIVED  
*10-03-2003*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5. TELEPHONE  
202-874-3219

DATE *1 March 2004* ARCHIVIST OF THE UNITED STATES  
*Laurie J. Bellon*  
*Acting Archivist of the U.S.*

**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 1 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

*10/2/03*

SIGNATURE OF AGENCY REPRESENTATIVE

*Cary C. Conn*

TITLE

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 GRS OR SUPERSEDED JOB CITATION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  
BUDGET FORMULATION  
See attached sheets

GRS 5

*cc: agency, NA, NWMD, NWMA*

## BUDGET FORMULATION

### 1. Final Budget Submissions

- a. Official record copy of the consolidated Bureau budget estimate and justification submitted to Congress for review and approval. Included are appropriation language sheets, budget justifications, narrative statements, and related schedules and data, for all Department of Treasury, Office of Management and Budget, and Congressional budget submissions.

Partial  
supersession

PERMANENT. Cut off files at the end of each fiscal year and transfer to the BEP's records storage area 5 years after cutoff. Offer to NARA in five year blocks when the most recent record is 20 years old.

see  
attached

### b. Budget Briefing Books

Briefing materials and exhibits created for use during budget hearings before Congressional budget committees, to justify and support the Bureau budget. Includes testimonies prepared for the Director, and Qs and As prepared on key issues of the budget.

TEMPORARY. Close files at the end of each fiscal year and destroy 5 years after close of the fiscal year covered by the budget or when no longer needed for reference.

### 2. Budget Correspondence and General Subject Files

Budget office correspondence, instructional materials, and other subject files documenting Bureau policies, procedures, and systems for developing and submitting internal budget data as prescribed by Department of Treasury and OMB requirements, and which reflect policy decisions affecting expenditures for Bureau programs.

TEMPORARY. Close inactive files and transfer to BEP's records storage area when 5 years old. Destroy when 7 years old.

Superseded by:

DAA-GRS-2015-0006-0007

DATE (MM/DD/YYYY):

05/01/2019

N1-318-04-004

BUDGET FORMULATION

1. Final Budget Submissions

a Official records copy

***Superseded for records dated 2017 and forward only.***

DAA-GRS-2015-0006-0001

05/01/2019

b Budget briefing books

***Superseded for records dated 2017 and forward only.***

DAA-GRS-2015-0006-0001

05/01/2019

**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

Superseded by:  
DAA-GRS-2013-0003-0002  
DATE (MM/DD/YYYY):  
05/16/2014