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| 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>71-318-04-7</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>5-24-04</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 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.

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| 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 GRS OR SUPERSEDED JOB CITATION | 10.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 ADMINISTRATIVE PROGRAMS AND SERVICES See attached sheets | NC1-318-78-1 GRS 16 | |
| <i>cc Agency, TR NWMW</i> | | | |

ADMINISTRATIVE PROGRAMS AND SERVICES

1. Administrative Services Program Files

Files relating to the management and operations of Bureau-specific administrative programs and operations not covered by the General Records Schedules or elsewhere in this chapter. Files include associated regulations, Bureau policies and procedures, interim and year-end project reports, routine correspondence, planning and scheduling documentation, control logs, vendor files, background materials, and supporting papers. Programs include, but are not limited to, Health Center Services, Safety Shoes, Safety Glasses, Uniforms, Lockers, Public Transportation Incentives, Fleet Management, Shuttle Services, Copier Management, Copy Center, Mail Room, Bloodmobile Drives, Pagers, and others.

TEMPORARY. Destroy ~~when~~ 2 years ~~out~~ after file is closed.

APPROVED
3/31/04

2. Administrative Services Program System (ASPS)

Electronic database system used for maintaining, scheduling, tracking, and reporting Administrative Program Services activities.

TEMPORARY. Update as needed for current business. Delete electronic records when no longer needed for administrative, legal, fiscal, audit, or other operational purpose.

3. External Reporting Requirements

Records relating to management and oversight of the Bureau's external reporting requirements. Includes schedules, inventories, descriptions of recurring external reports, receiving agency, reporting frequency, due dates, and other supporting documentation.

TEMPORARY. Destroy when superseded, obsolete, or no longer needed.

4. FAIR Act (OMB Circular A-76)

Records relating to the Bureau's implementation of OMB Circular A-76, Performance of Commercial Activities and the Federal Activities Inventory Reform Act of 1988 (FAIR ACT). Records contain implementation procedures, including appeal procedures, annual inventory of commercial activities performed in the Bureau, documentation for competitive sourcing studies conducted, and related materials.

TEMPORARY. Destroy when 10 years old.

5. Forms Management (GRS 16/3)

a. Blank Forms Inventory and Management System

Electronic tracking system used to control approved Bureau forms and monitor status of inventory and distribution of forms.

TEMPORARY. Update as needed for current business or delete when no longer needed.

6. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the 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 recordkeeping 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.

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.

Destroy/delete when dissemination, revision, or updating is completed.