

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>71-318-04-9</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>10-13-04</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.

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 GRS OR SUPERSEDED JOB CITATION	10.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 PROCUREMENT RECORDS See attached sheets	NG1-318-78-1, NG1-318-93-2, and GRS 3/3 <i>71-318-93-2</i> <i>Items 3 ACD</i> <i>3</i>	
	<i>cc Agency DR, DWMD, DWMA</i>		

PROCUREMENT RECORDS

GRS 3/2

1. General Procurement Correspondence and Subject Files

Correspondence, memorandums, administrative and financial reports, budget reviews, analyses, research studies, procurement policies, contract practices, and other records relating to the overall operation and administration of the Bureau's procurement functions.

TEMPORARY. Destroy inactive files when 2 years old.

GRS 3/3

2. BEP Routine Procurement Files

Contract, requisition, and purchase order records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Official Contract/Purchase Order files

(1) Contracts:

Purchases in excess of \$100,000 (or \$5,000,000 for commercial items or services), using an invitation for bids (IFB) or request for proposals (RFP), and resulting in a Contract.

TEMPORARY. Destroy 6 years and 3 months after final payment.

(2) Simplified Acquisitions:

Purchase of supplies or services between \$2,500 and \$100,000, using a request for quotes (RFQ) as the solicitation, and resulting in a Purchase Order.

TEMPORARY. Destroy 3 years after final payment.

(3) Government-wide Purchase Card procurements:

Purchases of less than \$2,500 using the Government credit cards.

TEMPORARY. Destroy 3 years after final payment.

3. Interagency and Intra-Agency Agreements

Case files on agreements between the Bureau and other government agencies. Includes correspondence and all documents/materials concerning the agreement.

- a. Files covering projects for which the Bureau is reimbursed by another Federal Agency including records of bilateral cooperation with foreign countries. Also includes materials relating to Land owned or formerly owned by the Bureau exclusive of agreements covering the Holocaust Museum.

PERMANENT. Cut off annually or after agreement is terminated or suspended. Retire to BEP's records storage area after cutoff. Transfer to NARA 10 years after cutoff. (N1-318-93-2), *item 3 a (1)*

- b. Files covering projects for which the Bureau reimburses another Federal Agency. Includes background documents, general correspondence, interim financial reports and supporting materials.

TEMPORARY. Destroy 7 years after termination of project (N1-318-93-2), *item 3 a (2)*

4. 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.