

<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	71-318-04-11
1. FROM (Agency or establishment) Bureau of Engraving and Printing		DATE RECEIVED	10-3-2003
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Evangelina C. Wimbush-Jeffrey	5. TELEPHONE 202-874-3219	DATE	ARCHIVES OF THE UNITED STATES <b>WITHDRAWN</b>

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 <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 GRS OR SUPERSEDED JOB CITATION	10.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 COMMON RECORDS FOUND THROUGHOUT BEP OFFICES See attached sheets  <i>Agency</i>	NC1-318-78-1, GRS 23  <b>WITHDRAWN</b> 4/5/04	

COMMON RECORDS FOUND THROUGHOUT BEP OFFICES  
(GRS 23)

1. Reading or Chron Files

Includes hard or electronic copies of all correspondence and memoranda prepared by an office, filed chronologically and kept for convenient office reference.

TEMPORARY. Destroy when 3 months old.

2. Time and Attendance Files

Copies of records maintained in office division files used to record employee's daily time and attendance. Files include copies of various forms, such as Daily Attendance Records (BEP Form 8813), Sick and Emergency Absence Record (BEP Form 8805), Detailed Employee Notice (BEP Form 9267), Employee's Pass (BEP Form 8388-1), Employee's Special Permit (BEP Form 1390), etc. The official Bureau record is maintained in the Office of Financial Management.

TEMPORARY. Destroy when 2 years old or when no longer needed for current business, whichever is later.

### 3. 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.