

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>71-318-04-10</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>9-20-04</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 3 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 GRS OR SUPERSEDED JOB CITATION	10.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 FINANCIAL MANAGEMENT See attached sheets	NC1-318-78-1 GRS 2, 9 <i>AV</i>	
<i>cc Agency NR NWMD NWMWA</i>			

FINANCIAL MANAGEMENT

1. CFO Annual Report

Records relating to the Chief Financial Officer's Annual Performance and Accountability Report for the Bureau.

a. Official record copy.

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

b. Working files created in preparation of the CFO's Annual Report. Includes input reports from other offices.

TEMPORARY. Destroy 2 years after the close of the fiscal year covered by the Annual Report.

~~2. Payroll Records~~

~~Official Bureau records relating to payroll processing and preparation, including time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards; flextime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, and related documents upon which leave input data is based, and records used to input time and attendance into National Finance Center payroll system.~~

*Covered by
625-2 AS*

~~TEMPORARY. Destroy after GAO audit or when 6 years old, whichever is later.~~

~~3. Travel Files~~

~~a. Travel Expense Files~~

~~Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions. Includes originating office copies of travel records used to account for employees while on travel status, and to request reimbursement or balance due on travel funds authorized.~~

*Covered
by
625-9
AS*

~~Records consist of travel authorization record, travel advance applications,~~

~~transportation requests, travel voucher copies, reimbursement claim copies, direct deposit forms for travel, and other expense receipts and related correspondence.~~

~~TEMPORARY. Destroy 6 years and 3 months after the close of the fiscal year involved.~~

*Covered by
6259 AS*

b. Travel reports

Bureau copies of general travel and transportation reports, including First Class Travel reports.

~~TEMPORARY. Destroy when 3 years old.~~

4. Credit Card Coordination Files

Files relating to coordination of Bureau credit cards issued to agency personnel for travel, procurement or other authorized use. Files include original credit card applications, monthly activity reports from credit card providers, and related correspondence and reports on credit card activity.

a. Individual credit card applications

TEMPORARY. Destroy when credit card is cancelled.

b. All other records

TEMPORARY. Destroy when 2 years old

5. Financial Management System Files, Records, and Reports

Electronic files, system reports, and hardcopy records documenting the collection, receipt, advance and reimbursement of funds; deposits, credits, debits, and disbursements of funds; and certification records documenting the authenticity of payment vouchers and other receipt and disbursement of funds.

a. Financial documents and reports in hardcopy or electronic format that are required for BEP financial statement audit and financial accountability purposes. These records include periodic reports that are produced in the regular course of business, and special ad hoc or one-time only reports that are required for compliance with federal government financial accounting standards.

TEMPORARY. Destroy or delete 6 years and 3 months after the close of the fiscal year involved.

- b. Financial documents and reports in hardcopy or electronic format that are summarized or consolidated on a regular basis, and are not needed for financial statement audit or financial accountability purposes.

TEMPORARY. Destroy when superseded, updated, or obsolete, or when no longer needed for current agency business.

- c. All other records, reports, and electronic files that are created for one-time ad-hoc or special studies but which are not needed for financial statement audit or financial accountability purposes.

TEMPORARY. Destroy when no longer needed for current agency business.

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.