

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-318-04-8</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>1-29-04</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 8 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 GRS OR SUPERSEDED JOB CITATION	10.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 SECURITY SYSTEMS AND SERVICES See attached sheets	NC1-318-78-1 <i>Item 34.1(6)</i>	

*cc Agency, DR, DWML*

## SECURITY SYSTEMS AND SERVICES

### Product Security

#### 1. General Investigation Files

Case files of security investigations relating to alleged losses and discrepancies in Bureau securities products and breaches of product security procedures occurring within the Bureau and at contractor facilities.

TEMPORARY. Destroy ~~when~~ 30 years ~~old~~. *after investigation is closed.*

#### 2. Federal Reserve Bank (FRB) Report Investigations

Case files of security investigations relating to Federal Reserve Bank letters reporting currency defects, shortages, and overages occurring in new currency shipments from the Bureau to the Federal Reserve Banks. Files include FRB report of discrepancy and other correspondence, relevant currency production data, investigation findings and resolution.

TEMPORARY. Destroy when 30 years old.

#### 3. Test Site Surveys

Case files of site surveys conducted to ensure appropriate security systems and procedures are in place at off-site testing sites. Files include reviews of test plans and results of on-site monitoring of tests.

TEMPORARY. Destroy 7 years after ~~completion of tests at site~~. *site survey case is closed.*

#### 4. Security Reviews

Case files on security reviews requested for contractor sites. Files include Request for Assessment (RFA), contractor security plans, print orders, circulars, statement of work for the procurement, review results, correspondence, and other supporting documentation.

TEMPORARY. Destroy 7 years after contract is closed.

5. Secure Escort Files

Case files relating to secure escorts and transmittals of security products and other controlled items that are shipped out of or received by the Bureau.

TEMPORARY. Destroy when 10 years ~~old~~ *after case is closed.*

6. Security Currency Research Files

Case files relating to requests from outside organizations, such as the FBI, ATF, state and local law enforcement agencies, for information and assistance in currency-related investigations, such as bank robberies and bank claims of shortages or overages from banks (other than the Federal Reserve Banks).

TEMPORARY. Destroy when 7 years ~~old~~ *after case is closed.*

7. Security of Currency Redesign and Advanced Counterfeit Detection

Records relating to security oversight of U. S. currency redesign programs (Next Generation (NexGen), New Currency Design) and Advanced Counterfeit Detection Programs.

TEMPORARY. Destroy 7 years after design change is introduced.

Facility Security

8. Access Controls and Intrusion Detection

Electronic and hardcopy records relating to management and operation of the Bureau's security systems that monitor and protect Bureau employees and products. Systems include the Access Control security system (ACAMS), the video badging security subsystem, and the Intrusion Detection Alarm system, which work in conjunction to provide for the control and monitoring of personnel entering the Bureau and controlled areas within the Bureau. Files include policies and procedures, correspondence, reports, equipment and system documentation, and related materials.

a. Security systems operations files

TEMPORARY. Destroy 3 years after system replacement.

- b. System and equipment documentation

TEMPORARY. Destroy when superseded or obsolete.

9. Visual Surveillance files

Files relating to the Bureau's camera/video security surveillance systems that monitor outside areas, building portals, and securities production areas. Files include audiovisual records (VHS video tapes, digital recordings) and related hard copy files.

- a. Video tapes and digital recordings

TEMPORARY. Destroy when 7 years old.

- b. System and equipment documentation

TEMPORARY. Destroy when superseded or obsolete.

10. Security System Configuration Management

- a. Electronic and hardcopy files relating to the physical security configuration of the Bureau facility, including facility plans and drawings documenting the location and coverage of all security construction features, equipment, and devices.

TEMPORARY. Destroy 7 years after the reconfiguration or replacement of system.

- b. System and equipment documentation

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

11. Storage and Product Access Security

Hard copy and electronic files documenting policies, guidance, specifications, and security controls relating to physical storage of security products and access to vaults, safes, and containers. Records include correspondence, reports, logs, and various Bureau forms to authorize and control vault and safe combinations, key control systems, and use of security straps and seals.

TEMPORARY. Destroy when 10 years old.

12. Facility Security Program Files

a.. Facility Security Standards

Files relating to establishment and enforcement of Bureau physical security standards for secure and non-secure areas. Includes specifications for security equipment and devices (alarms, sensors, vaults, turnstiles, etc.) as well as requirements for construction and renovation projects and building materials (windows, doors, etc.)

TEMPORARY. Destroy when superseded or no longer needed for reference, whichever is later.

b. Facility Security Project Files

- (1) Case files relating to security reviews and surveys conducted prior to the construction, renovation, or installation of security-related equipment and systems in the Bureau. Also included are reviews of new security-related research, technology, and equipment.

TEMPORARY. Close out case files when project is completed and transfer to BEP's record storage area when 5 years old. Destroy when 30 years old.

- (2) Security Project Tracking System

Electronic system that tracks projects and assignment of security analysts.

TEMPORARY. Update as needed and destroy/delete electronic records when no longer needed to do business.

c. Security Subject Files

Various files documenting routine security-related activities, including approval of requests for access to secure facility areas and information. Files include visitor access requests, requests for reports on individual time records from the access control security system, security reviews of routine maintenance and repairs, records of destruction of badges, retired personnel badge files, and others.

TEMPORARY. Destroy when 5 years old or no longer needed for reference, whichever is later.

## Police Operations Files

### 13. Police Incident Reports

Police reports of investigations of security violations, criminal incidents, and all other investigative records and reports filed by Bureau Police Operations. Files include Offense/Incident Report (BEP Form 2599) and supporting documentation. Maintained by fiscal year in sequential case number order. *Files from used to*

TEMPORARY. Retain in office for 2 years, *(after case is closed,* then transfer to BEP's records storage area. Destroy 7 years after close of case.

### 14. Police Activity Records

Records of daily police assignments and activities, including daily blotter, roll call sheets, post and patrol assignments, shift summaries, and other activity reports. Maintained chronologically by month.

TEMPORARY. *Cut off annually* Destroy when 3 years old.

### 15. Police General Orders and Procedures

Operational orders, memos, policies and procedures issued by Bureau Police. Official police procedures manual (Blue Book) is updated annually to incorporate policies and orders issued during the year.

#### a. Police Procedure Manual (Blue Book)

Official record copy of each manual version.

TEMPORARY. Retain in office for reference when subsequent revision is issued. Destroy when 5 years ~~old~~ *after subsequent revision is completed.*

#### b. Other copies of operational orders and memos

TEMPORARY. Destroy when incorporated into next manual, or when superseded, obsolete, or no longer needed.

16. Armored Transport Unit Files

Records relating to management and operations of the Armored Transport Unit (ATU) which provides security protection during the shipment/transportation of currency and high value Government Securities to and from the Bureau of Engraving and Printing.

TEMPORARY. Destroy 2 years after contract is terminated.

17. Police Vehicle Fleet Records

Records relating to the purchase, maintenance, repair, and use of Bureau vehicles assigned to the Security Office. Files are maintained by individual vehicle.

TEMPORARY. Destroy 2 years after vehicle is removed from service.

*GRS 10/1*

Security Training

18. Security Training

a. Security Training Program

Information relating to specialized security training courses for Police Officers, security specialists, and other security personnel, including curriculum, lesson plans, training materials, training schedules, summary reports, etc.

TEMPORARY. Close file when course is superseded or discontinued. Destroy when 5 years ~~old~~ after superseded or discontinued.

b. Individual Security Training Records

Individual training records including Training Request forms (BEP Form 182) and other materials documenting security training activities of Police Officers, security specialists, and other security personnel. These files relate exclusively to security training and are maintained separately from the general Bureau training files.

TEMPORARY. Destroy 5 years after separation or transfer of employee.

19. Weapons Files

a. BEP Weapons Receipts (████████████████████)

Records documenting the issuance of Bureau weapons to uniformed officers and other security personnel and return of these weapons to the Bureau.

TEMPORARY. Destroy 2 years after return of weapon.

b. Range Score Cards (████████████████████)

Records of quarterly firearms qualifications for uniformed officers and other security personnel. Active cards maintained at firing range, completed cards filed by date in security office.

TEMPORARY. Close out at end of year and transfer to Bureau records storage area. Destroy when 7 years old.

c. Annual weapons inventory

Official inventory of Bureau weapons conducted annually by Management Control and issued to the Chief of Security.

TEMPORARY. Destroy when 7 years old.

20. Ammunition Accountability Files

Daily and monthly inventory of ammunition.

TEMPORARY. Destroy when 7 years old.

21. Police Uniforms, Security Supplies and Equipment

a. Security Supply Management

Records relating to procurement and inventory management of police uniforms and security supplies and equipment required for uniformed police officers and other security personnel.

(1) Vendor files



TEMPORARY. Destroy 2 years after contract/item is discontinued.

(2) Requisitions and Inventory lists.

TEMPORARY. Destroy when 2 years old.

b. Police Uniform and Equipment Issuance

Records relating to the issuance of police uniforms, security supplies and equipment to Police Officers and other security personnel. Includes annual inventory reviews of all equipment issued to each individual.

TEMPORARY. Destroy 2 years after separation or transfer of employee.

22. 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.